

SOUTH AUSTRALIAN CROQUET ASSOCIATION INC. CONSTITUTION AND HANDBOOK

Preamble

This document is to be known as “The Constitution and Handbook”, and its purpose is to establish and regulate the wide range of concerns and activities of the South Australian Croquet Association Inc.

It is in three parts, plus a fourth companion document, all of which are of valid authority and force within the limits prescribed within the Constitution.

Part A (Clauses 1. – 20.) is the “Constitution” in the traditional meaning.

The Handbook consists of:-

Part B (Clauses 21. – 100.), which contains the By-Laws for details of the authority and operation of Part A;

Part C (Clauses 101. – 150.), which contains the Standing Orders under which general meetings shall be conducted and which shall be the general guide-line for all other meetings except those “in committee”.

Also included are various Appendix and Addendum.

The Playing Program Regulations and Guidelines are contained in a companion document to be known as “Croquet SA Playing Program Regulations and Guidelines”, containing clauses 1. - 50. All of those clauses are specific to that document.

This preamble is not part of “The Constitution and Handbook”.

SOUTH AUSTRALIAN CROQUET ASSOCIATION INCORPORATED

CONSTITUTION AND HANDBOOK

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PART A – THE CONSTITUTION

1. NAME

An Association is hereby formed by a union of affiliated clubs, as hereinafter defined, and of Honorary Life Members. Such association shall be known as the South Australian Croquet Association Incorporated.

2. OBJECTS

The objects of the South Australian Croquet Association Incorporated shall be:-

- 2.1. To create a representative croquet authority in South Australia.
- 2.2. To promote a general interest in croquet and the mutual interests of affiliated clubs and their registered members.
- 2.3. To associate with the National body controlling croquet in Australia, namely, The Australian Croquet Association Incorporated, also trading as Croquet Australia.
- 2.4. To adopt the Laws of Association Croquet, Australian Regulations and WCF Golf Croquet Rules as agreed by Croquet Australia, The Croquet Association of UK, Croquet New Zealand and the United States Croquet Association, plus the accompanying Regulations for Tournaments unless otherwise provided and to encourage uniformity in their application and interpretation.
- 2.5. To establish and apply a uniform system of handicapping.
- 2.6. To promote, organise and manage tournaments, championships and matches.
- 2.7. To co-operate with other State Associations and bodies to promote and increase public interest in the game and establish croquet as one of the national sports of Australia.
- 2.8. To represent South Australia at any national conference or meeting related to the game of croquet.
- 2.9. To promote participation in the game and encourage the formation of new clubs.
- 2.10. To acquire by purchase or otherwise, or sell, real or personal property and to borrow money on mortgage or debentures, or by way of overdraft or otherwise.
- 2.11. To apply for, obtain and hold any Certificate of Registration, Licence or Licences, necessary to be obtained and held for the purpose of affecting any or all of the above objects.
- 2.12. To carry out any lawful acts, work or function designed to further the interests of the South Australian Croquet Association Incorporated and the above objects.

3. INTERPRETATIONS

- 3.1. The term “Association” or “Croquet SA” means the South Australian Croquet Association Incorporated.
- 3.2. The term “Council” means the governing council of the Association established under Clause 5.1., and relevant By-Laws.
- 3.3. The term “Board” means the Management Board established under Clause 5.4., and relevant By-Laws.
- 3.4. The term “Executive” means the committee established under Clause 5.8., and relevant By-Laws.
- 3.5. “AGM” means the Annual General Meeting of the Association.
- 3.6. “Constitution” shall refer to Part A (Clauses 1.-50.) of the Constitution and Handbook and Parts B and C, and appendices shall be the “Handbook” of the Association.
- 3.7. “By-Laws” shall refer to Clauses 21. – 100. inclusive, forming Part B of the Handbook.
- 3.8. “Regulations” shall refer to Clauses 1.-50. inclusive, forming the companion booklet Playing Program Regulation and Guidelines.

- 3.9. "Standing Orders" shall refer to Clauses 101 – 150 inclusive, forming Part C of the Handbook.
- 3.10. A "Country Club" shall be those clubs beyond a distance from the GPO as determined from time to time by Council.
- 3.11. An "affiliated club" is an approved member club who has paid to the Association its affiliation fees.
- 3.12. A "registered player" is one who is a financial member of an affiliated club and who has playing rights at that club, and who is also registered with the Association.
- 3.13. Any question of interpretation of this Constitution and Handbook shall be determined by Council.

4. MEMBERSHIP

Clubs

- 4.1. An affiliated club shall be one whose application is approved by the Association and that has paid the Association affiliation fees as decided at the AGM.
- 4.2. Any new club wishing to join the Association may, upon application in writing, be accepted by a two-thirds majority of Council, present and voting, and on acceptance shall pay an affiliation fee decided annually at the AGM.
- 4.3. Any affiliated club may, with the sanction of a Special Meeting of its members, at any time withdraw from the Association, provided however that no affiliated club shall be permitted to withdraw without the consent of a two-thirds majority of the Council present and voting.
- 4.4. If a club withdraws from the Association, it may upon re-application in writing, be re-accepted following payment of the affiliation fees as decided annually at the AGM.
- 4.5. No club withdrawing from the Association shall have any claim upon the Association money, property or other assets.
- 4.6. All playing members of affiliated clubs are required to be registered with the Association by notification and by payment of an annual registration fee that shall be determined each year at the AGM.
- 4.7. Upon any affiliated club failing to pay its club affiliation fee, player registration fees, or any other money payable under the terms of the Constitution, within sixty days of notification thereof, such club shall, on the resolution of the Board, be deprived of the benefits of membership of the Association until full payment is made.

Honorary Life Member

- 4.8. Honorary Life Membership of the Association may be conferred on any member of an affiliated club on the recommendation of the Board and confirmed by a two-thirds majority of those present and voting at a Council meeting. Voting shall be by ballot.
- 4.9. An Honorary Life Member shall be entitled to all the privileges of membership of the Association and have the right to attend any meeting of the Association and shall have voting rights. All Honorary Life Members shall be notified in writing of all Council meetings in accordance with Clause 7.2. and may be consulted upon any matter affecting the Association.
- 4.10. Honorary Life Members of the Association will have their Association registration fee waived, but may play in all Association events upon payment of the relevant entry fees.
- 4.11. Honorary Life Members will have no claim on any Association money, property or assets.

Player Life Member

- 4.12. Council, upon recommendation from the Board, may confer upon any registered player of an affiliated club, a Player Life Membership as recognition for being a Playing member of the State Team for ten years (not necessarily consecutive).

4.13. Player Life Members will have no claim on any Association money, properties or assets.

5. MANAGEMENT

The Council

- 5.1. The Council shall be the supreme controlling body for croquet in the state of South Australia.
- 5.2. The management of the Association will be conducted by the members through the AGM together with 2 Council meetings and any Special Council meetings convened under Clause 7.8.
- 5.3. The Council will consist of the following representatives:-
 - 5.3.1. The Board.
 - 5.3.2. One delegate from each affiliated club, provided that no person may be appointed or remain a delegate unless they are a registered player. Any club may be represented by a proxy delegate provided that the proxy is a registered player and that the Secretary has been notified in writing prior to the meeting.
 - 5.3.3. Honorary Life Members.

The Board

- 5.4. The AGM will elect a Management Board to conduct the day to day business of the Association in accordance with policies and directions laid down at the AGM or Council meetings.
- 5.5. The Board shall consist of persons elected under Clause 24 and shall operate under By-Laws established for this purpose.
- 5.6. Vacancies will be filled by the Council for any unexpired term.

Committees & Sub-Committees

- 5.7. Committees & Sub-Committees may be formed from time to time to carry out specific duties as defined by the Council or the Board and will report to the Board.

The Executive

- 5.8. The Executive shall be a committee consisting of the President, Vice President, Executive Director and Honorary Treasurer, elected in accordance with procedures laid down in Clause 25.
- 5.9. The Executive Committee may make decisions as a matter of urgency, but must report each decision to the Board at its next meeting.
- 5.10. All decisions shall be subject to ratification by the next meeting of the Board.
- 5.11. The Executive shall act as a Dissension or Appeals Committee, or delegate these responsibilities to an authorised panel, as referred to in Clauses 41. 42. and 66. of the Handbook.

6. INDEMNITY

- 6.1. Every member of the Board or any other committee of the Association shall be Indemnified out of the funds of the Association against all costs, charges, damages, and expenses by reason of any covenant entered into or act or default done or made in anyway in the execution of the office or trust held except if the same shall have been occasioned through any wilful act, default or culpable negligence or in contravention of the Constitution of the Association.

7. MEETINGS

AGM

- 7.1. The AGM shall be held at a time set by Council.
- 7.2. Twenty-eight days notice shall be given to members.
- 7.3. Any Notice of Motion must be given in writing, including a rationale, to the Secretary at least 42 days prior to the AGM.
- 7.4. The following shall be the order of business:-
 - ◆ Those Present & Apologies
 - ◆ Minutes of previous AGM
 - ◆ President's Address
 - ◆ Executive Director's Report
 - ◆ Treasurer's Report
 - ◆ Reports from all Board Directors
 - ◆ Election of Office Bearers (Clauses 5.4. & 25.)
 - ◆ Election of Directors (Clause 5.4.)
 - ◆ Annual Appointment of:-
 - State Refereeing Director
 - Registrations Officer
 - Hoop Points Editor
 - Web Site Manager
 - Patron
 - Honorary auditor
 - ◆ plus any other appointments as recommended by the Board or Council.
 - ◆ Confirmation of the setting of fees, honoraria and non-running expenditure authority for the Board.
 - ◆ Any other business of which due notice has been given.

Council

- 7.5. There shall be three meetings of Council each year, one of which shall be the AGM.
- 7.6. At least 14 days notice of Council meetings shall be given.
- 7.7. The Secretary shall forward notification of the meeting to the members.
- 7.8. Special meetings may be called by the Board at any time or by the Executive within 21 days of receipt of a written request signed by a minimum of 7 members of the Council, stating the object of the meeting. Notice to be given to all members 7 days prior, specifying the matter(s) to be dealt with.

The Board

- 7.9. The Board shall meet monthly with at least 14 days notice given.

Committees & Sub-Committees

- 7.10. Committees & Sub-Committees will meet as established in their relevant By-Laws.

Executive

- 7.11. The Executive shall meet as required.

8. CONDUCT OF MEETINGS

- 8.1. The President shall be the Chairperson of all Association meetings other than Sub-committee meetings, and in the absence of the President, the Vice-President will be the Chairperson. If both are absent the Secretary shall conduct an election for a Chairperson for that meeting.
- 8.2. All meetings will be conducted in accordance with procedures laid down in Part C of the Handbook.

9. QUORUMS

9.1. Quorums for all meetings are specified in Part C of the Handbook.

10. VOTING

10.1. Voting at all meetings is specified in Part C of the Handbook.

11. FINANCE AND PROPERTY

11.1. Council shall have sole control of all money and property belonging to, allocated to, or placed at the disposal of the Association, but shall delegate responsibility for the management of same to the Board.

11.2. All money received by this Association shall be paid to the Honorary Treasurer, recorded in proper books of accounts and held in trust at the disposal of Council.

11.3. The assets and income of the Association shall be applied solely in furtherance of its objectives and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

12. COMMITTEES & SUB-COMMITTEES

12.1. The Council shall have the power to establish committees and sub-committees for any purpose within the objects of the Association.

12.2. The Council shall establish By-Laws relevant to such committees and sub-committees and direct them to report to the Board unless otherwise required.

12.3. Committees and Sub-committees shall operate under the general provisions for committees and sub-committees in addition to those specific to themselves.

13. BY-LAWS

13.1. The Council shall have the power to establish By-Laws for any purpose within the objects of the Association and in particular for affiliated Clubs, Council, the Board, the Executive, meetings, Office Bearers and Committees and Sub-committees.

13.2. Such By-Laws are contained within Clauses 21. – 100. of the Constitution and Handbook.

13.3. Alteration to By-Laws shall be in accordance with Clause 17. of this Constitution.

14. REGULATIONS

14.1. The Council shall have the power to establish Regulations for any purpose within the objects of the Association.

14.2. Such Regulations are contained within Clauses 1. - 50. of the Playing Program Regulation and Guidelines.

14.3. Alterations to Regulations shall be in accordance with Clause 17. of this Constitution.

15. STANDING ORDERS

15.1. The Council shall have the power to establish Standing Orders for any purpose within the objects of this Constitution.

15.2. Such Standing Orders are contained within Clauses 101. – 150. of this Constitution and Handbook.

15.3. Alterations to Standing Orders shall be in accordance with Clause 17. of this Constitution.

16. COMMON SEAL

16.1. The Association shall have a Common Seal that shall be kept in safe custody and shall not be affixed to any document except with the authority of the Board, or the Executive Committee and shall be accompanied by the signatures of two Seal Holders.

16.2. Seal Holders shall be the persons currently holding office as President, Vice-President, Secretary and Treasurer of whom any two may sign documents.

17. ALTERATIONS TO THIS CONSTITUTION AND HANDBOOK

- 17.1. **Part A:** The Constitution, shall not be altered, amended or rescinded except at the AGM of the Association or at a Special Meeting called for the purpose.
- 17.2. A Notice of Motion setting out the proposed alteration, amendment or rescission shall be lodged at the Association headquarters at least sixty days prior to the date of such meeting.
- 17.3. All affiliated clubs shall receive a written notice of fifty clear days prior to such meetings or meetings and such notice shall set out fully the Notice of Motions.
- 17.4. A two-thirds majority of those present and voting shall be necessary to carry such alteration, amendment or rescission to Clauses 1. – 20. of this Constitution.
- 17.5. Proposals for alterations to Parts B, C of the Constitution and Handbook shall be given as follows:-
 - Part B:** By-Laws - one month's notice to Council at a regular meeting.
 - Part C:** Standing Orders – by a simple motion at any Council meeting.
- 17.6. A simple majority vote only is required for adoption of such alterations.
- 17.6. Any alteration, amendment or rescission of any Clause of this Constitution and Handbook shall be forwarded to the secretaries of all affiliated clubs, and a master file of such alterations, amendments or rescissions shall be kept at the office of the Association by the Secretary of the Association with a duplicate copy in the custody of the Secretary.
- 17.7. **Playing Program Regulations and Guidelines** shall be reviewed by the Events & Programming Sub-Committee and any changes pertaining to the playing of any Croquet SA competitions and events shall be published as they occur.

18. DISSOLUTION

- 18.1. The Association shall not be dissolved except by a resolution passed by one half of the total membership of Council voting at a Special Meeting of the Council called for that purpose and of which fifty day's notice had been given to each member.
- 18.2. In the event of the Association being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the Council in accordance with their powers to any fund, institution or authority, which is a non-profit organization with like objectives.

21. ORGANISATIONAL STRUCTURE

PART B – BY-LAWS

COUNCIL OF AFFILIATED CLUBS

REPRESENTING ALL REGISTERED CROQUET SA MEMBERS

One member for each registered club and one vote per Council member.
Each member of the Board is also a member of Council and has one vote.
To meet 3 times a year.

EXECUTIVE COMMITTEE

(Office Bearers)

TO HANDLE EMERGENCIES, APPEALS AND DISPUTES.

President, Vice President, Executive Director and Treasurer
To meet as required.

THE BOARD

PRESIDENT, VICE PRESIDENT, EXECUTIVE DIRECTOR, TREASURER
plus, the Directors of
ASSOCIATION CROQUET, JUNIOR SPORT DEVELOPMENT, COACHING, GOLF
CROQUET, HEADQUARTERS, PUBLICITY & PROMOTION.
To meet monthly.

RESPONSIBILITIES OF BOARD MEMBERS

President: Be the Principal Officer of the Association and assume responsibility for Risk Management. Chair meetings of Council, Board and Executive Committees.

Vice President: Insurance Coordination and Harassment Protection.

Executive Director: All correspondence, club directives, club support, banking, queries from members and the public, reporting requirements, Office Assistant where appointed. Oversee the duties of the Web Site Manager, Registrations Officer and the Hoop Points Editor

Treasurer: All financial matters and fundraising.

Director of Association Croquet: Chair a committee comprising of the following coordinators: Refereeing, Events & Programming, Coaching, Selection, Handicapping and a committee secretary.

Director of Junior Sport Development: Chair a committee comprising of the following coordinators: Events & Programming, Coaching, Junior & Disabled Sports and a committee secretary.

Director of Coaching: To be the State Coaching Director for all coach training and updating matters, all croquet training and squad coaching as directed.

Director of Golf Croquet: Chair a committee comprising of the following coordinators: Refereeing, Events & Programming, Coaching, Selection, Handicapping and a committee secretary.

Director of Headquarters: All greens and grounds, all buildings, kitchen and clubhouse management.

Director of Publicity & Promotion: Publicity and media liaison. Croquet Promotion.

COMMITTEES AND SUB-COMMITTEE FUNCTIONS

ASSOCIATION CROQUET COMMITTEE - Clause 30. To meet monthly.

Chairperson - Director of Association Croquet. Board position.

Coordinator for Association Croquet Coaching to be on the Coaching Sub-Committee.

Coordinator for Association Croquet Referees to liaise with the State Refereeing Director.

Coordinator for Association Croquet Events & Programming to be on the E& P Sub-Committee.

Coordinator for Association Croquet Selection to be on the Selection Sub-Committee.

Coordinator for Association Croquet Handicapping. To report to the National Handicapper monthly.

Committee Secretary. Minute taking & photo-copying, liaison with the Executive monthly.

7 members plus the power to co-opt for specific purposes/times.

JUNIOR SPORTS DEVELOPMENT COMMITTEE - Clause 31. To meet monthly.

Chairperson - Director of Junior Sport Development. Board position.

Coordinator Junior Sport & Disability Sport.

Coordinator for Aussie Croquet Coaching to be on the Coaching Sub-Committee.

Coordinator for Aussie Croquet Events & Programming to be on the E& P Sub-Committee.

Committee Secretary. Minute taking & photo-copying, liaison with the Executive Director monthly.

4 members plus the power to coopt for specific purposes and times.

GOLF CROQUET COMMITTEE - Clause 32. To meet monthly.

Chairperson - Director of Golf Croquet. Board position.

Coordinator for Golf Croquet Coaching to be on the Coaching Sub-Committee.

Coordinator for Golf Croquet Referees to liaise with the State Refereeing Director.

Coordinator for Golf Croquet Events & Programming to be on the E& P Sub-Committee.

Coordinator for Golf Croquet Selection to be on the Selection Sub-Committee.

Coordinator for Golf Croquet Handicapping. To report to the National Handicapper monthly.

Committee Secretary. Minute taking & photo-copying, liaison with the Executive Director monthly.

7 members plus the power to co-opt for specific purposes/times.

HEADQUARTERS COMMITTEE - Clause 33. To liaise as required.

Headquarters Director - Chairperson.

House Coordinator.

Committee Secretary. Minute taking & photo-copying, liaison with the Executive Director monthly.

Maintenance persons plus the power to coopt for specific purposes and times.

PROMOTION & PUBLICITY COMMITTEE - Clause 34. To meet monthly.

Director of Promotion & Publicity - Chairperson

Print Media Liaison

T.V. Liaison

Committee Secretary. Minute taking & photo-copying, liaison with the Executive monthly.

4 members plus the power to coopt for specific purposes and times.

All committee coordinators have the power to coopt for specific duties and for specified times, but must notify the Board.

22. AFFILIATED CLUBS

- 22.1. Each affiliated club shall be represented on the Council in accordance with Clause 5.3.2. All Clubs may be represented by a proxy delegate.
- 22.2. Affiliated clubs are to notify the Honorary Secretary of the Association immediately of any change of name or address of its President, Secretary or delegate.
- 22.3. Affiliated clubs must pay to the Association as soon as possible after the AGM (see Clause 4.7.), an annual club affiliation fee together with the player registration fee ratified at the AGM. Each club shall submit with such fees a schedule of:-
 - Names of the President, Secretary and Treasurer.
 - All playing members.
 - Playing members addresses and telephone numbers.
 - The name of the club from which any member has transferred or has re-joined since the previous schedule was submitted.
- 22.4. The player registration fee referred to in Clause 22.3. shall be for the period October 1st to September 30th of the following year, as per Appendix III
- 22.5. Affiliated clubs shall up-date their schedule of playing members by notice to the Association immediately such members join, re-join, resign *or* transfer to/from another club.
- 22.6. Where a registered player transfers from one affiliated club to another, no further registration fee is required until the following financial year. Registration fees are not refundable.
- 22.7. In the event of a person being simultaneously a member of two or more affiliated clubs, a registration fee shall be paid by only one club and the club which pays the registration fee shall have first call on that player's services unless a clearance in writing is given by that club for the player to represent the new club.
- 22.8. Only registered players of the Association are permitted to take part in official competitions, except for specified Open Events as determined from time to time.
- 22.9. Any competition, whether Croquet SA or Club, which includes a non-registered player will cause all results for that player in that game to be rendered null and void.

23. DELEGATES TO COUNCIL

- 23.1. An affiliated club that fails to be represented by its delegate or proxy at two consecutive Council meetings may, at the discretion of Council, forfeit all its rights therein. The Executive Director of the Association shall notify the Secretary of any club whose delegate has been absent for two consecutive meetings. That place in the Council shall become vacant and the vacancy shall be filled by the Club, or at the Club's request, filled by the Board.
- 23.2. A delegate may represent only one club and shall hold office until a successor is appointed.
- 23.3. If a delegate is unable to attend a Council meeting, the delegate concerned may send a proxy, subject to Clause 5.3.2., having first notified the Secretary of the Association prior to the meeting. A proxy is vested with the full powers of a delegate for the time being, and is entitled to vote.
- 23.4. Voting at Council meetings shall be as outlined in Standing Orders, Clause 138.

24. MANAGEMENT BOARD

- 24.1. There shall be established a Management Board under Clause 5.4. of the Constitution, (See also Clause 21.), whose terms of office shall be for a maximum of 3 terms of 2 years unless otherwise directed by Council.
- 24.2. The Board shall:-
 - 24.2.1. Meet monthly and conduct the business of the Association in accordance with policies laid down by Council.
 - 24.2.2. Be authorised to spend on non-running expenditure up to a sum determined by the AGM without recourse to Council.
 - 24.2.3. Supervise and manage the finances and property of the Association.
 - 24.2.4. Manage the Association playing area, surrounding grounds, buildings and clubhouse.
 - 24.2.5. Conduct the playing operations of the Association through the various committees & sub-committees concerned.
 - 24.2.6. Liaise with Local, State and Federal Government authorities and other sporting bodies as appropriate.
 - 24.2.7. Circulate a monthly newsletter to clubs and delegates.
 - 24.2.7. Hear appeals from clubs or individuals after any dispute or disciplinary matters have been dealt with under Clause 41.
 - 24.2.8. Bring recommendations on any matter to Council.
- 24.3. Membership of the Board shall cease:-
 - 24.3.1. Upon the acceptance by Council of a resignation in writing.
 - 24.3.2. At the discretion of the Council upon the member failing to attend three consecutive Board meetings and/or failing to provide a satisfactory explanation for such absence when requested to do so.
 - 24.3.3. By failure to carry out satisfactorily the duties stated either in the relevant By-Laws and/or the specific directions of Council.
 - 24.3.4. By conduct which is deemed to be unsatisfactory.
- 24.4. A two-thirds majority vote shall be required under these provisions, and any decision of Council under this Clause shall be final.

25. ELECTIONS

- 25.1. The **Executive Committee** and the **Office Bearers** of the Association shall be the:-
 - President
 - Vice-President
 - Executive Director
 - Treasurer
- 25.2. All **registered players** of the Association are eligible for election to office, and membership of, or Chairperson of, any Committee or Sub-Committee.
- 25.3. All elections shall be conducted at the AGM as shown in Appendix II.
- 25.4. Nominations shall be made only by a member of Council and must be lodged with the Executive Director at least two weeks prior to the AGM and be signed by the nominee, proposer and seconder.
- 25.5. In the event of only one nomination for an office, the nominee shall be considered elected unless under Clause 138.1. a ballot is called for.
- 25.6. In the event of the only nomination **not** being accepted, the position shall be declared a casual vacancy and shall be dealt with by the Board.

President.

The President shall:

- 25.7. be the Principal Officer of the Association and assume responsibility for Risk Management.
- 25.8. chair all Council, Board and Executive meetings.
- 25.9. be a member ex-officio of all sub-committees; shall not be required necessarily to attend same and shall not have a vote thereat.
- 25.10. have a casting vote in addition to the normal deliberative vote in the event of a tied vote.
- 25.11. have the right to be one of the State delegates to the Australian Croquet Association AGM.
- 25.12. ensure that the policies of the Association and Council are properly implemented and co-ordinated.
- 25.13. Should the position of President become vacant, then a Special Council Meeting shall be called for the purpose of filling that position.

Vice-President.

The Vice-President shall:

- 25.14. assist the President wherever possible and shall carry out the duties of the President in his/her absence.
- 25.15. shall receive insurance claims and to liaise with Croquet Australia regarding insurance matters. Assume responsibility for The Harassment Protection Policy.

The Executive Director.

The Executive Director shall:

- 25.17. convene and attend Council, Board and Executive meetings.
- 25.18. receive all incoming correspondence.
- 25.19. attend to all outgoing correspondence.
- 25.20. ensure that proper minutes are kept of all meetings as in 25.8.
- 25.21. be the Public Officer of the Association unless another person is specifically appointed to the position.
- 25.22. oversee the duties of the Registrations Officer.
- 25.23. maintain a record of all equipment, trophies and other property held by the Association.
- 25.24. ensure that the decisions of meetings are communicated, understood and carried out.
- 25.25. ensure that the premises are properly prepared for all official occasions.
ensure that a monthly newsletter is published and distributed to all clubs, delegates, Board members, Honorary Life Members, Player Life Members and individual registered players who have paid the required fee and to have a copy placed in the designated place in the Association club house to be available as a reference copy.
- 25.26. ensure that the Constitution and Handbook of the Association are kept up to date with all changes and alterations as directed by Council.
- 25.27. ensure safe custody of the Official Seal of the Association.
- 25.28. prepare comprehensive Agenda for all official meetings.
- 25.29. maintain a register of attendance of delegates.
- 25.30. lodge applications for Government grants each year as appropriate.
- 25.31. receive and promulgate results of Interstate Cup matches on a daily basis.
- 25.32. oversee the duties of the Office Assistant where appointed.
- 25.33. oversee the duties of the Web Site Manager.
- 25.34. do all the banking on behalf of the Association.

- 25.35. handle accessories available for sale. e.g. Law Books, badges, gauges etc.
- 25.36. shall supply each year a list of players as described in Clause 53.21. (ACA Handbook) to the ACA Secretary.
- 25.37. ensure Hazard/Incident/Injury Reporting is undertaken as outlined in Clause 44.

Treasurer.

The Treasurer shall:

- 25.38. receive all money on behalf of the Association and ensure its safe custody.
- 25.39. attend to payment of all accounts at the discretion of the Board, or in extraordinary circumstances, the President. Signatories for this purpose always to be the President, Vice-President, Secretary Executive Director and Treasurer, with any two to sign.
- 25.40. keep adequate and proper books of account, such records to always remain the property of the Association.
- 25.41. report the financial position monthly to the Board and to each Council meeting and to the AGM.
- 25.42. place on the Notice Board a monthly Financial Statement setting out the then current position of the Association.
- 25.43. recommend the lodgement of funds to ensure suitable return on funds held. submit all financial records for audit.
- 25.44. prepare an Annual Budget of Receipts and Payments.
- 25.45. recommend to the Council the fees and levies defined under Clause 22.3. and the charge for refreshments and a non-running expenditure limit as defined in Clause 24.2.2.
- 25.46. request from each Board Director a prioritised budget by the end of March in each year.
- 25.47. as a matter of urgency, make decision within those areas under control of that office, but must stay within the limits of all approved budgets. A report of such decisions must be made to the Board at its next meeting.
- 25.48. shall keep the operating account for the Association.
- 25.49. The funds of the Association shall be derived from annual club filiation fees, player registration fees, donations, sponsorships, Government grants, loans from clubs, players, or any other bodies or persons, fund raising activities and such other sources as determined by Council.
- 25.50. Members and registered players of the Association have no personal rights in the property of the Association and the Association shall not carry on business for the personal profit of individual members.
- 25.51. The assets and income of the Association shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.
- 25.52. The financial year of the Association shall be the fiscal year for which period the Annual Financial Statements, duly audited, are to be presented.

26. APPOINTMENTS

26.1. Archivist.

The Archivist shall:-

- 26.1.1. be appointed annually or as required.
- 26.1.2. report annually to Council at the AGM.

26.2. Office Assistant.

The Office Assistant shall:-

- 26.2.1. assist the Executive Director in carrying out those duties in Clause 25.4., and to be responsible to that person.

26.3. Assistant Treasurer.

The Assistant Treasurer shall:-

- 26.3.1. assist the Treasurer in carrying out those duties in Clause 25.5., and be to responsible to that person.

26.4. Web Site Manager

The Web Site Manager Shall:-

- 26.4.1. be responsible to the Executive Director.
- 26.4.2. maintain the Croquet SA Web Site and update it at least monthly.
- 26.4.3. liaise with Events & Programming and the State Handicappers.

26.5. Hoop Points Editor

The Hoop Points Editor shall:-

- 26.5.1. ensure that a monthly edition of Hoop Points is ready for distribution by the 28th day of each month.
- 26.5.2. ensure that copies are provided for every club and every club's delegate, plus provide copies for all Board Members, plus copies for any registered player who pays the required fee for a personal copy.
- 26.5.3. publish information from members of the Board, clubs and individuals with newsworthy item if such information reaches the editor by the deadline.
- 26.5.4. ensure that free advertisements from clubs are kept to the stipulated number of lines and that larger advertisements are paid for at the stipulated rates.
- 26.5.5. refrain from any personal comments or to include any other material that has not been cleared with the Executive Director.
- 26.5.6. liaise with the Executive Director in all matters.

26.6. Insurance Coordinator

shall:-

- 26.6.1. be the Vice President or another member of the Board.

26.7. Registrations Officer

shall:-

- 26.7.1. maintain a complete record of all registered players.
- 26.7.2. accept the names and handicaps of new players into the record as soon as all relevant fees have been paid.
- 26.7.4. adjust the record when players change clubs.
- 26.7.5. liaise with all relevant bodies for the purpose of ensuring that all players are registered.

26.8. The State Coaches

- 26.8.1. All persons interested in being appointed to a position of State Coach should apply in writing to the Director of Association croquet or the Director of Golf Croquet by the end of the next month that the Interstate Cup is played each year, giving details of their experience and stating reasons why they believe they would be suitable for the position. Applications are to include a proposed training program. The applications will be considered by the AC Committee or GC committee as appropriate and recommendations will be made to the Board. The Board will consider the recommendations and appoint the State Coach. The Board will notify the successful applicant.
- 26.8.2. The appointed person shall take office immediately.

The State Coach for Association Croquet shall:-

- 26.8.3. be responsible for the training program of the State Squad and the State Team of Association Croquet players. The training program will be presented to the Board within one month of the selection of the State Squad.
- 26.8.4. be a currently accredited Level 2 or higher coach under the National Coaching Accreditation Scheme (NCAS), of the Australian Sports Commission. In an emergency the minimum level acceptable shall be Level 1.
- 26.8.5. be responsible to the Board.
- 26.8.6. have signed the approved Agreement Form between Croquet SA and the State Team members.
- 26.8.7. prepare a comprehensive report on the Interstate Cup Competition and submit it to the Leader of the Selection Committee.

The State Coach for Golf Croquet shall:-

- 26.8.8. be responsible for the training program of the State Squad and the State Team of Golf Croquet players. The training program will be presented to the Board within one month of the selection of the State Squad.
- 26.8.9. be responsible to the Board.
- 26.8.10. have signed the approved Agreement Form between Croquet SA and the State Team members.
- 26.8.11. prepare a comprehensive report on the Interstate Cup Competition and submit it to the Leader of the Selection Committee.

26.9. Vacant.

26.10. The State Refereeing Director

- 26.10.1. shall carry out all those duties and responsibilities as directed by Croquet Australia's National Refereeing Director.

26.11. The State Teams Managers

- 26.11.1. shall organise the practice requirements as required by the State Coaches.
- 26.11.2. shall ensure that all players are aware of their responsibilities with regard to uniforms and practices.
- 26.11.3. shall arrange for transportation to and from, and accommodation for the State Teams, at the venue of the Interstate Cup Competitions.
- 26.11.4. shall consult with players in the selection of an appropriate playing uniform and take these recommendations to the Board and arrange for the purchase of the same when necessary, after approval.
- 26.11.5. shall consult with the Treasurer with regard to anticipated Croquet SA's financial support for the State Teams
- 26.11.6. shall organise any fundraising event in consultation with the State Teams.
- 26.11.7. shall deal with the day-to-day off-court management of the State Teams during the Interstate Cup Competitions.
- 26.11.8. shall ensure daily results of the Interstate Cup matches reach Croquet SA's Executive Director.
- 26.11.9. shall be responsible to the Board.

27. Vacant.

28. COMMITTEES & SUB-COMMITTEES - General

- 28.1. The Board shall establish committees and sub-committees under Clause 12. and it shall set By-Laws for each committee and sub-committee.
- 28.2. The directors of standing committees are to be elected at the AGM.
- 28.3. Nominations for directors of committees are to be lodged with the Secretary 6 weeks prior to the AGM. The Board will make recommendations to Council.
- 28.4. A registered player may be a director of only one committee, but may be a member of other committees or sub-committees.
- 28.5. Designated committees and sub-committees are to be formed and shall meet regularly.
- 28.6. Members of committees and sub-committees are to be approved by the Board but do not need to be members of the Board or Council.
- 28.7. Membership of all committees, including the Directors, and sub-committees will be for a maximum of 3 terms of 2 years or as directed by the Board.
- 28.8. Committee and sub-committee members who are absent for more than 2 consecutive meetings will lose their position on the committee or sub-committee unless their reasons for absence are acceptable to the Board.
- 28.9. Committees and sub-committees shall consist of neither less than 3 nor more than 10 members, including chairpersons.
- 28.10. Committees and sub-committees shall have the power to co-opt for special purposes for a specified period.
- 28.11. Appointments to vacancies shall be approved by the Board on recommendation from the Committee Director or sub-committee concerned.
- 28.12. All committees and sub-committees shall report to the Board.
- 28.13. Minutes are to be kept of proceedings and are to remain the property of the Association.
- 28.14. Power, scope and duties of committees and sub-committees are defined below in the appropriate By-Laws for the committee and sub-committee concerned.

29. Ad Hoc Committees.

- 29.1. Shall be formed from time to time by Council or the Board with specific terms of reference.
- 29.2. Shall not have membership on the Board, but shall report to and be responsible to the Board who shall report to Council.
- 29.3. Members need not be appointed by Council.
- 29.4. Shall lodge into relevant accounts any money raised from their activities.

30. Association Croquet Committee.

The committee shall:-

- 30.1. have the Association Croquet Director as chairperson.
- 30.2. represent the needs of all Croquet SA registered Association Croquet players.
- 30.3. promote, foster and encourage the playing of Association Croquet throughout South Australia.
- 30.4. ensure that Laws of Association Croquet are used for all competition throughout South Australia.
- 30.5. keep abreast of new competitions, teaching techniques, and equipment available to the sport.
- 30.6. control the day-to-day running of all Association Croquet events at Croquet SA grounds (and other places as occurs from time to time) in accordance with published rules, except those controlled by a Special Events (Ad Hoc) Committee.

- 30.7. roster Referees, Umpires and Day Managers as required and ensure such persons are properly briefed on their duties in accordance with Regulations.
- 30.8. maintain a record of all results, publish in Hoop Points the names of winners of all events and make available a copy of all results to the Association Handicapper at the conclusion of each event. Liaise with the Web Site Manager.
- 30.9. be responsible for the purchase or acquisition of all trophies, prizes, medals, pennants and the like after Board approval.
- 30.10. recommend to the Board the date(s) on which presentation of the above shall be made and to liaise with the House Coordinator re catering.

31. Junior Sport Development Committee.

The committee shall:-

- 31.1. have the Junior Sport Development Director as chairperson.
- 31.2. be the coordinating committee for Junior Sports and Disability Sports.
- 31.3. promote, foster and encourage the playing of Aussie Croquet in South Australian schools.
- 31.4. ensure that ACA Rules of Aussie Croquet are used for all competitions throughout South Australia.
- 31.5. keep abreast of new competitions, teaching techniques, equipment available to the sport.
- 31.6. attend promotional days at schools, demonstrating Aussie Croquet to as wide an audience as can be reached
- 31.7. liaise with other States to obtain information on the progress of Aussie Croquet in those States.
- 31.8. provide schools with the National Croquet Student Training Module where requested.
- 31.9. control the day-to-day running of all Aussie Croquet events at Croquet SA grounds (and other places as occurs from time to time) in accordance with published rules, except those controlled by a Special Events (Ad Hoc) Committee.
- 31.10. roster Referees, Umpires and Day Managers as required and ensure such persons are properly briefed on their duties in accordance with Regulations.
- 31.11. maintain a record of all results, publish in Hoop Points the names of winners of all events and make available a copy of all results to the Handicap committee on the conclusion of each event. Liaise with the Web Site Manager.
- 31.12. be responsible for the purchase or acquisition of all trophies, prizes, medals, pennants and the like after Board approval.

32. Golf Croquet Committee

The committee shall:-

- 32.1. have the Golf Croquet Director as chairperson
- 32.2. represent the needs of all Croquet SA registered Golf Croquet players.
- 32.3. promote, foster and encourage the playing of Golf Croquet throughout South Australia.
- 32.4. ensure that WCF Rules of Golf Croquet are used for all competition throughout South Australia.
- 32.5. keep abreast of new competitions, teaching techniques, and equipment available to the sport.
- 32.6. attend promotional days and tournaments around the State, demonstrating Golf Croquet to as wide an audience as possible.

- 32.7. liaise with other States to obtain information on the progress of Golf Croquet in those States.
- 32.8. control the day-to-day running of all Aussie Croquet events at Croquet SA grounds (and other places as occurs from time to time) in accordance with published rules, except those controlled by a Special Events (Ad Hoc) Committee.
- 32.9. roster Referees, Umpires and Day Managers as required and ensure such persons are properly briefed on their duties in accordance with Regulations.
- 32.10. maintain a record of all results, publish in Hoop Points the names of winners of all events and make available a copy of all results to the Golf Croquet Handicapper at the conclusion of each event. Liaise with the Web Site Manager.
- 32.11. be responsible for the purchase or acquisition of all trophies, prizes, medals, pennants and the like after Board approval.
- 32.12. recommend to the Board the date(s) on which presentation of the above shall be made and to liaise with the House Coordinator re catering.

33. Headquarters Committee.

The committee shall:-

- 33.1. shall have the Headquarters Director as chairperson.
- 33.2. attend to the maintenance of the clubhouse and other buildings.
- 33.3. oversee the management of the kitchen and the clubhouse.
- 33.4. attend to the maintenance of grounds, lawn lay-out and all equipment.
- 33.5. organise working bees for special work as required.
- 33.6. be responsible for the conditions of all playing areas and:-
- 33.7. liaise with the lawns maintenance personnel in maintaining the lawns in the best condition possible.
- 33.8. formulate and ensure the implementation of a regular program of lawns maintenance.
- 33.9. seek guidance and assistance of the Adelaide City Council and other competent authorities in maintenance of lawns and other facilities.
- 33.10. prepare an Expense Budget for inclusion in the Annual Budget.
- 33.11. maintain comprehensive records of work performed, fertilisers recommended and used, types of and effectiveness of poisons used.
- 33.12. include the **House Coordinator** as a committee member.

The House Coordinator shall:-

- 33.12.1. be responsible to the Headquarters Director.
- 33.12.2. attend to minor house-hold matters requiring attention.
- 33.12.3. ensure proper cleaning of the premises, refrigerators, cupboards etc.
- 33.12.4. ensure adequate supplies of catering and cleaning requisites.
- 33.12.5. ensure that all Government Occupational, Health and Safety Regulations are complied with.

34. Publicity & Promotion Committee.

The committee shall:-

- 34.1. have the Publicity & Promotion Director as chairperson.
- 34.2. co-ordinate all croquet promotional activities.
- 34.3. seek publicity for the games of croquet and the activities of Croquet SA in the media and other sources.
- 34.4. liaise with appropriate sporting bodies and government agencies.

35 - 40. Vacant.

41. DISPUTES

- 41.1. In the event of disputes arising between clubs, registered players, officials, Association officers, groups, committees or any other entities or for alleged misconduct, the following procedures shall apply.
- 41.2. Upon request from any of the above, together with a Disputes Lodgement Fee, Croquet SA shall have power to enquire into and determine questions of dispute. This fee is returnable if the dispute is proven
- 41.3. Any affiliated club or member refusing or neglecting to abide by the decision of the Council on any matter after one month from notice being given of the dispute, may, at the discretion of the Council, cease to belong to or have any representation on Council, until amends be made to the satisfaction of Council. See Clause 39.7.
- 41.4. Any delegate of a club being party to a question at issue shall not have a vote in the decision thereon.
- 41.5. **Those matters arising in the course of play or arising there from.**
 - 41.5.1. The matter in question shall be detailed in writing within 7 days of the incident and sent to the Executive Director of the Association.
 - 41.5.2. This shall be submitted to the State Refereeing Director for a ruling and for interpretation of the Laws if it falls within that scope. Those finding shall be given to each of the disputants.
 - 41.5.3. If the matter is not resolved then the Events & Programming Committee shall:-
 - 41.5.3.1. Verify the report(s) or statement(s).
 - 41.5.3.2. Take evidence from all parties concerned.
 - 41.5.3.3. Process such reports in the following manner.
 - Ensure the report is in writing and then have it verified.
 - Take evidence from all parties concerned.
 - Take appropriate action.
 - Attend and give evidence at any Appeal Board hearing(s) or any further appeal to the Board or Council.
 - 41.5.4. Any reports dismissed are to be expunged from all records.
 - 41.5.5. Any person or body not satisfied with ruling and decisions given under these provisions may appeal within 7 days to the Appeals Board (The Executive Committee).
 - 41.5.6. A further appeal may be made to the Board (within 7 days), and if the appellant is still dissatisfied, then the final appeal (which must be made within 7 days), shall be heard by the Council.
- 41.6. **Those matters which do not fall within the scope of 41.5., above shall be dealt with as follows:-**
 - 41.6.1. Any aggrieved party shall forward a written complaint detailing all facts within 90 days of the incident to the Executive Director of the Association requesting that the matter be dealt with under this Clause.
 - 41.6.2. On receipt of such request the Executive Director shall advise all parties involved or likely to be involved in the hearing(s) of the request.
 - 41.6.3. On receipt of such request the Executive Director shall also forthwith call a meeting of the Executive Committee which shall at its discretion depending on the nature of the matter submitted and the parties involved, either:-
 - 41.6.3.1. Constitute itself a Disputes Committee provided that no member of the Executive is directly or indirectly involved in the alleged matter.
 - 41.6.3.2. Appoint three independent persons with the power to co-opt, to constitute a

- Disputes Committee to investigate that particular matter only.
- 41.6.4. In its deliberations the Disputes Committee shall be authorised to take evidence and information from the parties to the matter and from such other sources as it deems appropriate in the best interest of the Association.
 - 41.6.5. The Committee's approach shall be one of mediation and shall be directed towards reconciliation of the parties.
 - 41.6.6. Should it appear to the Disputes Committee after hearing all sides of the dispute, that any course of disciplinary action is either necessary or desirable, it shall make such recommendation(s) as it sees fit to the Board.
 - 41.6.7. The Board shall receive such report from the Disputes Committee and either confirm, vary or adopt appropriate recommendations.

41.7. Decisions and Penalties.

- 41.7.1. Sanctions decided under these provisions may include the following or any combination thereof:-
- 41.7.2. Discharge the matter without penalty or sanction.
- 41.7.3. Reprimand and/or caution.
- 41.7.4. Disqualification from a particular game or competition.
- 41.7.5. Loss of points from any game or competition.
- 41.7.6. Loss of registered player privileges for a stated period including any team selections and events.
- 41.7.7. Suspensions from any office or position held.
- 41.7.8. Removal from any office or position held.
- 41.7.9. Such other sanction(s) as may be considered appropriate.
- 41.7.10. As a final resort de-registration of a player under Clauses 39.7.11.–13. or other parties under Clause 39.3.
- 41.7.11. Any registered player whose conduct in any area or activity connected with croquet may appear to the Board to be injurious to the Association or its objects for the proper administrations of croquet within the state of South Australia, and, who on request by the Board fails to give satisfactory explanation, may be removed from the Register of players.
- 41.7.12. Following the decision by the Board, the registered player so expelled shall within one calendar month thereof have the right to lodge with the Executive Committee a further appeal in writing. If the said registered player contests that decision a further appeal may be lodged within one calendar month to Council. The decision of Council shall be final.
- 41.7.13. Any registered player so expelled shall have neither right to attend meetings on behalf of any affiliated club or member, nor shall have any right to attend and compete in any competition organised for and on behalf of the Association in accordance with the Regulations.

POLICIES

42. HARASSMENT-FREE SPORT POLICY

Croquet SA endorses the ACA Member Protection Policy in the first instance. Please refer to that document.

42.1. Anti-Harassment Statement

Croquet SA is committed to providing a working and sporting environment free from harassment and abuse and states that harassment or abuse will not be tolerated.

Croquet SA aims to protect from harassment or abuse all of its administrators, referees, coaches, players and spectators.

Croquet SA will endeavour to act swiftly and vigorously to investigate claims of harassment or abuse within its jurisdiction.

Croquet SA's Harassment-Free Sport Policy will be implemented seriously and strictly.

Croquet SA actively condemns and will not tolerate any form of harassment or abuse.

42.2. The Law and Discrimination, Harassment and Abuse.

The Law recognises and prohibits sexual harassment. The Sex Discrimination Act 1984.

The Law prohibits harassment, abuse and discrimination on the basis of disability. The Disability Discrimination Act 1992.

The Law prohibits discrimination, abuse and harassment against race or creed. Racial Discrimination Act 1975.

The Law prohibits victimisation and vilification. Human Rights and Equal Opportunity Act 1986. Workplace Relations Act 1996. SA Equal Opportunity Act 1984.

A perceived threat may be a criminal offence.

42.3. Harassment, Abusive Behaviour and Bullying.

Harassment consists of offensive, abusive, belittling or threatening behaviour directed at a person or people. The behaviour must be unwelcome and the sort of behaviour a reasonable person would recognise as unwelcome, and likely to cause the person to feel offended, humiliated or intimidated.

Verbal Abuse and insults, physical intimidation, practical jokes that cause embarrassment or endangerment, abusive or bullying behaviour that is considered threatening may be criminal offences.

Treat all participants in croquet as you like to be treated yourself.

Control your temper. Verbal abuse and sledging are not acceptable and will not be tolerated by Croquet SA.

42.4. Internal Complaints Procedure.

Any registered player or employee of Croquet SA, who feel that they have been harassed, abused, discriminated against, threatened, bullied, vilified or intimidated, may approach the Executive Director or any member of the Board.

42.5. They must clarify whether they want the complaint dealt with or whether they are simply wishing to talk the matter through.

If they decide that they want the matter dealt with internally, then the person to whom they made your initial approach will immediately take the matter to the Secretary (if not already informed), who shall call a meeting of the Executive

Committee without delay. If members of the Executive Committee are involved in the claim, they shall not sit on the Executive Committee during the resolution of the matter, but other suitable persons may take their place.

- 42.6. The foremost approach of this committee shall be one of mediation and shall be directed towards reconciliation of the parties.
- 42.7. Both parties will be informed of the complaint and the course of action to follow. Both parties will be given equal chance and opportunity to express their views. Both will be informed of their rights and obligations and advised that witnesses may be sought to assist in the process.
- 42.8. Should it appear to this committee after hearing all sides of the complaint, that any course of disciplinary action is either necessary or desirable, it shall make such recommendations as it sees fit.
- 42.9. Disciplinary action may include:
 - reprimand and/or caution;
 - disqualification from a particular game or event;
 - suspension from any squads or teams;
 - suspension from any office held within the association;
 - any other as may be considered appropriate;

43. SMOKE FREE POLICY

- 43.1. Croquet SA recognises that passive smoking is hazardous to health and that non-smokers should be protected from tobacco smoke.
- 43.2. The following policy applies to Croquet SA headquarters, and applies to all members, administrators, officials, coaches, players and visitors.
- 43.3. This policy requires that the following areas are smoke-free:
 - Administration, bar, dining, eating and office areas, change rooms and toilet blocks;
- 43.4. Cigarettes are not to be sold, including from vending machines.
- 43.5. Smoking is not permitted in indoor spectator viewing and playing areas.
- 43.6. Hiring out the venue will continue to be smoke-free.
- 43.7. Outdoor sheltered areas and seated areas are smoke-free.
- 43.8. Access to seated areas, toilets and food outlets are smoke-free.
- 43.9. All social functions, including junior events, competitions, dinners, fundraising events, meetings of the organization are smoke-free for all designated areas.
- 43.10. Coaches, trainers and officials are to refrain from smoking while acting in an official capacity.

44. HAZARD/INCIDENT/INJURY MANAGEMENT POLICY

- 44.1 Objective: People will work and play in a safe place with safe systems, safe equipment and substances free from unacceptable risk to their health, safety and well-being. Hazards will be identified, assessed for risks and appropriate control mechanisms implemented and recorded.
- 44.2 Responsibility: It is the responsibility of Croquet SA to ensure that appropriate hazard identification, risk management, risk assessment and implementation of control mechanisms are undertaken in the Croquet SA grounds and clubhouse premises (hereafter referred to as the premises).
- 44.3 Definitions: Duty of Care required everything "reasonably practicable" to be done to protect the health and safety of others on the premises. This applies to volunteers, employers, employees and others who have influence in the activities of Croquet SA, including contractors, suppliers, building owners, etc.

- 44.4. Reasonable practicable: Take reasonable precautions to identify and control reasonably foreseeable hazards that present a risk to people, plant, equipment and the environment.
- 44.5. Hazard is anything that has the potential to cause injury, illness or loss to employees, contractors, visitors or the neighbouring public, or damage to plant, equipment and the environment. A hazard can be related to a physical state or a work practice or procedure. A hazard can be introduced when implementing changes to existing arrangements. Hazards can be grouped into the following categories.
- 44.6. Hazard identification is the process of identifying all situations or events that could give rise to the potential for injury, illness or damage to plant and property. To identify hazards to health, safety and /or welfare of people, the following are relevant:
- Review of the incident/accident report register;
 - Review of regulations, approved codes of practice and guidelines;
 - Conduct walk through/site inspections, job safety analysis, plant safety inspections;
 - Consult with the people working in the job;
- 44.7. **Reporting Procedure**: Incidents and accidents are reported and investigated to understand how a loss has occurred and identify means of controlling exposure to prevent a recurrence. This procedure describes the reporting and recording requirements of Croquet SA and the procedure for hazard/incident/injury investigation. The procedure specifies who does the reporting, recording and investigating of incidents, and what forms must be completed.
- 44.8. Responsibility. The person identifying a hazard or being involved in an incident or being injured shall complete the Hazard/Incident/Injury Report and ensure it is sent to the Executive Director within 24 hours of the identification, incident/injury. The Executive Director shall ensure that any such report is referred to the President and the Croquet SA Insurance Officer.
- 44.9. Definitions. It is the responsibility of the Executive Director to ensure Hazard/Incident/Injury Reporting is undertaken, that these reports are maintained in a register at Croquet SA headquarters. This is a legislative requirement. It is the responsibility of the Secretary to table any Hazard/Incident/Injury Reports at the monthly Board meetings. It is the responsibility of the Croquet SA Insurance Officer and the Croquet SA Insurer to initiate further investigations where legally required and or the potential for major loss is identified.
- 44.10. Hazard/Incident/Injury:
- A potential hazard is identified;
 - A near miss situation occurs where a person could have been injured or equipment damaged;
 - An occurrence which results in injury and damage to equipment or property;
- 44.11. Notification of a hazard/incident/injury is received by the CROQUET SA Executive Director.
- The Hazard/Incident/Injury Report Form shall be completed as soon as possible after the incident has been controlled.

- The person involved or the Croquet SA Day Manager should commence the Report Form at the time of the occurrence.
- Information may be gathered by site inspection, interview of witnesses and supervisors, documented evidence, photographs and diagrams.
- The who, when, where, what and why approach should be used in seeking information for the report.
- If the person injured is not the reporting person, a copy of the report shall be offered to him/her.
- Croquet SA shall ensure that all players are aware of the location of the Hazard/Incident/Injury Reports Forms.

44.12. Investigation of Hazard/Incident/Injury.

All injuries and incident investigations are to be completed by the Secretary in conjunction with:

- The person reporting/suffering;
- The Croquet SA Insurance Officer;
- The police and/or insurer representative;

- 44.12.1. Where required, a formal accident investigation may be conducted by Croquet SA or be an independent investigator appointed by Croquet SA. All Work Cover claims must have a completed investigation report attached to the file.

45. WEATHER POLICY

This policy governs all Croquet SA programmed games whether played at HQ or a club.

45.1. **Hot Weather.**

Play is determined by the forecast temperature in the Bureau of Meteorology's 4pm forecast the evening prior to the playing of any games – www.bom.gov.au, or as given in any of the local TV stations' evening news services (all are based on the Bureau's 4pm forecast).

For Saturday Pennants and other competitions played on a three sessions per day basis:

- A forecast temperature over **32°** but not over **34°**. The first two sessions are to be played.
- A forecast temperature over **34°** but not over **36°**. Only the first session to be played.

For events not played on a sessional basis:

- A forecast temperature over **32°** but not over **34°**. Games will be played, but must finish no later than 1.30pm.
- A forecast temperature over **34°** but not over **36°**. No play between 11.00 am and 7.00pm. Games which are not likely to finish before 11am must not be started.

For both sessional and other events:

- A forecast temperature over **36°** (whether it is reached or not). No daytime games will be played.
- At Hutt Road, the manager of the event (for individual competitions), the captain of the Day Duty Team (AC pennants), or the captain of the managing team (GC pennants) must ensure this policy is followed. For SACA competitions played at clubs the captain of the home team is responsible. Players must never be pressured into playing in breach of this policy.

- Heatwave conditions – the E&P Coordinators have the right to defer games scheduled to start at 7pm if they consider it unreasonable/unsafe to play in periods of extreme heat.
- Players do not have to turn up for games which are deferred due to forecast hot weather. Games will normally be rescheduled.

45.2. **Temperature higher than the forecast temperature.** If the forecast temperature is between 32° and 34° but it appears likely to the person in charge (as above) that the actual temperature is likely to be above 34° by 11.00, the person in charge must check the actual temperature as close to 11.00 as practicable, and if this confirms a temperature above 34°, he/she will not permit any games not already commenced to start; this decision will be binding for all players. Association games in play for more than 30 minutes are to be pegged down, others will be re-scheduled. Golf croquet games in which more than two hoops have been made may be finished, others will be re-scheduled.

Actual temperature can be checked on the Bureau of Meteorology website as above, using the computer in the office at Hutt Road. At clubs, temperature can be checked at that website if the club has an internet connection, or by phoning 1900 926 120, or by use of an appropriately located thermometer if the club has one.

45.3. **Wet Weather.** In general, play will continue in spite of rain for as long as the lawns remain playable. If a lawn is too wet to play on, players must be prepared to wait for half an hour, as the lawns usually drain quite quickly once rain has stopped. If rain continues so that play is still impossible after half an hour, then games will be rescheduled. If games have been in play for more than 30 minutes and the lawns then become unplayable and remain so after half an hour, then:

- For GC, games will be rescheduled.
- For AC those games must be pegged down. If there has been less than 30 minutes of play, the games will be completely rescheduled.

If there is lightning or hail, players **must** leave the lawns immediately and seek adequate shelter, but must remain to see if play can be resumed later. In all cases common sense should prevail.

Clauses 46 - 63 Vacant.

64. THE SELECTION POLICY

- For State Squads. (Clause 64.1)
- For the State Teams. (Clause 64.2)
- For the Selectors' Invitation Events. (Clause 64.3)
- For the President's Trophy.(Clause 64.4)
- For ACA Medals Comp. (Clause 64.5)
- For Development Squads. (Clause 68)

64.1 The Selection Guidelines for a State Squad

64.1.1 Objective

To provide a pool of players at a standard from which the State Team can be selected and to ensure they receive training that will enable them to play at National level, at the discretion of the State Coach.

64.1.2 Criteria for Selection

The Selection Sub-Committee requires aspiring players to demonstrate to its satisfaction the following:-

- A playing attitude which reflects respect for players and officials.
- A commitment to competition and improvement.
- Game scores and a standard of play, or the training potential to achieve the standard.

64.1.3 Further Considerations

- The term of the State Squad will be from the announcement of the State Squad until the selection of the State Team.
- Selection will require the signature and return of Croquet SA Harassment-free Sport Forms, Guidelines for State Squads/State Team Selection Forms.

64.1.4 Termination of Selected Squad Membership

Any substantiated written reports of harassment or disrespect for players or officials may result in the exclusion of members from the squad.

64.2 The Selection Guidelines for the Association Croquet State Teams

64.2.1 Objective

To ensure the most compatible and best players (as determined by the Selectors) are selected to achieve the best possible results in the Interstate Teams Competitions and to provide a pool of talented players for consideration in the International selection.

64.2.2 Criteria for Selection

The Selection Sub-Committee requires aspiring players to demonstrate to its satisfaction the following:-

- A playing attitude which reflects respect for players and officials.
- For Association croquet, game scores by competing in the prescribed number of South Australian events of the highest level between the end of the current National competition and the next State Team selection to demonstrate current playing ability

64.2.3 Further Consideration

- Selection for the Association Croquet State Team will be subject to any appeals and announced in December.
- The term of the State Team will commence from the date of the announcement of the team until the end of the competition for which the team was selected.
- The number of players in the State Teams will be as required by Croquet SA and Croquet Australia.
- Selection will require the signature and return of the Croquet SA Agreement Form.
- State Team members must be registered with the Association and free of any debt to the Association or any affiliated club.
- State Team members must make themselves available for all advertised training sessions unless granted exemptions by the Coach.

64.2.3.1 Announcement of members of the State Teams will be subject to any appeals.

64.2.3.2 Appeals Forms are available from Croquet SA.

64.2.4 Termination of State Team membership

Any substantiated written reports of harassment or disrespect for players or officials may result in the exclusion of members from the State Team.

64.3 Selection Policy for the Golf Croquet State Team

- A State squad of six to eight men and six to eight women (at selectors' discretion) will be selected in accordance with the Croquet SA Constitution and By-laws, and announced in March each year.
- Selection will be based on the results of participation in open singles competitions in S.A., interstate, and overseas during the 12 month period prior to the announcement of the squad for the current year. It is expected that the State championships and gold medal would be among these. Players competing in interstate and overseas events are to provide details of these events to the chair of the Selection Committee by 1st March to ensure that this information is available to them for consideration when selecting the squad. It is expected that players will have competed in at least four events during the period under consideration. Performance in Pennant competitions may also be taken into account. The State team will be chosen from the State squad, except in exceptional circumstances that may arise.
- As this is a performance based selection there is no reason why a selector should be excluded from selection if he/she so wishes and results are good enough.
- Following announcement of selection it is intended that squad practice be held twice a month prior to a playoff by each squad as the basis to determine the players who will make up each team. At the conclusion of this event the team will be announced. Team selection will be determined by results of the playoffs. Selectors reserve the right to choose other players in exceptional circumstances which have prevented a player from taking part. Team players will vote for the team captain.

- State team members must make themselves available for all advertised training sessions unless granted exemption by the Coach. Selection will require the signature and return of the Croquet SA Agreement Form.
- The State team coach can vary the number of training sessions for squad and team preparation at his/her discretion.
- All members of the State team must be accredited golf croquet referees, or become accredited before the Interstate Cup is played.

64.4 The Selection Policy for Selectors' Invitation Events

64.4.1 Objective

To provide high levels of competitions for as many improving players as possible within the decided framework of each event and to ensure that developing players are exposed to and trained towards State levels of competition.

64.4.2 Criteria for Selection

- The Selection of players will be objective
- The Selection Sub-Committee will have the final decision for players to be included in these events.

64.4.3 Further Considerations

- The structure of the competition will be decided by the Selection Sub-Committee and may vary from time to time.
- The winner of the event shall be in accordance with Regulation 18(a) of the Laws Book.
- Only players who respond to the invitation by the stated deadline will be included in the event, except for extreme circumstances, in which case inclusion or not will rest solely with the Selection Sub-Committee.
- Receipt of the official competition program will be considered notification of acceptance into the event.

64.5 The selection Policy for the President's Trophy

64.5.1 Objective

To provide a competition for the best available players in SA.

64.5.2 Criteria for Selection

- Selection of players will be guided by the State Handicap Lists but not be the only guide to selection and will include the best available players.
- The Selection Sub-Committee will have the final decision for players to be included in these events.
-

64.5.3 Further Considerations

- The structure of the competition will be decided by the Selection Sub-Committee and may vary from time to time.
- The winner of the event shall be in accordance with Regulation 18(a) of the Laws Book.
- Only players who respond to the invitation by the stated deadline will be included in the event, except for extreme circumstances, in which case inclusion or not will rest solely with the Selection Sub-Committee.

- Receipt of the official competition program will be considered notification of acceptance into the event.

64.6 The Selection Policy for the ACA Bronze Medal (SA)

The regulations under which this competition is played, are determined by the Australian Croquet Association and are contained in Clause 56 of that Handbook

65. APPEALS PROCESS

All players have the right to appeal non-selection on the basis that:-

- The Selection Policy has not been correctly followed.
- Or that the laws of Natural Justice have been violated.
- Or that the laws of the Land have been violated.

All appeals will be considered by the Executive of Croquet SA acting as the Appeals Committee.

65.1 A player appealing non-selection should supply the Selection Sub-Committee with all relevant information which is the basis of the appeal.

65.2 Appeals of non-selection must be made in writing on the Player Appeals Form together with a \$75 lodgement fee, within seven (7) days, of the notification of selections.

65.3 Appeals Forms are available from Croquet SA Executive Director.

65.4. Announcement of members of the State Teams will be subject to any appeals.

65.5 If the appeal is in regard to another selected player, the Selection Sub-Committee will immediately provide a copy of the request to those players who may be directly and adversely affected by the re-consideration of its decision.

65.6 The affected player(s) has the right of reply. Such reply must be lodged on the Player Appeals Form together with a \$75 lodgement fee.

65.7 Successful appellants will have the \$75 lodgement fee returned.

66. GUIDELINES FOR STATE SQUADS AND TEAMS SELECTION.

66.1 The Selectors will use the Selection Guidelines as described in Clause 64.

66.2 The State Teams will be announced at least 3 months before the start of the State Competitions and will remain until the completion of that competition.

66.3 The composition and format of any Squads and of the State Teams may be altered at any time at the discretion of the Selection Sub-Committees.

66.4 Members of the State Teams who withdraw from a State Team prior to the end of the competition will not be selected for the following State competition, unless special permission is sought from, and granted by, the Selection Sub-Committee at the time of refusal.

66.5 Players must participate in Squad and State Team training sessions as directed by the State Coaches and/or Selection Sub-Committee.

66.6 All aspirants for selection for squads and for the State Teams must be registered with the Association and free of any debt to the Association and affiliated clubs.

66.7 Members of the State Squads or State Teams will not be granted permission to coach other States' squads or State Teams between the selection of the SA State Squad and April 30th of the following year.

- 66.8 The Selection Sub-Committee will have the final decision for players to be included in the State Squads and State Teams, however, appeals lodged in accordance with the "Appeals Process" will be considered.
- 66.9 Any disputes, grievances or dissatisfaction by a member of the State Squads or the State Teams must be directed to the Selection Sub-Committee who will adjudicate on the matter. Complaints must be made within 7 days of the incident and in writing, clearly stating the nature of the complaint. The Selection Sub-Committee will advise all parties involved and take evidence and information from all parties and from any other sources it deems appropriate.
- 66.10 All parties involved will be given a right of reply.

67. CROQUET SA REGULATIONS FOR THE STATE TEAMS

- 67.1 The State Teams shall consist of the number of players as determined by the SACA Board plus the State Coaches if appointed, and a non-playing Team Captain if appointed.
- 67.2 Players aspiring to State Team selection should consult Clauses 64 – 67 of this document.
- 67.3 The Selection Sub-Committee shall ensure that adequate practice is undertaken by all members of the State Team, in liaison with the State Coach if appointed, or State Team Captain.
- 67.4 The dress regulations of Croquet Australia and Croquet SA must be observed:-
- At all official functions State Team members must wear white shoes, white slacks or trousers or skirts (no track pants or shorts), white shirts/blouses, and the official State blazer/jacket. Men must wear a Croquet SA tie with the State blazer.
 - Blazers/jackets must be worn with only the SA Team Badge attached.
- 67.5 Croquet SA will provide one tracksuit top and two polo shirts for each new State Team member. Such playing uniform design may be reviewed each five years, subject to Board approval.
- 67.6 All State Team members shall attend all official functions as determined by Croquet Australia and Croquet SA.
- 67.7 All State Team members will have signed the approved agreement between Croquet SA and the State Team members.
- 67.8 Team Captains/Vice Captains, in liaison with State Coaches, shall place the teams each day during interstate teams competitions.

68. THE SELECTION POLICY FOR A DEVELOPMENT SQUAD

68.1 Objective

For the Coaching Sub-Committee to identify players who have exhibited the standard and style of play required at State level to ensure they receive the training and the motivational environment that will enable them to strive to improve.

68.2 Criteria for Selection

The Coaching Sub-Committee requires aspiring players to demonstrate to its satisfaction the following:-

- A commitment to competition and improvement.
- Game scores and a standard of play, or the training potential to achieve the standard.
- A playing attitude which reflects respect for players and officials.

68.3 Further Considerations

- The term of any Development Squad will be determined by the Coaching Sub-Committee and relevant coach but will be selected by mid-July.
- Selection will require the signature and return of Croquet SA Harassment Free Sport Forms.

68.4 Termination of selected Squad Membership

Any substantiated written report of harassment or disrespect for players or officials may result in the exclusion of members from the squad.

68.5 Review and Evaluation

This policy will be reviewed by the Coaching Sub-Committee as necessary.

69. GUIDELINES FOR DEVELOPMENT SQUAD COACHES.

69.1 The Role of the Development Squad Coach(s) is to:-

- Train the group of players as chosen by the Coaching Sub-Committee, to enhance their skills and knowledge so that they might improve their croquet and so raise their standard of play towards advanced and elite levels.
- Devise and implement a training program based on the likely needs of the squad but to be flexible to adapt the training program to suit the needs of individual members.

69.2 The Development Squad Coach shall:-

- Be a currently accredited Level 1 Coach or higher.
- Be appointed by the Coaching Sub-Committee prior to the selection of players.
- Present a coaching plan to the Coaching Sub-Committee as soon as practicable after squad selection, but may amend it once the needs of the group have been fully assessed.
- Be responsible to the Coaching Sub-Committee
- Arrange a minimum of 4 training sessions during the life of each squad.
- Ensure that all squad members attend all coaching sessions and understand that non-attendance may jeopardise their position in the squad.
- Report to the Coaching Sub-Committee any squad members who do not attend as instructed.

70. Golf Croquet Coach Accreditation Policy

Before attending a Golf Croquet Coach Accreditation Course people are required to have:

- A golf croquet handicap of 7 or less
- A minimum of 12 months of golf croquet playing experience, both in club games and in competitions
- A certificate of Completion of the Beginning Coaching General Principles Course which can be done on-line (ausport.gov.au).

Accreditation will be for four years for players who are accredited GC referees. People who are not referees before attending the Coach Accreditation Course must pass the GC Referees Course within 12 months.

Reaccreditation will require attendance at a further coaching course, and evidence that the player has been actively participating in golf croquet both in a coaching role and as a player.

71. – 100. Vacant.

PART C – STANDING ORDERS.

Preamble

While meetings of the Association are generally conducted without strict adherence to formal meeting procedures, the following Standing Orders may be applied at any time by the Chairperson.

101. **Quorum.** The quorum for meetings of the Association shall be as follows:_
Council meetings – 20 club delegates.
Board meetings – half the members plus one.
Executive meetings – 3 members.
Sub-committee meetings – half the members.
102. **Order of Business.** The order of business shall follow the agenda prepared by the Chairperson and Secretary.
Members may introduce new business only after completion of the business set out on the agenda.
103. **Suspension of Standing Orders** Should any matter of urgency arise a member may move suspension of Standing Orders for a stated period of time to allow the urgent matter to be discussed.
104. **Conduct of Speakers.** When the Chairperson rises to address the meeting, all persons must remain seated. Any person wishing to speak must rise and wait acknowledgment by the Chairperson.
105. No interruption of a speaker is allowed except for two formal motions (134 and 135) and on a point of order, which must be taken immediately the alleged breach has occurred.
106. If two or more speakers rise, the Chairperson shall call on the first one observed by him, subject to the power of the meeting to pass a resolution that a particular person be heard or otherwise and subject to the Chairperson's right to choose speakers alternatively supporting and opposing the motion.
107. All remarks shall be addressed to the Chairperson and any question to another member shall be put through the Chairperson.
108. **Chair-person's Ruling.** The Chairperson shall rule on all points of order and procedure, but is subject to a motion moved, seconded and carried "that the Chairperson's ruling be disagreed with". The mover may speak briefly in support of the motion and the Chairperson explain why his ruling was given. The Chairperson takes the vote. Final authority rests in the Council.
109. **Motions & Amendments.** All proposals made to the meeting shall be in the form of motions.
110. Every speaker must keep to the question before the meeting. Any member who digresses from the subject may be called to order by the Chairperson.
111. All motions and amendments proposed should be clearly expressed and be capable of only one interpretation.
112. All motions and amendments, except the closure, must be moved and seconded. If no seconder is found the motion or amendment lapses.
113. A motion or amendment may be seconded pro-forma to allow discussion to take place, but the seconder need not support or vote for the proposal.
114. The seconder of a motion or amendment may reserve his speech to a later stage of the debate. See Clause 122.

115. **Withdrawal.** No motion or amendment that has been moved and seconded shall be withdrawn without the consent of the meeting.
116. No person may speak twice on the same question except in explanation or in answer to questions unless he is the mover of the original motion exercising his right of reply.
117. **Personal Explanation.** By permission of the Chairperson a member may speak briefly in personal explanation of his previous statement, but must keep strictly to the point which has been misunderstood. His explanation must not interrupt another speaker.
118. **Only One Amendment.** When an amendment is moved to an original motion, no further amendment shall be discussed until the first amendment is disposed of, but further amendments may be foreshadowed without discussion. Amendments are voted upon before the motion.
119. **Not Direct Negation.** An amendment must be relevant to the question and so framed that it forms, with the part of the original motion unaffected by it, a sensible and consistent proposal. It must not be a direct negation of the original motion.
120. **Speaking to Amendments.** No person may move or second more than one amendment to an original motion, but the mover and seconder of a motion or amendment may speak to subsequent amendments.
121. An amendment may not be moved or seconded by any person who has already spoken to the original motion or to a previous amendment.
122. **Right of Reply.** The mover of a motion that is opposed may reply to the arguments raised before the motion is put, but may not introduce any new matter. The reply ends the debate, if there are no amendments. If an amendment is moved, the mover of the original motion may speak to it and also exercise the right of reply before the first amendment is put. The reply need not end the debate on the substantive motion. The mover of the amendment has no right of reply.
123. **Amendment Negated.** If the first amendment is lost, the original motion again becomes open to amendment.
124. **Substantive Motion.** If the first amendment is carried, the motion as amended becomes the substantive motion and is again open to amendment. When the substantive motion is put to the meeting and carried, it becomes the resolution.
125. No member may speak on any motion after it has been put to the vote. No amendment may be moved after the substantive motion has been put to the vote.
126. **Amendments to Motions on Notice.** Amendments may be moved to motions on notice provided they are in the scope of the notice and can involve the Association in no greater obligations than the notice specifies.
127. No motion can be accepted by the Chairperson that is the same in affect as one already negated, except on notice of motion.
128. A motion on a subject matter that keeps recurring, may be deferred by Council to a future nominated date.
129. A notice of motion must be in writing and forwarded to the Secretary, with the approval of the club that the member represents.

130. Any motion of which due notice has been given, may, in the absence of the giver of such notice, be moved by any other member.
131. **Rescinding Resolutions.** Previous resolutions shall be automatically rescinded if changes are not made in accordance with Clause 17.
132. **Resolutions Null & Void.** If a resolution is passed inadvertently in contravention to the Constitution or Rules, it must be declared null and void.
133. **Next Business.** A motion “that the meeting proceed to the next business” may be moved either on a motion or an amendment. It requires a seconder and cannot be discussed. Its effect is to discard the question under discussion.
134. **Closure.** A motion “that the question be now put”, known as “the closure”, may be moved during the discussion either of a motion or an amendment. It can interrupt a speaker, and must not be debated. It needs no seconder. If moved on an amendment it affects the amendment only. It does not prevent the mover of the original motion exercising the right of reply. See Clause 136.
135. **Speaker No Longer Heard.** A motion “that the speaker be no longer heard” must be seconded and must not be debated. The Chairperson should try to obtain a fair hearing for the speaker if they are in order.
136. **Formal Motions.** The three motions above are known as formal motions, because they cannot be debated or amended. They can only be moved by someone who has not previously spoken at any time during the debate.
137. **Adjournment Motions.** Any member who has not already spoken may move the adjournment of the debate, the adjournment of the meeting, or “that the Chairperson leave the chair”. The two adjournment motions may be amended, but only as to time and place. These motions may not be moved a second time until a reasonable period has elapsed.
138. **Voting.**
- 138.1. Voting shall be by:-
- the voices,
 - show of hands
 - ballot if requested by at least 7 members of those present and voting.
- 138.2. On a show of hands every member of Council, present in person, shall have one vote.
- 138.3. Upon a ballot, all members of Council are eligible to vote as follows:-
- The Chairperson of Council shall have a casting vote in the event that voting is equal on any matter, but is not bound to use it.
 - Members of the Executive Committee shall have one deliberative vote each.
 - Chairpersons of Sub-committees shall have one vote each.
 - Club delegates shall have one vote each.
 - Only members of Council are eligible to vote for election of Office
 - Bearers of the Association.
- 138.4. At any meeting, a declaration by the Chairperson that a resolution has been carried or not carried by a required majority shall be conclusive proof of the number of proportion of the votes recorded in favour of, or against such resolution.
- 138.5. If a ballot is demanded it shall be taken in such manner and at such time and

place as the meeting directs. The result shall be deemed to be the resolution of the meeting at which the ballot was demanded.

138.6. At Board meetings, each Board member shall have one vote on all motions submitted.

138.7. The Board Chairperson shall have a casting vote in the event that voting is equal on any matter, but is not bound to use it.

138.8. Decisions of the Board shall be by a simple majority of those present and voting.

**139. Casting
Vote.**

The Chairperson shall have both a deliberative and a casting vote, but is not bound to exercise them. Where voting is equal the Chairperson may declare the motion “not carried”. This will not debar the motion from being debated again at the next meeting.

140. – 150. Vacant.

CROQUET SA MEDALS – A BRIEF HISTORY

C.B.SHARP GOLD MEDAL

This is a gold medal that was first presented in 1941 as the SA Gold No1. but became the C.B.Sharp Gold Medal after Mrs.C.B.Sharp, a member of the Kensington Croquet Club and a foundation member of Croquet SA, presented a bond of \$160 (Eighty Pounds) to The Association in 1954. This is an “Open Event”.

G.F.GRAHAM GOLD MEDAL

First donated in 1965 as the Association Medal, then 1966 as the President’s Medal, then 1967 it became known as the G.F.Graham Gold Medal, or Graham Gold, after the donor.

M.E. HATWELL GOLD MEDAL

This is a gold medal that was first presented in 1933 as the SA Gold No2. This later became the M.E.Hatwell Gold Medal in 1956 when Mrs. M.E.Hatwell MBE a member of the West Park Thebarton Croquet Club and President of that club for 30 years, presented a bond of \$180 (Ninety Pounds), to The Association for the medal.

MARRYATVILLE SILVER MEDAL

This is a silver medal first presented in 1948 as the SA Silver No1. but became the Marryatville Silver Medal in 1956 upon the closure of the Kensington Oval Croquet Club. The members, who later combined with the Norwood Club, gave a bond of \$200 (One hundred Pounds), to The Association for the medal.

HARRIET WARNER SILVER MEDAL

This is a silver medal first presented in 1948 as the SA Silver No2. This later became the Harriet Warner Silver Medal in 1961 when a son donated money for a medal in memory of his mother who was a President and Secretary of the West Park Thebarton Croquet Club and also a President of Croquet SA.

T.N.STEPHENS BRONZE MEDAL

This is a bronze medal first presented in 1923 by T.N.Stephens Esq. the founder of Croquet SA. He belonged to the then oldest club in the metropolitan area – the Adelaide Oval Club. It was his idea to approach the Adelaide City Council for Association lawns in the South Parklands. He presented Croquet SA with a bond of \$80 (Forty Pounds) for the medal, which is the oldest endowed medal in the State. The medal was originally for “C” Grade players as at the time the Croquet Association (UK) was awarding a Gold Medal for “A” Grade players and a Silver Medal for “B” Grade players. The C.A. stopped sending these medals during the war when it was feared that they could be lost at sea due to enemy sinking of ships.

J.F.HARVEY BRONZE MEDAL

This is a bronze medal that was first presented in 1956 after Mrs. Harvey presented Croquet SA with a bond of \$200 (One Hundred Pounds) for a medal in memory of her late husband. This medal had previously been known as the SA Bronze No.2., that dated back to 1948. Mrs. Harvey was a foundation member of The Association and belonged (most probably) to the Kensington Oval Club. She was a sister of Mrs. C.B.Sharp. Mrs. Harvey also appears to have been associated with the Bordertown Club. The wrought iron gate at the entrance to headquarters, having stood at the entrance to the original headquarters further up Hutt Road, was erected in memory of her late husband. The gate cost \$60. Mrs. Harvey also donated the Harvey Shields for inter-club croquet competitions among those players who were not competitive at headquarters. The first shield was given in 1957. Mrs. Harvey did not play croquet but was a “keen spectator”.

South Australian Croquet Association

Acceptance of selection in the AC / GC State Squad

I,(Name)

of

..... (Postal Address)

..... (Phone)

.....(E-mail)

accept selection in the AC / GC SA State Squad.

At the time of signing I acknowledge that:

1.I understand and support the the requirements of the following policies:

- SACA Selection Policy (SACA website)
- SACA Harassment-Free Sport Policy (SACA website)
- ACA Member Protection Policy (ACA website)
- ACA Player Code of Behavior (ACA website)

2. I agree to follow the terms and conditions set out in these policies.

3. If selected, I will be available to play for the SA State Team in the next AC / GC interstate competition in _____.

If I later have to withdraw from the team for personal reasons prior to the commencement of the competition, the withdrawal will be referred to the SACA Board for their consideration and may mean future opportunities to represent SA will be restricted.

4. I understand that there may be some personal expense involved in attending the squad training sessions and in representing SA in interstate competition.

Player's Signature

Date.....

When completed, please return this form to the Coordinator of the SACA AC / GC Selection Committee.

.....

ELECTIONS & APPOINTMENTS**APPENDIX II**

POSITION AND OFFICE	ELECTION OR APPOINTMENT	CLOSE OF NOMINATION	TERM OF OFFICE	ELECTION YEAR
<u>President</u> <i>Board member</i>	Elected by Council	2 weeks before the AGM	2 year term to a max. of 6 years*	Even year
<u>Vice President</u> <i>Board member</i>	Elected by Council	2 weeks before the AGM	2 year term to a max. of 6 years*	Odd year
<u>Treasurer</u> <i>Board member</i>	Elected by Council	2 weeks before the AGM	2 year term to a max. of 6 years*	Even year
<u>Executive Director</u> <i>Board Member</i>	Appointed by The Board	As advertised	As negotiated	
<u>Director of Coaching</u> <i>Board Member</i>	Elected by Council	2 weeks before the AGM	2 year term to a max. of 6 years*	Odd year
<u>Director of Association Croquet</u> <i>Board Member</i>	Elected by Council	2 weeks before the AGM	2 year term to a max. of 6 years*	Even year
<u>Director of Aussie Croquet</u> <i>Board Member</i>	Elected by Council	2 weeks before the AGM	2 year term to a max. of 6 years*	Odd year
<u>Director of Golf Croquet</u> <i>Board Member</i>	Elected by Council	2 weeks before the AGM	2 year term to a max. of 6 years*	Even year
<u>Director of Headquarters</u> <i>Board Member</i>	Elected by Council	2 weeks before the AGM	2 year term to a max. of 6 years*	Odd year
<u>Director Publicity & Promotion</u> <i>Board Member</i>	Elected by Council	2 weeks before the AGM	2 year term to a max. of 6 years*	Even year
<u>Hoop Points Editor</u>	Appointed by The Board	2 weeks before the AGM	One year	Annual
<u>Registration Officer</u>	Appointed by The Board	2 weeks before the AGM	One year	Annual
<u>Web Site Manager</u>	Appointed by The Board	2 weeks before the AGM	One year	Annual
<u>Insurance & Risk Management Liaison Officer</u> <i>Board Member</i>	Appointed by The Board	2 weeks before the AGM	One year	Annual
<u>State Refereeing Director</u>	Appointed by Council	2 weeks before the AGM	One year	Annual
<u>State Coaches</u>	Recommendation by ACC or GC committee, appointed by Board	Application by end of the next month that the Interstate Cup is played in each year	From time of appointment until completion of next year's event	Annual
<u>State Teams Managers</u>	Appointed by The Board	Applications by September 30th	Nine months	Annual
<u>Archivist</u>	Appointed by The Board	2 weeks before the AGM	One year	Annual
<u>Committee and Sub-Committee Members</u>	Appointed by the Board	As required	Three terms of two years*	Annual

* Please refer to Clauses 24.1. and 28.7. in By Laws.

APPENDIX III

REGISTRATION FEES AND CHARGES - Ratified by Council AGM October 2011.

CROQUET SA REGISTRATION YEAR: 1ST OCTOBER - 30TH SEPTEMBER

Annual Affiliation Fee - per Country Club \$15-00
- per City Club \$15-00

Annual Registration Fees – **City Players**

	Full year
	<i>1 Oct- 30 Sept</i>
Full	\$82-00
Junior*	\$37-00

Annual Registration Fees – **Country Players**

	Full year
	<i>1 Oct-30 Sep</i>
Full	\$60-50
Junior *	\$34-00

The Annual Player Registration Fee is reduced according to the above schedule, for new Players only.

Please note:

- (a) It is the responsibility of the Clubs to ensure that ALL players are registered and are supplied with a Registration Card and Official Handicap. Failure to register players will invoke Clause 22.9.
- (b) Players are members of clubs;
Players are registered with Croquet SA;
Clubs are affiliated to Croquet SA;
Croquet SA is a member of the Australian Croquet Association (ACA);
ACA is a member of the International Laws Committee and the World Croquet Federation.

* **Juniors are those players under the age of 18 years and all full time students up to the age of 26 years and who are the holders of a Student Concession Card.**