

CROQUET ASSOCIATION QUEENSLAND

**Sports House
150 Caxton street
MILTON Q 4064
Meeting date 30 October 2018**

		ACTION
	Welcome 10.30am The President welcomed Members to the Meeting.	
1.	Attendees: D. Close (President, D. Williams (V-Pres), C. Ribone (Secretary/BNR), K. Wood (Treasurer), D. Reynolds (DDR), L. Farry (CQR), D. Byres (SCR), B. McAlister (BSR), J. Stokes (WBB), M. Neate (GCT), Presenters: M. Tinker (10,30am). A. Hallinon (110.3-am). Observers: B. Fleming, B. Rubock, S. Bertram, C. and P. Byrne and V. Wintzer (12.15pm)	
3.	Vale: May McLoughlin (West Toowoomba), Life Member. A minutes silence was held	
4A	Receipt of Minutes M/C 25 September 2018 MOTION: It was moved J. Stokes (WBR) and seconded D. Byres (SCR) 'that Minutes of the CAQ Management Committee meeting of 26 September are received'".	Carried without dissent
5A.	Amendments to Minutes of Management committee Meeting 25 September 2018 Item 15.2 MOTION was Carried, but BSR Abstained	
6.	Confirmation of Minutes Management Committee 25 September 2018 MOTION: It was moved J. Stokes (WBR)) and seconded D. Byres (SCR) by 'that the Minutes of 25 September, together with the amendment s above, is confirmed'".	Carried without dissent
4B	Receipt of Minutes of SGM 25 September 2018: MOTION: It was moved J. Stokes (WBR) and seconded B. McAlister (BSR) that the minutes of SGM 25 September are received 2918	
5B	Amendment: 7. Resumption of Standing Orders. It was moved Sunnyside, not Bundaberg. This being the only amendment to the SG Minutes of September 2018, it was resolved that the SGM Minutes to be confirmed at the AGM in February 2019.	

7.1	<p>STANDING ORDERS MOTION: It was moved J. Stokes (WBR) and seconded D. Byres (SCR) “that there is a suspension of Standing Orders.”</p> <p>Murray Tinker was then asked to speak to his document, Project Brief, University of Queensland, 2019. He advised that he had been working with University of Queensland students in 2018, which had resulted in a Community Engagement Program Project Brief called “Road Map to play croquet at the Australian University Games” This had been presented to ACA, who agreed to fund Queensland as a Pilot Program. Mr Tinker will be the project co-ordinator, and he will work with a small sub-committee which will include U/21 Director Terry Ericson. One of the first objectives is to appoint a Student Ambassador for 2019 who will work towards creating a croquet club or society at the University of Queensland; the next is to create a tournament between University of Queensland and Griffith University. He suggested Croquet Queensland clubs could assist by (a) providing equipment and (b) by checking whether universities in other regions would be interested in a similar project. The President thanked Mr Tinker for his great work and persistence in bringing this project about; all MC members agreed.</p> <p>STANDING ODERS MOTION: It was moved J. Stokes (WBR) and seconded B. McAlister (BSR) “that Standing Orders are Resumed”.</p>	Carried without dissent
7.2	<p>Business Arising from the Correspondence 7.2,1 Selection Policy, Ad hoc Committee Mr B. Fleming (spectator) was invited to speak. Mr Fleming then described the process the ad hoc committee used, following the Terms of Reference that the report was to be to the Management Committee. Two face-to-face meetings were held together with other email contact.</p> <p>The President said he queries as to whether the Selection Policy and the relevant By-Laws would work together.</p> <p>MOTION: After further discussion, it was moved B. McAlister (BSR) and seconded J. Stokes (WBR) “that the Selection Policy, as presented at the September meeting, is adopted.</p> <p>7.2.2 Request by Selection Sub-Committee After discussion, it was moved C. Ribone (Secretary / BNR) and seconded K. Wood (Treasurer) “that the condition that a representative team player is not required to hold a referee qualification at this stage be ratified”.</p>	<p>Carried without Dissent</p> <p>Carried without dissent</p>

	<p>7.3 Event Management Interim Calendar Chair Mr B. McAlister, presented the 2019 /croquet Queensland Event Calendar, together with a list of Clubs who had made bids for venues plus the events that still needed venues. There was some discussion on this, as Mr McAlister said that, where there were two clubs bidding for the same event, he had passed it to the Directors of the relevant codes involved to sort it out.</p> <p>It was felt by all MC members that one 2019 deliverable is to run suitable Event Management Programs, as there were now a number of club event managers who needed guidance. It had been particularly difficult this year, as there was no appointed CAQ Event Manager to over-see this and the relevant Director of Codes had to sort out club event managers in addition to other duties. One Club who had made application for one event had not been given any at all, this was further discussed.</p> <p>Mr McAlister advised he would send the finalised document to the Secretary by Friday 1 November for distribution to Clubs.</p> <p>MOTION: It was moved B. McAlister (BSR) and seconded Paul Reynolds (DDR) “that the CAQ 2019 calendar as presented, together with amendment, is ratified”</p> <p>7.4 Items to follow up from SGM and Forum It was reported that the question raised about the handicapping history had not yet been followed up, but this would be done by the November MC Meeting.</p> <p>7.4.1 2019 Registration / Affiliation Fees The list ratified by Clubs did not include the usual discount for registrations as in past years. The Treasurer pointed out that she was receiving registrations with differing payment for those registering after 1 October.</p> <p>MOTION After discussion of various suggestions, it was moved K. Wood (Treasurer) and seconded M. Neate (GCT)</p> <p>“that full registration fee for the current year (2018) is to be paid until 30 September. After 1 October, registration is to be paid at the following year’s rate (2019), including insurance, which will then entitle the player to 15 months registration”.</p> <p>The above will be reflected on the invoices sent to clubs for capitation. It is envisaged that this system will be used in future years.</p>	<p>Carried without dissent</p> <p>President / Secretary</p> <p>Carried without dissent.</p>
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	<p>7.5 SUSPENSION OF STANDING ORDERS It was moved D. Byres (SCR) and seconded B. McAlister (BSR) “that there is a suspension of Standing Orders . Director of Golf Croquet, B. Rubock, was invited to speak to the meeting. Mr Rubock advised that, as he was re-locating to Tasmania for at least four months, he felt he would not be able to serve the position of Director of Golf Croquet well, so was resigning. He felt he had introduced some new projects for golf croquet in his time and he offered his assistance to the new Director at times when he might be back in Queensland. The President thanked Mr Rubock for the voluntary work he had carried out for the year and wished him well for future endeavours.</p> <p>As Director of Golf Croquet Referees, A. Hallinon had entered the meeting he was asked to give his presentation on the 2019 amended Golf Croquet Rules, which he did by presenting a Power Point document which sets out the various changes to the Rules.</p> <p>Mr Hallinon began by saying that the Power Point had been demonstrated to Gold Coast Clubs the previous week and over 50 attended. He also had presentations arranged at Bribie Island, and Wynnum clubs booked. He asked permission to take the presentation to other Regions and this was agreed to. It was also agreed that copies should be sent to Clubs as soon as possible.</p> <p>The Management Committee felt that it was an excellent presentation, and it was suggested that the Power Point should be offered to ACA for distribution to clubs throughout Australia. This is will be followed-up with ACA as soon as possible.</p> <p>7.6 After the Presentation, the President invited the observers from Twin Rivers to report on progress with their new “home” Mr Byrne advised that the Twin Rivers Club had been allocated land by Logan Council, and work on laying the lawns was expected to be completed approximately March 2019. They had planned to have three courts, but this was now under review.</p> <p>The President thanked the two observers from Twin Rivers for attending the meeting and offered any assistance possible.</p> <p>RESUMPTION OF STANDING ORDERS MOTION: It was moved D. Byres (SCR) and seconded B. McAlister (BSR) “that standing orders are resumed”.</p>	<p>Carried without dissent</p> <p>Director of Golf Croquet (Referees)</p> <p>President / Secretary</p> <p>Carried without dissent.</p>
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8.	<p>Correspondence</p> <p>8.1 Queensland Corrective Services The Association had received a letter from a representative from the Queensland Corrective Services, with regard to community Based Orders where service can be given back to the community in a meaningful way. J. Stokes (WBR) advised that Hervey Bay Club had been using the QCS for some time. It was resolved that the letter is forwarded to Clubs who may have an interest in following up.</p> <p>8.2 Croquet Victoria advising of the livestreaming of the ACA President's Eights. For information.</p> <p>8.3 Pam Shepherd, advising that more Golf Croquet "Through the Hoops" books had been purchased and could they please be advertised through the MSX. For information.</p> <p>MOTION: It was moved C. Ribone, seconded D. Byres "that inwards correspondence is received and outwards endorsed."</p>	<p>Secretary</p> <p>Carried without dissent</p>
9	<p>ACA</p> <p>9.1 T. Ericson, reminding that ACA offers a number of Scholarships. Resolved they are advertised in the MSX</p> <p>9.2. Advising the new GC Rules Books were at the Printers and should be available shortly, no price advised. For information, still no price advised.</p>	Secretary
10.	<p>Review – Development Grant Clubs are making application for the \$200 Drought Relief Grant, which is excellent.</p>	
11	<p>Web Officer There was no report, but it was advised she had begun on updating the Referees and Coaching Section and was working with the relevant Directors. The Director of Golf Croquet, Referees, had received responses to his email and therefore the list of accredited referees will be updated further.</p>	
12.	<p>REPORTS – REGIONS There were no minutes received from the various Regions</p>	
13.	<p>REPORTS- DIRECTORS OF CODES</p>	
	<p>13.1 Director of Gateball A preliminary report on the Brazil Championships was</p>	

	received. The Kew Club team won their League Round, and Redcliffe Roses won one of their League matches. The overall winner was a Brazil team.	
14.	REPORTS - GENERAL	
	<p>14.1 President The President advised he had attended the BNR AGM. He said he had also attended the AC Div. 1 Open at Stephens, where there were comments about referees. He advised that it was planned that all ACA events in future would have Supervising Referees and perhaps Croquet Queensland should investigate this, especially with Queensland hosting the AC Interstate Eire Cup in 2020.</p>	
	<p>14.2 Secretary The Secretary and Assistant Secretary (also the Complaints Officer), attended the four-hour Sports and Recreation Workshop on Complaint Handling and found it very concise and informative. The secretary advised that two Grant Applications had been made. The first was a Volunteer's Grant for \$5,000, targeting travel expenses for the Directors of Codes. The second is a Sports Federal Grant aimed at the Over 65 Plus Age Group. MOTION: It was moved C. Ribone (Secretary / BNR) and seconded B. McAlister (BSR) "that the Management Committee ratify the submissions on behalf of Croquet Queensland".</p>	Carried without dissent
	<p>14.3 Treasurer The Treasurer presented the Association's balance sheet as at the end of September 2019, advising she felt that the Association's outlook for the end of the year was healthy. MOTION It was moved K. Wood (Treasurer) and seconded J/ Stokes (WBB) "that the treasurer's report is accepted, and payments ratified.".</p>	Carried without dissent
15	GENERAL BUSINES	
	<p>15.1 Complaints Policy and Disciplinary Procedures 15.2 Position Description, Code of Conduct Complaints Officer 15.3 Comments from Stephens cc re 15.1 15.4 Comments from Headland-Buderim re 15.1 15.5 Comments from B. McAlister, Ipswich croquet Club 15.6 Report of Secretary's attendance at Sports and Recreation Complaints Workshop, together with summary of Play by the Rules Guidelines</p> <p>It was noted the Position Description includes the rider that the person appointed "must have sound knowledge of the ACA Member Protection Policy". It was resolved that the document "Guidelines from <i>Play by</i></p>	

	<p><i>the Rules</i> is included as an Appendix to the Complaints Policy and Disciplinary Procedures. The feedback received from Clubs to date on the Complaints Policy was all positive. The various documents are to be uploaded to the CAQ web under "Policies"</p>	
16	<p>Brazil 16.1 Thank you email from P and S Reynolds 16.2 The four outstanding Player Agreements have been received from G. Morris Now that the outstanding Player Agreements had been received, MOTION It was moved J. Stokes (WBR) and seconded B. McAlister (BSR) "that as the MC is now satisfied that the agreements are received, it approves the payment of \$250 to each applicant."</p>	Carried without dissent
17.	<p>Selection Sub-Committee Business 17.1 GC Team Manager's Report 17.2 GC Captain's Report 17.3 GC Vice-Captain's Report 17.4 Selection Sub-Committee's Meeting of 29 September 17.5 W. Silk, advising chair and secretary 17.6 Association Team Squad Training Day called 17.7 Chair T. Ericson requesting consideration be given to various aspects 17.8 Request forwarded to all clubs to provide list of registered players showing potential for Development Squad</p> <p>After discussion MOTION It was moved B. McAlister (BSR) and seconded D. Byres (SCR) "that the reports from the GC manager, Captain and V/Captain are accepted"</p> <p>See 7.1.2 for response to request made. Clarification is also to be made for other queries.</p>	Carried without dissent Secretary
18.	<p>Hall of Recognition 18.1 Draft Policy for Discussion MOTION It was moved J. Stokes (WBR) and seconded D. Byres (SCR) "that the Policy is adopted."</p> <p>The Policy is to be forwarded to Clubs and uploaded to the CAQ website.</p>	Carried without Dissent
19	Player Registrations	

	<p>19.1 List of Clubs, including registered players and Juniors, provided by Registration Officer sent to Regional Insurance Brokers 19.2 Ipswich Club – Registrations Ipswich Club 19.3 Gladstone Club – Registrations Gladstone Club 19.4 Tweed Head Club – Registrations Tweed Head Club</p> <p>It was reported that, upon investigation, it was found several other Clubs possibly have unregistered players e.g. Redcliffe Gateball, Graceville, West Toowoomba (juniors).</p> <p>It was resolved that Clubs who are known to have unregistered players are advised that Croquet Queensland expects these unregistered players are registered when 2019 Capitation fees are paid.</p> <p>It is the responsibility of the Regional Delegates to advise clubs in their region to ensure all unregistered players are registered, to request player numbers for clubs in their particular region, and to advise these asap, hopefully prior to when the Treasurer sends out the annual Capitation Fees Invoice, which will be in November.</p> <p>It was suggested that THE PLAYER’S REGISTRATION CARD <u>should be replaced annually</u>, as is done in other sports organisations. Management Committee will seek quotes for such a project and advise the November meeting of its viability or not.</p>	Regional Delegates
19	ANY OTHER BUSINESS	
	<p>19.1 Flying Minute’s Use From Robert’s Rules it states that “voting by a committee outside a committee meeting is commonly referred to as a VOC or flying minute. Decisions may be made in this manner if all committee members are given notice of the motion.” With modern technology being used more and more, the flying minute has become common use in all types of meetings.</p> <p>MOTION It was moved D. Williams (V/Pres) and seconded P. Reynolds (DDR) “that Croquet Queensland will make use of the Flying Minute when appropriate”</p> <p>19.2 Non-Acceptance of President for Motion put at September meeting. Robert’s Rules states: “the chair can refuse to take a motion but must state the reasons for doing so.” The “Guide to Meetings and Organisation” by Renton was also quoted ‘The Chair cannot refuse to accept a motion; however, motions can be ruled out of order and should be recorded in the minutes of the meeting in the usual way.’, The President advised he would not accept that particular motion put at the September meeting because the motion</p>	Carried without dissent

	<p>itself was defamatory and acceptance would bring the Association into disrepute.</p> <p>19.3 Annual Support Payments for Directors and Duty Officers. The Treasurer requested guidance on what support payments should be made for 2018. She assumed it would be the same as 2017, but would like this ratified, as this is usually made before the November MC meeting, so payments can be ratified then. It was resolved that the Treasurer forward a confidential list of suggested support payments to the President for discussion.</p> <p>19.4 November Meeting, also Annual Breakup The Secretary advised that 27th November has been set as the November meeting. It was agreed that, as usual, all Directors and Duty Officers are invited to attend a lunch on this date.</p> <p>19.5 2019 Expressions of Interest to Date The secretary advised a number of Expressions of Interest had been received to date, but not all positions had received applications. It was usual to make the appointments at the November meeting, so Directors and Duty Officers could begin their planning for 1 January. As applications do not close until 31 October, there could possibly be others received. The Secretary will advise MC members of nominations in November. You are reminded that the Management Committee delegates are appointed at each Region's Annual General Meeting.</p> <p>19.6 Unregistered Players at Tournaments L. Farry (CQR) pointed out that Rockhampton club was unable to field a full team to play in the Gateball tournament at Caloundra in November, but Caloundra has said, if they register for the tournament, that club will supply fill-ins, so it would be a composite team. In such cases, it could occur that the player/s offered as fill-ins might be unregistered and therefore that team would be penalised. This would deter registered club members travelling long distances to play in a team competition. It was agreed that all tournaments' Conditions of Play should state that non-registered players will not be accepted as part of any composite team application...</p> <p>The Management Committee was advised that clubs were opting out of competitions, replacing them with Gala Dals to circumvent CAQ registration / affiliation. The Brisbane South representative, B. McAlister, offered to write a set of guidelines what would be considered to be Gala Days, Friendship Days and Come Try Days by the next meeting. .</p>	<p>Treasurer</p> <p>Secretary</p> <p>Secretary</p> <p>Clubs</p> <p>B. McAlister</p>
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20.	MEETING CLOSED 2.45pm	
21	NEXT MEETING Tuesday, 27 November 2018, 10.30am	
	Taken as a true report President Secretary	

