

**CROQUET ASSOCIATION QUEENSLAND INC.**



**Policy: CAQ VIRTUAL HALL OF RECOGNITION POLICY**

**Number: 16**

**First Ratified: 2017**

**Revised: October 2018**

**Next Revision April 2020**

**ABN 96 056 186 273**

**150 Caxton Street, Milton 4064**

**Ph: 3876-5576**

**Email: [secretary@croquetqld.org](mailto:secretary@croquetqld.org)**

## I N D E X

## CAQ VIRTUAL HALL OF RECOGNITION

Version	1	Approved by CAQ Management Committee on	
Date of Issue	2017	Last reviewed	Dec 2018
Responsible person	CAQ Secretary	Scheduled review date	Feb 2020

### Introduction

The Croquet Association of Queensland Inc. (CAQ) Virtual Hall of Fame accords recognition of outstanding players, referees, coaches, administrators and/or volunteers who have made a significant contribution to CAQ or the sport of croquet in Queensland and/or Australia.

Inductees to the CAQ Virtual Hall of Fame should be appointed in accordance with the provisions of this Policy.

### Policy Principle

This proposal will apply from **1 January 2018**.

There will be no set number of inductees each year, but it would be expected to be no more than three. However, this number will be based on the number of recommendations made by the Virtual Hall of Recognition Sub-Committee each year.

### Purpose

The purpose of the CAQ Virtual Hall of Fame Policy is to:

- Provide the opportunity for people who have made an outstanding contribution to CAQ or the sport of croquet in Queensland and/or Australia to be recognised;
- Provide a mechanism by which members, member organisations (i.e. Clubs) and/or the CAQ Management Committee may submit persons who they believe merit recognition;
- Establish the criteria and process for the establishment of the CAQ Virtual Hall of Fame Committee and confirm the purpose and composition of the Committee;
- Establish criteria on which CAQ Virtual Hall of Fame nominations for recognition are to be submitted, considered and assessed.

### Policy

The Sub-Committee shall have regard to the following criteria in determining suitable candidates for induction into the CAQ Virtual Hall of Fame.

## Criteria

All nominations under this policy are to identify and address at least one of the following criteria:

Is/Has been a CAQ Registered Player for more than ten (10) consecutive years.  
Has represented Queensland and Australia in several National/State tournaments;  
Has made a significant contribution both in time and effort over several years to the development of the sport of croquet in Queensland;  
Has assisted in or been responsible for introducing new initiatives which have contributed to improving and expanding croquet at the club, state and national level.  
**“Significant contribution”** may be in the form of player representation, refereeing, coaching, administration, volunteering or a combination.  
A deceased person may be nominated based on at least one of the above criteria.

### *Criteria must address the following:*

Must not be based just on statistics, but also addresses the volunteer qualities of the nominee;  
The nominee’s integrity, sportsmanship and character will be among the determining factors for selection;  
Has/had an unblemished record of upholding the Croquet Queensland Code of Conduct;

Mere long service or involvement with Croquet will not be sufficient justification for induction/selection.

CAQ will adhere to the Procedures outlined below.

## Procedure

### **1. Virtual Hall of Recognition Selection Sub-Committee**

The Secretary will call for Expressions of Interest prior to **1 January each year**.

The Management Committee will select a total of no more than five and no less than three of the Expression of Interest nominations by **1 March each year** to form the current Virtual Hall of Fame Selection Sub-Committee.

The selected Sub-Committee is tasked to review any application/s received based on the criteria set out in this Policy. The Committee may request further information from the club or person submitting the nominations, but only to clarify set criteria.

The Sub-Committee will provide its recommendations to the CAQ Management Committee by the June Management Committee meeting.

All deliberations of the Committee shall remain strictly confidential. Breach of this rule shall result in the person being removed from membership of the Committee.

It is incumbent on each Sub-Committee Member to declare that he or she has any association with any nominee which may result in the appearance of bias or conflict of interest in the selection process. Where the Committee confirms that such an association exists, the Member shall be ineligible to participate in any discussion or voting on that nominee.

No Sub-Committee Member shall be entitled to nominate a person for induction into the CAQ Virtual Hall of Fame, nor can they themselves be a nominee for induction. While the Management Committee's role is to ratify these selections, it can make no recommendations to the Virtual Hall of Recognition Sub-Committee as to their selections.

The Management Committee will, upon ratification of the recommendations, notify the selected persons by **15 June**, as well as notifying the membership by both the MSX and the CAQ Web page.

## 2. Call for Virtual Hall of Fame Nominations

Nominations should be submitted through the CAQ office in writing. They should be submitted using the generic form appended to this policy. No written nomination can be considered if it is not received on or before the advised closing date.

The Secretary on behalf of the Management Committee, **prior to 1 January each year**, is to advise all member organisations (Clubs) that nominations are called for the Virtual Hall of Recognition.

Nominations will include a statement addressing the selection criteria. Photographs, including a head and shoulders shot, may be included.

Nominations must be received on or before **30 April** each year.

## 3. Presentations

Each selected nominee will be presented with a Certificate at **the Association's Special General Meeting in September**.

Information and Photograph/s (if available) will be uploaded to the Croquet Australia's web page under Virtual Hall of Recognition following this presentation.

## 4. Responsibility

### Croquet Association Queensland's

Management Committee is responsible for adopting this policy.

Croquet Queensland's Virtual Hall of Recognition Sub-Committee is responsible for recommending persons for the Award based on criteria as set out.

## Authorisation

Croquet Association Queensland Inc. Management Committee.

Any comments or questions on the CAQ Virtual Hall of Recognition Policy should be forwarded to: The Secretary, Croquet Association Queensland Inc., Sports House, 150 Caxton Street, Milton Q. 4064.

Ph: (07) 3876-5576. E-Mail: [secretary@croquetqld.org](mailto:secretary@croquetqld.org)

**NOMINATION FOR SELECTION INTO  
CROQUET QUEENSLAND'S VIRTUAL HALL OF RECOGNITION**

Date of application:	
Nominating Club/Person	
Club contact (e-mail address)	
NAME OF Nominee	
CRITERIA (Rule through any not applicable)	<p>Has been a CAQ Registered Player for more than ten (10) consecutive years,          Has represented Queensland and Australia in several National/State and possibly international tournaments;          Has made a significant contribution both in time and effort over several years to the development of the sport of croquet in Queensland;          Has assisted in or been responsible for introducing new initiatives which have contributed to improving and expanding croquet at the club, state and national level.  <b>“Significant contribution”</b> may be in the form of player representation, refereeing, coaching, administration or a combination.          A deceased person may be nominated based on at least one of the above.</p> <p><b><i>Criteria must address the following:</i></b>          Must not be based just on statistics, but also addresses the volunteer qualities of the nominee;          The nominee’s integrity, sportsmanship and character will be among the determining factors for selection;          Has/had an unblemished record of upholding the Croquet Queensland Code of Conduct;          Mere long service or involvement with Croquet will not be sufficient justification for induction/selection.</p>
<b>Please list achievements using dot points and in chronological order</b>	
Date	Achievements

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Please provide further information below if wished. Please attach photos as jpgs if forwarding this submission by email:

Submitted by:		Signature:	
Position held at Club:			
Received at office	Date	Signature:	
Forwarded to Selection Sub-Committee	Date	Signature:	