

Croquet Association Queensland Inc.

By Laws

SECTION A. GENERAL

1. STATEMENT

Croquet Association Queensland Inc. (referred to as CAQ), trading as Croquet Queensland and Gateball Queensland, is a member of the Australian Croquet Association (ACA), its headquarters are located in Brisbane and its colours are maroon and white. The purpose of the CAQ is to encourage and facilitate the playing of Mallet Sports.

2. MEMBER CLUBS

2.1 Member Club means any incorporated association, organisation or other body corporate, which is financially affiliated with CAQ in accordance with the CAQ Rules.

2.2 Member clubs are responsible for:

- a) complying with the Rules, Standing Orders and By-Laws of the CAQ;
- b) advising, within 30 days, both to the CAQ Secretary and the secretary of their Regional Sub-Committee, of any change of particulars to officer bearers;
- c) ensuring that, by 1 October each year, the Member Club's Registered Players' listing on "My Croquet" is current and up to date, including handicaps;
- d) (1) paying to CAQ each year all fees and levies for new and continuing registered players, including players registered in another country but a member of a CAQ affiliate club; and
(2) ensuring that all members of Member Clubs who play any of the mallet sport codes supported by CAQ are Registered Players; and
(3) limiting entries to Member Clubs' mallet sport events to only CAQ Registered Players, ACA Registered Players and International Players registered with their home country mallet sports association.
- e) Any CAQ Affiliated Club who permits a non-affiliated player to play in events conducted by ACA, State Associations and affiliated clubs, will incur a penalty of \$120.00 per occurrence. If any Affiliated Club fails to pay the fine within 30 days of the date of the event, then that Club may in turn be considered by CAQ to not be financial. The host club has the responsibility for checking if players are registered.
- f) notifying the CAQ Event Manager, through the Regional Secretary, by 30 September each year, full details of any open tournament or event/s the Member Club plans to conduct the next year, and
- g) applying to the CAQ Event Manager through the CAQ Secretary by 30 September each year to host a CAQ-conducted event.

3. REGISTERED PLAYERS

3.1 Entitlements

3.1.1 Registered Players are entitled to:

- a)
 - i. be a member of more than one member club, but only the member club nominated as their primary Club will be required to pay affiliation fees to CAQ.
 - ii. Players registered outside Queensland will also pay the CAQ fee, less ACA component.
- b) resign from one member club and become a member of another member club, or change the nomination of their main club;
- c) be nominated for election to any CAQ office or CAQ Committee;

- d) apply for appointment by the Management Committee to an appointed position;
- e) be nominated for any ACA office while CAQ remains a member of the ACA;
- f) represent a member club as a Member Club Delegate at CAQ General Meetings;
- g) represent a Member Club as a Member Club Delegate on the Regional Sub-Committee;
- h) attend CAQ General Meetings without voting powers and only speak with the consent of the Chairman;
- i) attend a Management Committee Meeting with the consent of the majority of Management Committee members;
- j) obtain training and assessment for qualification as a coach;
- k) attend classes in the Laws of any mallet sport supported by Croquet Queensland;
- l) obtain training and examination for qualification as a:
 - i. ACA Association Croquet referee or umpire;
 - ii. ACA Gateball referee;
 - iii. WGU Gateball referee;
 - iv. ACA Golf Croquet referee; and/or
 - v. ACA Ricochet referee.
- m) either (1) be nominated by their club for selection for a CAQ Championship Medal Event;
or (2) apply in writing to the Secretary of the Selection Sub-Committee for selection for a CAQ Championship Medal Event, the Development Squad and/or any Team;
or (3) be considered by the Selection Sub-Committee for selection for a CAQ Championship Medal Event, Development Squad and/or any Team; and
- n) enter Tournaments and Events organized by the ACA, CAQ, Regional Sub-Committees or Member Clubs.

3.2 Responsibilities of a Registered Player

3.2.1 Registered Players are responsible for:

- a) complying with the Rules, By-Laws, Standing Orders, and Player's Code of Conduct of the CAQ; and
- b) adhering to CAQ Regulations for Tournaments which incorporate the ACA Regulations for Tournaments.

3.3 Discipline of a Registered Player

3.3.1 If a Registered Player while playing in a CAQ Event, behaves in a manner contrary to accepted standards of the sport, the referee may

- (a) warn the player at the first offence,
- (b) end the turn if it is repeated, or
- (c) disqualify the player if it is repeated a second time.

3.3.2 A Registered Player may be liable to a caution, reprimand or suspension of specified Registered Player entitlements for a period to be determined by the Management Committee, if that player:

- a) behaves in a manner considered to be injurious or prejudicial to the character or interests of CAQ; or
- b) disrupts a meeting of CAQ and refuses to leave the meeting at the Chairman's request.

3.4 Specified Registered Player Entitlements

3.4.1 Entitlements may include:

- a) to be nominated for, to be appointed to, or to retain any CAQ office;
- b) to attend a CAQ General Meeting as a Member Club Delegate;
- c) to be present at any CAQ Sub-Committee Meeting;
- d) to enter any Tournament or Event organised by CAQ or Regional Sub-Committee; and
- e) to be considered for selection for any CAQ Event, squad or Team.

4. CROQUET QUEENSLAND PLAYERS CODE OF CONDUCT

4.1 All CAQ players are to be made aware of and agree to the following Players Code of Conduct:

4.2 As a registered player of Croquet Association Queensland I agree to:

- 1) Be honest, respectful and considerate when dealing with other members of my club, team, officials, sponsors, the public and the media.
- 2) Treat everyone equally regardless of race, gender, disability, sexual orientation, age or religion.
- 3) Perform my function within the club or team to the best of my ability and in a sporting manner at all times.
- 4) Wear approved clothing.
- 5) Consume alcohol only when permitted and always in moderation.
- 6) Maintain confidentiality when required.
- 7) Show a spirit of cooperation in every aspect of the game and thus provide a safe and pleasant sporting environment.
- 8) Endeavour to be a role model for other Registered Players and to make all CAQ Member Clubs and players proud of my performance as an individual player or as a Queensland team member.
- 9) Control my temper at all times. Abuse of other players or officials by word, act or deed is not acceptable and I acknowledge this.
- 10) Work equally hard for myself and for my team and I acknowledge that through this my team will benefit and so will I.
- 11) Ignore as much as possible any isolated incidents of unsporting behaviour I might encounter. I acknowledge that highlighting such behaviour is unproductive and unsporting.
- 12) Refrain from any form of harassment toward fellow players, opponents, officials, spectators, consultants and volunteers, including the use of coarse or offensive language.
- 13) Refrain from maligning anyone whether verbally, by print, electronic media or otherwise.
- 14) Not argue with officials.
- 15) Not bring the good name and reputation of the CAQ, its officers, members and the spirit of Croquet into disrepute.
- 16) Not criticise publicly the competition, the playing venue, the officials, volunteers or sponsors.
- 17) Not arrive late at competition venues.
- 18) When wearing official team uniform, do nothing to denigrate it or Croquet Queensland in general.

- 19) Any matters that appear incapable of resolution must not be subject of unilateral action of any kind by the player. Such unresolved issues must always be referred to the CAQ for consideration.

5. DISPUTE RESOLUTION

- 5.1** In the event of a dispute between a Registered Player, a Croquet Queensland elected or appointed Officer, Committee member or other CAQ entity, the following procedures will apply.
- 5.2** A party that requires a dispute be resolved may apply to the Management Committee for a determination by making a request in writing, setting out the issues of the dispute.
- 5.3** The Management Committee may appoint an Ad Hoc Disputes Resolution Sub-Committee to investigate the dispute and make recommendations to the Management Committee.
- 5.4** The Ad Hoc Disputes Sub-Committee will consist of a Member Protection Information Officer and two independent Registered Players who will:
- a) verify any reports or statements;
 - b) discuss the issues with the parties concerned;
 - c) attempt to mediate a satisfactory solution; and
 - d) make recommendations to the Management Committee.
- 5.5** A Member Club or registered player wishing assistance from an MPIO does not necessarily have to choose a MPIO who is a registered Croquet Queensland player, but may opt to contact a MPIO from another organisation.
- 5.6** The decision of the Management Committee on the recommendations will be final.
- 5.7** When the dispute is within a registered Member Club and CAQ is not a part of the alleged dispute, the registered Member Club may approach any CAQ (or other) MPIO to carry out 5.4(a) and (b) above, then, if wished, request the Management Committee to recommend two registered players who are not members of that Club to form the Ad Hoc Disputes Resolution Sub-Committee as in 5.4. Any recommendations should then be made direct to the Club by that Ad Hoc Sub-Committee.

6. MEETINGS

- 6.1** The CAQ holds meetings as set out in the Rules.
- 6.2** In addition, the Management Committee will meet with
- a) State designated Directors, minimum once every three months;
 - b) Representatives from CAQ Standing Sub-Committees other than Regional Sub-Committees, at Least twice annually; and
 - c) Designated Duty Officers at least twice annually, with one of these being an Induction / Training Session at the beginning of each year.

6.3 A Representative from the CAQ Management Committee, in addition to its elected Delegate, will attend a meeting of each of the seven regions at least every two years.

7. POLICIES

7.1 Policies adopted by CAQ are held in the CAQ Policies File, and have the force of By-Laws.

7.2 All policies are binding on Committees, Sub-Committees, Member Clubs and Registered Players.

7.3 The Management Committee has the right to create, remove, delete from, add to or otherwise amend these policies.

7.4 If no policy exists to deal with a particular issue, CAQ may observe the ACA policy. If no ACA policy exists a special Ad Hoc Sub-Committee may be appointed to deal with the matter.

7.5 Current Policies are included in the CAQ Operations Manual, a copy of which is held by each Member Club.

8. FORMS

8.1 Specified forms may be used to manage CAQ business efficiently. A list of current forms, are included in the CAQ Operations Manual.

8.2 A copy of each Form is also located at <http://www.croquetqld.org/node/33>.

9. REVIEW OF THE ASSOCIATION'S RULES

9.1 The Association's Rules will be reviewed every three years.

9.2 CAQ's Management Committee may appoint an ad hoc Governance Group, consisting of three registered players minimum, to review its Rules and make recommendations for amendments.

9.3 The Rules with recommended amendments will then be forwarded to Members for consideration.

9.4 A Special General Meeting will be convened to consider and adopt the recommended amendments.

9.5 A vote of 75% of Club Member Delegates present including proxies is necessary to adopt the amended Rules.

9.6 Following its adoption, the resolution, together with the amended Rules will be submitted to the relevant government department for registration.

9.7 The new Rules will come into force when registration has been completed.

10. REVIEW OF THE BY-LAWS

10.1 The By-Laws set out the process for administering Croquet Queensland's overall structure. The Management Committee is responsible for ensuring the By-Laws reflect the intent of the Association's Rules.

10.2 The Management Committee may, in addition to make, amend or repeal any By-Law not inconsistent with the Rules, review the By-Laws from time to time.

10.3 Notwithstanding the above paragraph, Management Committee may send the proposed amended By-Law/s to Member Clubs for comment.

10.4 The Management Committee will consider any comments from Member Clubs up to 55 days after the Management Committee meeting at which the proposed amendments were first tabled.

10.5 Comments for suggested change to a By-Law or part thereof must be made in writing to the Association's Secretary, setting out rationale as to the objection to the content of that By-Law. This By-Law will then be considered by the Management Committee and the result conveyed to Member Clubs.

10.6 The Management Committee is charged with managing the affairs of CAQ and as such will consider all responses from member clubs and Directors but these responses are not to be considered a vote that obliges Management Committee to adopt or reject.

10.7 If a Member Club does not make comment during the 55-day period, it may be considered that Club is in agreement with the amended By-Law/s.

10.8 Amendments to By-Laws passed by the Management Committee will be distributed to Member Clubs within 30 days of the meeting at which the amendment/s is/are ratified.

11. CAQ OPERATIONS MANUAL

11.1 The CAQ Operations Manual sets out administrative procedures carried out between CAQ and its Member Clubs.

11.2 Each Member Club receives a copy of this Manual for reference.

11.3 Croquet Queensland will update the information in the manual regularly, forwarding replacement pages as required.

12. STANDING ORDERS

12.1 All persons attending CAQ meetings are required to follow its Standing Orders.

12.2 A copy of Standing Orders is included in the CAQ Policy “Conduct of Meetings”, (see CAQ Operational Manual).

13. COMMON SEAL

13.1 The Secretary has custody of the Common Seal, which may be used only as laid down in the Rules.

Croquet Association Queensland Inc.

By-Laws

SECTION B. CAQ OFFICERS

PART A. MANAGEMENT COMMITTEE MEMBERS

21. GENERAL

- 21.1** Management Committee members are elected and removed from office as laid down in the Rules.
- 21.2** The term of office of Elected Management Committee members is from the close of the AGM at which they are elected until the close of the next AGM.
- 21.3** All elected Management Committee members:
- a) must abide by Croquet Queensland's Conflict of Interest Policy (see CAQ's Operational Manual);
 - b) comply with the rules, by-laws, policies and standing orders of the organisation;
 - c) considers, debates and votes on issues before the Management Committee on the basis of the best interests of the organisation; and
 - d) ensures, in partnership with all Management Committee members, that:
 - i. the organisation's objectives, goals and mission are followed;
 - ii. the organisation develops in the appropriate direction; and
 - iii. the regular review and development of the Association's Strategic and Operational plans occurs.
- 21.4** All elected Management Committee members receive Position Descriptions at the beginning of their term (see Appendix A, CAQ Operations Manual). This Position Description may be negotiated with the President and Vice-President prior to the Committee Member's first Management Committee meeting and ratified by the Management Committee at that meeting.
- 21.5** At the first meeting of the new Management Committee, each member will be allocated any additional position responsibilities. Prior to the second meeting, each member will submit a plan for ensuring the position's responsibilities are carried out during that year.
- 21.6** CAQ Management Committee members are entitled to:
- a) reimbursement of expenses incurred on behalf of CAQ, in accordance with CAQ's Budget Planning Policy guidelines (See CAQ's Operational Manual).

21.7 All books, documents, plant, equipment or property of CAQ used by all office bearers remain the property of CAQ.

21.8 As part of both Succession Planning and historical interest, all elected Management Committee members are required to:

- a) keep all relevant files in a separate folder on computer, together with a back-up on a flash drive; and
- b) keep all relevant paper documents in a separate folder, marked accordingly.

21A. PRESIDENT

21A.1 The President, in addition to Clause 21 (General):

- a) is the person responsible for ensuring that the Management Committee fulfils the Association's operations and activities as required.
- b) presides at all Management Committee meetings and CAQ General Meetings.
- c) is entitled to represent CAQ at the ACA Annual General Meeting and any other officially scheduled ACA meetings.
- d) coordinates all Ad Hoc Sub-Committees and represents them at Management Committee meetings.
- e) may, as ex officio, attend any meeting of a CAQ Sub-Committee in an advisory capacity but has no vote.
- f) may seek exclusion from any Sub-Committee to avoid conflict of interest.
- g) ensures that the modes of performance of all legal requirements:
 - i. are featured in the procedures manual;
 - ii. the performance of these are reported to the Management Committee;
 - iii. are fully documented; and
 - iv. all legal requirements are met.
- h) cannot hold the position of Secretary at the same time as that of President.

21B. VICE PRESIDENT

21B.1 The Vice-President, in addition to Clause 21 (General):

- a) acts as President in the absence of the President;
- b) assists the President and carries out any duties delegated by the President; and
- c) may seek exclusion from any Sub-Committee to avoid conflict of interest.
- d) cannot hold the position of Secretary at the same time as that of Vice-President.

21C. TREASURER

21C.1 The Treasurer is the Chair of the Finance Sub-Committee.

21C.2 The Treasurer, in addition to Clause 21 (General) is responsible for:

- a) keeping funds and accounts in the manner set out in the Rules and in accordance with the law;
- b) reporting the financial position monthly to the Management Committee (including a schedule of all payments in excess of \$1,000) and providing any information required by the Management Committee regarding the financial

- affairs of CAQ;
- c) preparing a report of budgeted receipts and expenditure for the past year for the Annual Report, for presentation at the January meeting of the Management Committee;
 - d) in conjunction with the Finance Sub-Committee, preparing the annual Budget; and
 - e) reporting to the Management Committee on:
 - i. suitable investment of funds;
 - ii. amendments to the budget where necessary;
 - iii. charges, payments and disbursements;
 - iv. Registered Player and Member Club annual fees and levies;
 - v. maintaining the Asset register enabling accurate identification of assets for accounting, audit and maintenance purposes; and
 - vi. recommending to the Management Committee a suitable insurance program and after approval ensuring its currency at all times.

21D. REGIONAL DELEGATES

21D.1 The seven Regional Delegates, in addition to Clause 21 (General):

- a) are elected by the relevant Regional sub-committee at its Annual General Meeting then put forward to the CAQ Annual General Meeting for ratification;
- b) are members of the Management Committee;
- c) put the views of the Regional Sub-Committee represented at Management Committee meetings;
- d) reports to the Management Committee on matters raised at Regional Meetings that cannot be solved at that meeting; and
- e) liaise with Member Clubs, Directors of Codes and Events Coordinators in their Region.

PART B. SPECIFIC ADMINISTRATION AND DUTY OFFICERS

22. GENERAL

22.1 The term of office of Appointed Specific Administration and Duty Officer is from 1st January to 31st December.

22.2 Specific Administration and Duty Officers are appointed by the Management Committee and may be appointed for a term of maximum three years. Should there be no nomination received from other registered players following those three years, the Management Committee may appoint at its discretion.

22.3 The Management Committee also reserves the right to withdraw any Specific Administration and Duty Officer Appointment at any time.

22.4 Specific Administration and Duty Officers must indicate to the Management Committee by September 30th each year whether they wish continue in their position to continue.

- 22.5** The Management Committee will invite an Expression of Interest for all positions from its registered players. A Registered Player who wishes to be considered for appointment as a Specific Administration or Duty Officer is required to apply in writing to the Management Committee by October 31st each year.
- 22.6** Appointments for the following year will be made at the November Management Committee meeting.
- 22.7** If a casual vacancy occurs, that appointment will be from date of appointment to December 31st of that year. The Management Committee will make re-appointments only after consideration of any new applications or recommendations for appointment.
- 22.8** On their appointment each Specific Administration and Duty Officer will receive a Position Description setting out responsibilities and approved process for carrying out these responsibilities. This Position Description may be negotiated with the President and Vice-President and ratified by the Management Committee at the January Committee meeting.
- 22.9** Specific Administration and Duty Officers are accountable to the Management Committee. Their responsibilities include:
- a) meeting with members of the Management Committee at least once a year,
 - b) attending an Induction / Training Session within three months of appointment;
 - c) complying with the rules, by-laws, policies and standing orders of the organisation;
 - d) supplying a written report to the Management Committee at least every three months;
 - e) if requested, supplying a written report for the Annual Report to the Association's Secretary prior to the January Management Committee Meeting; and
 - f) ensuring all legal requirements are met.
- 22.10** Prior to the first meeting of the new Management Committee, each specific administration and duty officer will submit a plan for ensuring responsibilities are carried out during that year.
- 22.11** As part of both Succession Planning and historical interest, all appointed Specific Administration and Duty Officers are required to:
- a) keep all relevant files in a separate folder on computer, together with a back-up on a flash drive; and
 - b) keep all relevant paper documents in a separate folder, marked accordingly.
- 22.12** They are entitled to reimbursement of expenses incurred on behalf of CAQ, in accordance with CAQ's Budget Planning Policy guidelines (See CAQ's Operational Manual).

23. SPECIFIC ADMINISTRATION AND DUTY OFFICERS

23.1 Croquet Queensland may appoint Specific Administration and Duty Officers. The roles currently approved are:

- a) Secretary;
- b) Assistant Secretary;
- c) Registration Officer;
- d) Grants Manager;
- e) CAQ Tournament Manager;
- f) Equipment and Property Officer;
- g) State Handicapper;
- h) Archivist/ Librarian;
- i) Director of Development and Promotions;
- j) Sponsorship Officer;
- k) Media Officer;
- l) Editor, Mallet Sports Express;
- m) Correspondent, Croquet Australia magazine;
- n) Website Officer; and
- o) Member Protection Information Officer.

23.2 Position Descriptions for each position are located in Appendix A of the CAQ's Operation Manual.

23A. SECRETARY

23A.1 The State Secretary is appointed by the Management Committee and, in addition to Clause 22 (General), as appropriate, is responsible for:

- a) carrying out the duties as laid down in the Rules and in accordance with the law;
- b) convening and attending General, Management Committee meetings and other meetings as requested, but has not vote;
- c) preparing and issuing an agenda, in consultation with the President, for each official meeting;
- d) ensuring that proper minutes are kept of all meetings and distributed to Member Clubs within fourteen days of the meeting;
- e) carrying out administrative duties as assigned by the Chair and Management Committee;
- f) preparing the Annual Report;
- g) the safe custody of the Common Seal;
- h) ensuring that all secretarial work of CAQ is carried out; and
- i) liaising with Federal, State and Local governments and
 - 1) is aware of all sources of finance available to sporting associations.
 - 2) act as contact officer for the relevant government departments.

23B. ASSISTANT SECRETARY

23B.1 The Assistant Secretary is appointed by the Management Committee to assist the Secretary.

23B.2 In addition to Clause 22 (General), the Secretary or Management Committee may delegate any of the office duties to the Assistant Secretary.

23C. REGISTRATION OFFICER

23C.1 The Registration Officer is appointed by and responsible to the Management Committee.

23C.2 The Registration Officer works closely with the Association's Secretary, Assistant Secretary and Treasurer, as well as liaising with Member Clubs, Regional Sub-Committee Secretaries, Code Directors, the Association's State Handicapper and Web Officer.

23C.3 The position is considered a part of the CAQ's office Secretariat.

23C.4 In addition to Clause 22 (General), responsibilities include:

- a) allocation of Player ID numbers;
- b) registering, transferring and de-listing of players;
- c) any changes made to club / player information on the CAQ database throughout the year as advised by Member Club secretaries, the CAQ Secretary and others as authorised by the Management Committee or CAQ Secretary; and
- d) providing reports and statistical information when requested.

23D. GRANTS MANAGER

23D.1 The Grants Manager is appointed by and responsible to the Management Committee.

23D.2 The position may include membership of:

- a) the Finance Sub-Committee;
- b) the Development and Promotions Sub-Committee; and
- c) is a key member in the development and implementation of the organisation's Strategic Plan.

23D.3 Responsibilities, in addition to Clause 22 (General), include:

- a) seeking out and making application for grants that may become available;
- b) reporting to the Management Committee on progress of grant applications;
- c) liaising with the organisation's Treasurer in monitoring and acquitting any successful grant; and
- d) the lodgement of relevant funding applications and subsequent acquittals.

23E. CAQ TOURNAMENT MANAGER

23E.1 The Tournament Manager is the Chair of the Tournament Sub-Committee.

23E.2 In addition Clause 22 (General), the CAQ Tournament Manager is responsible for:

- a) co-ordinating all CAQ Events included in the CAQ Calendar,
- b) where not able to attend, appointing appropriate Venue Managers;
- c) producing flyers with information on each event and forwarding to Member Clubs and the CAQ Website Officer;
- d) receiving the nominations (and payment when on line option is not used) from Registered players, passing on such payment to the Association's Treasurer;
- e) in conjunction with the Tournament Sub-Committee, deciding the format of play for each event;
- f) ensuring venue managers receive relevant administration information, trophies and prizes for each event;
- g) checking that results are disseminated correctly;
- h) reporting to the Tournament Sub-Committee (and to the Management Committee if deemed relevant) any anomalies that venue managers may report; and
- i) making a written report to the Management Committee every three months and a final report for inclusion in the Annual Report.

23F. EQUIPMENT AND PROPERTY OFFICER

23F.1 The Equipment & Property Officer is appointed by the Management Committee, reports to the Treasurer and, in addition to Clause 22 (General), is responsible for:

- a) maintaining the inventory of croquet equipment;
- b) ensuring the safe custody of croquet equipment;
- c) recommending to the Treasurer the purchase of items of croquet equipment needed;
- d) dealing with any correspondence required in connection with the hire of croquet equipment;
- e) keeping stocks of Australian Law Books, ACA gauges, badges and other items for sale and handles the sale of these items;
- f) accounting for any monies received from sales or hire of items;
- g) issuing:
 - 1) "Q" hat bands to CAQ officers entitled to wear them;
 - 2) badges of office to those entitled to wear them and ensuring their return;
 - 3) an Interstate Representative Badge for retention by the player, to each member of the State Team, when first selected; and
 - 4) keeping records of these transactions.
- h) assisting the Treasurer in maintaining the Assets Register.

23G. STATE HANDICAPPER

23G.1 The State Handicapper is appointed by the Management Committee and, in addition to Clause 22 (General):

- a) supervises the Queensland Handicap process;
- b) liaises with the ACA Handicapper if/when required;
- c) operates a CAQ on-line computerised handicapping system for all Codes as applicable;
- d) records results of games played in Competitions, Tournaments and Events involving more than one Member Club;
- e) ensures all CAQ Registered Players are included in the system;

- f) updates indices and handicaps as results are received;
- g) informs Tournament Managers, if asked, of the current handicaps of entrants on the closing date of entries;
- h) accepts handicaps of non-competitive players forwarded by the Member Clubs;
- i) prepares and produces lists of current handicaps;
- j) arranges the processing of relevant results into the World Ranking system, when they have not been processed through croquetscore.com;
- k) ensures all Member Club player handicap information is updated as required; and
- l) may recommend to the Management Committee the appointment of a CAQ on-line Computer Operator, to administer the handicap system when it is felt this appointment is required;
- m) the State Handicapper may or may not be a voting member of the Selection Sub-Committee.

23H. ARCHIVIST / LIBRARIAN

- 23H.1** The Association's Archivist / Librarian is appointed by the Management Committee and, in addition to Clause 22 (General), as applicable, is responsible for:
- a) collecting, maintaining and / recording all relevant historic and archival material;
 - b) maintaining all books, periodicals, videos, films and any other materials referring to mallet sports; and
 - c) making such material available to Member Clubs and registered players when required, with the borrower responsible for collection and return, postage and insurance.

23I. DIRECTOR OF DEVELOPMENT AND PROMOTIONS

- 23I.1** The Director of Development and Promotions is appointed by and is responsible to the Management Committee.
- 23I.2** The Director is the Chairman of the Development and Promotions Sub-Committee, and is responsible for the activities of the Sub-Committee (See Section C).
- 23I.3** In addition, the Director of Development and Promotions will abide by Clause 22 (General).

23J. SPONSORSHIP OFFICER

- 23J.1** The Sponsorship Officer:
- a) is responsible for the coordination of sponsorship agreements for Croquet Queensland;
 - b) is appointed by and directly responsible to Croquet Queensland's Management Committee, and therefore abides by Clause 22 (General); and
 - c) may be a member of Croquet Queensland's Development and Promotions Sub-Committee.

23J.2 The Sponsorship Officer should:

- a) identify and suggest sponsorship opportunities for Croquet Queensland;
- b) in conjunction with the Development and Promotions Sub-Committee develop sponsorship agreements with approved Association sponsors; and
- c) provide monthly updates to both the Management Committee and Development and Promotions Sub-Committee regarding sponsorship activities.

23K. MEDIA OFFICER

23K.1 The Media Officer:

- a) is the main point of contact with the media on behalf of Croquet Queensland;
- b) is appointed by and directly responsible to Croquet Queensland's Management Committee and therefore abides by Clause 22 (General); and
- c) may be a member of Croquet Queensland's Development and Promotions Sub-Committee.

23K.2 The Media Officer's role is to:

- a) identify and suggest media opportunities for Croquet Queensland, in particular Queensland state tournaments and state representative players;
- b) seek media opportunities, including through social media;
- c) assist Member Clubs with media suggestions where possible; and
- d) provide monthly updates to both the Management Committee and Development and Promotions Sub-Committee regarding media activities.

23L. EDITOR, MALLET SPORTS EXPRESS (MSX)

23L.1 Croquet Queensland's newsletter, the Mallet Sports Express (MSX) is published eleven (11) times in a year, usually at the end of each month except December.

23L.2 The Editor is appointed by the Management Committee as a Specific Administration and Duty Officer and therefore abides by Clause 22 (General).

23L.3 The Editor's role is to collect, edit and publish articles that are considered to be of interest to the croquet membership in the MSX newsletter in a timely fashion.

23M. CROQUET AUSTRALIA CORRESPONDENT

23M.1 The Croquet Australia correspondent submits articles relevant to Croquet Queensland, usually already published in the MSX, to the national ACA magazine, Croquet Australia, four times a year.

23N. WEBSITE OFFICER

23N.1 The Website Officer is appointed by the Management Committee as a Specific

Administration and Duty Officer and therefore abides by Clause 22 (General).

- 23N.2** The Website Officer with approval, general direction and limited supervision, will:
- a) be responsible for the day-to-day maintenance of the website, including maintaining currency and accuracy of links;
 - b) adhere to best practice security and privacy standards;
 - c) ensure that website pages meet basic HTML standards including meta-data; design, review and enhancement of the layout of the site;
 - d) suggest additional information content to the Management Committee, providing at the same time any financial implications;
 - e) co-ordinate authorisation for changes to pages; and
 - f) liaise with the service provider on behalf of the Management Committee.
- 23N.3** The Management Committee must authorise all statements claiming to be representative of CAQ policy or governance before it is uploaded to the web site.

230. MEMBER PROTECTION INFORMATION OFFICERS (MPIO)

- 230.1** Croquet Queensland's Management Committee does not necessarily appoint Member Protection Information Officers as Croquet Queensland Duty Officers.
- 230.2** Any Croquet Queensland registered player may opt to take on the position of an MPIO, but may elect not to be classified as a Croquet Queensland MPIO.
- 230.3** Croquet Queensland will keep a list of all accredited MPIO's and provide the names and telephone numbers of these to Member Clubs or registered players who may require their services.
- 230.4** A Member Protection Information Officer is the initial contact for any concerns or information about harassment, sexual abuse or inappropriate behaviour.
- 230.5** The MPIO handles complaints in an appropriate, confidential and consistent manner. MPIO's do not investigate complaints but as the initial contact, offers the complainant an understanding of options available to them without prejudice or favour.
- 230.6** To become a Member Protection Information Officer (MPIO), an Australian Sports Commission approved three-day training course must be completed. The Australian Institute of Sport and Queensland Department of National Parks, Recreation, Sport and Racing also offer this course.
- 230.7** A Member Club or registered player wishing assistance from an MPIO does not necessarily have to choose an MPIO who is a registered Croquet Queensland player, but may opt to contact a MPIO from another organisation.

Croquet Association Queensland Inc.

By-Laws

SECTION C. CODE DIRECTORS, COORDINATORS AND CODE SUB-COMMITTEES

PART A. CODES

31. GENERAL

- 31.1** Administration of Mallet Sports in Queensland is Croquet Queensland's core business.
- 31.2** Croquet Queensland provides access to and administration of the following Mallet Sports for its members:
- a) Association Croquet;
 - b) Gateball;
 - c) Golf Croquet; and
 - d) Ricochet.
- 31.3** Each Code is managed by a State Director, who is appointed by the Management Committee.
- 31.4** In addition, the following State Directors are / may be appointed to assist in the management of the Codes:
- a) State Director of Coaching, all Codes;
 - b) State Director of Referees (Association Croquet);
 - c) State Director of Referees (Gateball);
 - d) State Director of Referees (Golf Croquet);
 - e) State Director of Referees (Ricochet); and
 - f) State Director of Schools / Junior Croquet.
- Note: If at any time a Director of Referees in a code is vacant then the Director of that code will assume those duties. Until such time as numbers warrant separate Director of Referees for either/both Ricochet and Gateball the position/s will not be appointed, but this by-law allows for that appointment if required.**
- 31.5** The Directors receive assistance through appointed Regional Coordinators.
- 31.6** The term of office of Appointed State Directors is from 1st January.
- 31.7** State Directors are appointed by the Management Committee annually and may be appointed for a term of maximum three years. Should there be no nomination

received from other registered players following those three years, the Management Committee may appoint at its discretion.

- 31.8** The Management Committee also reserves the right to withdraw any State Director or other Appointment at any time.
- 31.9** Continuing State Directors must indicate to the Management Committee by September 30th whether they wish to continue in that position.
- 31.10** If a State Director wishes to stand down from that position, then the Management Committee will invite an Expression of Interest for that position from its registered players.
- 31.11** A Registered Player who wishes to be considered for appointment as a State Director is required to apply in writing to the Management Committee by October 31st each year. Appointments for the following year will be made at the November Management Committee meeting.
- 31.12** If a casual vacancy occurs, appointment to a casual vacancy will be from date of appointment to December 31st of that year. The Management Committee will make re-appointments only after consideration of any new applications or recommendations for appointment.
- 31.13** On appointment each State Director and any coordinators will receive a Position Description setting out responsibilities and approved process for carrying out these responsibilities. This Position Description may be negotiated with the President and Vice-President and ratified by the Management Committee at the January committee meeting.
- 31.14** Prior to the first meeting of the new Management Committee, each duty officer will submit a plan for ensuring the responsibilities of the position are carried out during that year.
- 31.15** As part of succession planning and historical interest:
 - a) keep all relevant files in a separate folder on computer, together with a back-up on a separate flash drive; and
 - b) keep all relevant paper documents in a separate folder, marked accordingly.

PART B. CODE DIRECTORS

32. STATE DIRECTORS

- 32.1** State Directors are responsible to the Management Committee and are responsible for:
 - a) supplying a written report to the Management Committee at least every three months;

- b) supplying a written report for the Annual Report to the Association's Secretary prior to the January Management Committee Meeting; and
- c) attending a Management Committee Meeting if/when required.

32.2 They are entitled to:

- a) wear an official badge of office while they hold office; and
- b) reimbursement of expenses incurred on behalf of CAQ, in accordance with Management Committee guidelines set out in the Budget Planning Policy document (See CAQ's Operational Handbook).

32.3 In addition to Clause 31 (General), the Code Directors are responsible:

- a) for coordinating, with the CAQ Tournament Manager, the management of State code competitions;
- b) is the Chairperson of the relevant Sub-Committee and is responsible for the activities of that Sub-Committee;
- c) for liaising with the CAQ Tournament Manager on the annual tournament calendar;
- d) for encouraging players to obtain a relevant Referee qualification;
- e) where applicable, liaising with the relevant ACA National Director and like Directors in other states on matters of interest relating to their portfolio;
- f) for maintaining contact with Member Clubs, offering and responding to requests for advice and assistance in regard to these croquet games; and
- g) for liaising, if applicable, with the Selection Sub-Committee in promoting suitable players for higher competition.

33. STATE DIRECTOR OF COACHING

33.1 In addition to requirements for State Directors as listed in Clauses 31, 31.1 and 31.2, the Director of Coaching:

- a) must be a Level 1 or above qualified Coach;
- b) is the Chairperson of the Coaching Sub-Committee and is responsible for the activities of that Sub-Committee; and
- c) represents CAQ as a member of the ACA Coaching Committee.

33.2 The Director of Coaching responsibilities include:

- a) acting as the local point for all coaching matters within the CAQ administration;
- b) training and appointing specific presenters and assessors to conduct authorised coach training courses in accordance with established standards;
- c) managing the qualification of coaches and development of coaching techniques;
- d) administering the coaching of Registered Players;
- e) the preparation of an annual training program for coaches and players;
- f) arranging update activities to ensure that existing coaches have the opportunity to maintain their level of qualification;
- g) registration of all players who have satisfactorily completed qualification or update as a coach;
- h) maintenance of the CAQ Coach Database;
- i) if Director of Coaching doesn't play a particular code then the respective Code Director is responsible for the coaching activities of that code;
- j) the activities of the Coaching Sub-Committee;
- k) liaising with NCD and other State Coaching Directors as required;

- l) ensuring that CAQ Code Directors are consulted in any major coaching initiatives involving their particular code;
- m) contact with relevant training providers and dissemination of relevant information on courses available;
- n) provision of reports:
 - 1) to the Secretary CAQ and NCD in time for the AGM of each body, an annual report of coaching activities; and
 - 2) to the Grants Manager in June and November, an accounting of how allocated Grant funding meets specified deliverables;
- o) assisting the Coordinators of Development Squads as required;
- p) maintaining the currency of information in the Coaching Notes on the CAQ website;
- q) maintaining stocks and accounting for coaching resources, including coaching manuals and badges; and
- r) receiving monies from the provision of coaching materials and services and accounting for these to the Treasurer.

34. DIRECTOR OF REFEREEING (ASSOCIATION CROQUET)

34.1 The Director of Refereeing (Association Croquet):

- a) must be an ACA Association Croquet Referee;
- b) is the Chairperson of the CAQ Association Croquet Referee Sub-Committee and a member of the ACA National Refereeing Association Croquet Committee, representing CAQ on that Committee;
- c) is the Tournament Referee for the Australian Bronze Medal Association Croquet Event or appoints the Tournament Referee if unavailable; and
- d) is the Tournament Referee for all CAQ Association Croquet Tournaments and Events or appoints the Tournament Referee if unavailable.

34.2 In addition to Clause 31 (General), the Director of Refereeing is responsible for:

- a) assisting the National Director Refereeing, Association Croquet;
- b) liaising with the National Director of Refereeing, Association Croquet; and other State Directors of Refereeing;
- c) submitting an annual report of the State's referee activities to the National Director Refereeing, Association Croquet, in time for the ACA Annual Meeting each year;
- d) provision of reports:
 - 1) to the Secretary CAQ and NDR in time for the AGM of each body, an annual report of refereeing activities; and
 - 2) to the Grants Manager in June and November, and accounting of how allocated Grant funding meets specified deliverables.
- e) receiving monies from the sale of ACA referee/umpire examination papers and for conducting referee/umpire examinations and forwarding such monies to the Treasurer;
- f) ensuring all Regions have access to classes, examinations and refresher courses;
- g) keeping records of players who have obtained qualification as Association Croquet Referee/Umpire;
- h) forwarding a current list to the ACA National Director of Refereeing, Association Croquet twice a year;

- i) preparing regular updates of Referees Notes for the CAQ website; and
- j) the activities of the Association Croquet Referee Sub-Committee.

35. DIRECTOR OF REFEREEING (GATEBALL)

35.1 The Director of Refereeing (Gateball):

- a) must be a WGU International Referee;
- b) is the Chairperson of the Referee Gateball Sub-Committee and a member of the ACA National Referee Committee, Gateball (if applicable) and representing CAQ on that Committee; and
- c) is the Tournament Referee for all CAQ Gateball Tournaments and Events or appoints the Tournament Referee if unavailable.

35.2 In addition to Clause 31 (General), the Director of Refereeing (Gateball) is responsible for:

- a) assisting the National Director of Refereeing, Gateball (if applicable);
- b) liaising with the National Director of Refereeing, Gateball and other Gateball State Directors of Referee;
- c) submitting an annual report of the State's referee activities to the National Director of Refereeing, Gateball (if applicable), in time for the ACA Annual Meeting each year;
- d) provision of reports:
 - 1) to the Secretary CAQ and NDR in time for the AGM of each body, and annual report of refereeing activities; and
 - 2) to the Grants Manager in June and November, an accounting of how allocated Grant funding meets specified deliverables.
- e) receiving monies from the sale of ACA referee examination papers and for conducting referee examinations and forwarding such monies to the ACA Treasurer;
- f) ensuring all Regions have access to classes, examinations and refresher courses;
- g) keeping records of players who have obtained qualification as Gateball Referee;
- h) forwarding a current list to the ACA National Director of Refereeing Gateball (if applicable) twice a year;
- i) preparing regular updates of Referees Notes for the CAQ website; and
- j) the activities of the Gateball Referee Sub-Committee.

36. DIRECTOR OF REFEREEING (GOLF CROQUET)

36.1 The Director of Refereeing (Golf Croquet):

- a) must be an ACA Golf Croquet Referee;
- b) is the Chairperson of the Referee Golf Croquet Sub-Committee and a member of the ACA National Refereeing Committee, Golf Croquet, and representing CAQ on that Committee;
- c) is the Tournament Referee for the Australian Bronze Medal Golf Croquet Event or appoints the Tournament Referee if unavailable; and
- d) is the Tournament Referee for all CAQ Golf Croquet Tournaments or appoints the Tournament Referee if unavailable.

- 36.2** In addition to Clause 31 (General), the Director of Refereeing (Golf Croquet) is responsible for:
- a) assisting the National Director of Refereeing, Golf Croquet;
 - b) liaising with the National Director of Refereeing, Golf Croquet and other Golf Croquet State Directors of Referee;
 - c) submitting an annual report of the State's Golf Croquet referee activities to the National Director of Refereeing, Golf Croquet, in time for the ACA Annual Meeting each year;
 - d) provision of reports:
 - 1) to the Secretary CAQ and NRD in time for the AGM of each body, an annual report of refereeing activities; and
 - 2) to the Grants Manager in June and November, and accounting of how allocated Grant funding meets specified deliverables.
 - e) receiving monies from the sale of ACA referee examination papers and for conducting referee examinations and forwarding such monies to the Treasurer;
 - f) ensuring all Regions have access to classes, examinations and refresher courses;
 - g) keeping records of players who have obtained qualification as Golf Croquet Referee;
 - h) forwarding a current list to the ACA National Director of Refereeing, Golf Croquet twice a year;
 - i) preparing regular updates of Referees Notes for the CAQ website; and
 - j) the activities of the Golf Croquet Referee Sub-Committee.

37. DIRECTOR OF REFEREEING (RICOCHET)

- 37.1** The Director of Referees (Ricochet):
- a) must be an ACA Ricochet Referee;
 - b) is the Chairperson of the Referee Ricochet Sub-Committee and a member of the ACA National Referee Ricochet Committee (if applicable), representing CAQ on that Committee; and
 - c) is the Tournament Referee for all CAQ Ricochet Tournaments or appoints the Tournament Referee if unavailable.
- 37.2** In addition to Clause 31 (General), the Director of Refereeing (Ricochet) is responsible for:
- a) assisting the National Director of Refereeing, Ricochet,(if applicable);
 - b) liaising with the National Director of Refereeing, Ricochet (if applicable) and other Ricochet State Directors of Referee;
 - c) submitting an annual report of the State's referee activities to the National Director of Refereeing, Ricochet (if applicable), in time for the ACA Annual Meeting each year;
 - d) provision of reports:
 - 1) to the Secretary CAQ and NDR in time for the AGM of each body, and annual report of refereeing activities; and
 - 2) to the Grants Manager in June and November, an accounting of how allocated Grant funding meets specified deliverables.
 - e) receiving monies from the sale of ACA referee examination papers and for conducting referee examinations and forwarding such monies to the Treasurer;

- f) ensuring all Regions have access to classes, examinations and refresher courses;
- g) keeping records of players who have obtained qualification as a Ricochet Referee
- h) forwarding a current list to the ACA National Director of Refereeing, Ricochet (if applicable) twice a year;
- i) preparing regular updates of Referees Notes for the CAQ website; and
- j) the activities of the Ricochet Referee Sub-Committee.

38. DIRECTOR OF SCHOOLS / JUNIOR CROQUET

38.1 In addition to Clauses 31 (General), the Director of Schools / Junior Croquet:

- a) is the Chairperson of the Schools / Junior Croquet Sub-Committee and is responsible for the activities of that Sub-Committee; and
- b) represents CAQ as a member of the ACA Schools / Junior Croquet Committee.

38.2 The Director of Schools / Junior Croquet is also responsible for:

- a) promoting croquet in educational institutions;
- b) encouraging clubs to offer croquet sessions either at the club or at educational institutions;
- c) liaising with ACA and other States on Schools / Junior Croquet matters of interest; and
- d) coordinates with CAQ Tournament Manager on the management of CAQ Junior competitions.

PART C. COORDINATORS

39. REGIONAL COORDINATORS

39.1 Various Regional Coordinators may be appointed by the Region and ratified by the Code Director to assist the Directors in carrying out their responsibilities / duties.

39.2 They, in addition to Clause 31 (General), are responsible to:

- a) the relevant Director and Sub-Committee; and
- b) the relevant CAQ Regional Sub-Committee.

40. DEVELOPMENT SQUAD COORDINATOR/S

40.1 The Development Squad Coordinator/s is/are:

- a) appointed by the Management Committee on the recommendation of the Selection Sub-Committee in consultation with the applicable Code Director;
- b) reports to the Management Committee through the Selection Sub-Committee and the applicable Code Director;
- c) in addition to Clause 31 (General), are responsible for planning a development program for each selected Squad; and
- d) able to co-opt past State Team members and/or experienced coaches to assist in planning and implementing the development program/s.

41. REGIONAL COACHING COORDINATORS

41.1 The Regional Coaching Coordinators:

- a) are appointed by Regional Sub-Committees in consultation with the State Director of Coaching and represent their region on the Coaching Sub-Committee; and
- b) must be a current qualified Level 1 Coaches in at least one CAQ code, or actively working towards such qualification.

41.2 In addition to Clause 31 (General), they are responsible for:

- a) supervising the coordination of coaching activities of the particular Code/s in the region to which they are appointed;
- b) assisting club coaching committees in all aspects of coaching as necessary;
- c) arranging coaching for players on request;
- d) identification of potential coaches and encouraging their qualification;
- e) conducting coach training and assessment to the levels specified by the State Director of Coaching;
- f) providing update workshops as required to enable registered coaches to maintain their qualifications;
- g) providing regional coaching plans and achievements to State Director of Coaching in June and December annually; and
- h) other duties as requested by the State Director of Coaching.

42. REGIONAL REFEREE COORDINATORS

42.1 Regional Referee Coordinators:

- a) are appointed by the applicable Regional Sub-Committee in consultation with the relevant State Director of Referees and represent their region on the Referees Sub-Committee; and
- b) must be current qualified ACA Referees.

42.2 In addition to Clause 31 (General), they are responsible for:

- a) organising regular and refresher classes for players who wish to study the Laws;
- b) identifying potential referees/umpires and encouraging them to increase their knowledge and understanding of the Laws;
- c) conducting seminars for referees/umpires and potential referees/umpires;
- d) arranging for the examination of players wishing to qualify as referees/umpires; and
- e) recommending suitable candidates as Examining Referees to the relevant Referees Sub-Committee.

43. EXAMINING REFEREES

43.1 Examining referees:

- a) are appointed by the Management Committee on the recommendation of the relevant State Director of Referees for a term of three years;
- b) report to the Management Committee through the relevant Director of Referees as necessary;

- c) collectively make up the Examining Referee Panel;
- d) are responsible for conducting examinations for referee and/or umpire qualifications; and
- e) assist Regional Referee Coordinators, on request, with Laws classes, referee seminars and courses, and preparing candidates for referee/umpire examinations.

PART D. CODE SUB-COMMITTEES

44. GENERAL

44.1 Croquet Association Queensland has established a number of Standing Sub-Committees to administer the Association's Codes on its behalf.

44.2 These are:

- a) Association Croquet Sub-Committee;
- b) Gateball Sub-Committee;
- c) Golf Croquet Sub-Committee; and
- d) Ricochet Sub-Committee.

44.3 Other sub-committees established to assist in the same manner are:

- a) Association Croquet Referee Sub-Committee;
- b) Coaching Sub-Committee;
- c) Gateball Referee Sub-Committee (if applicable)
- d) Golf Croquet Referee Sub-Committee;
- e) Ricochet Referee Sub-Committees (if applicable) and
- f) Junior Croquet / Schools Sub-Committee.

44.4 The Terms of Reference of these Sub-Committees are reviewed every two years by the sub-committee and ratified by the Management Committee.

44.5 Terms of Reference

44.5.1 Refer to Section D, Clause 52 (General).

44.5.2 In addition, each Code Sub-Committee is to:

- a) manage the code activities in accordance with CAQ By-Laws and Management Committee directives;
- b) promote and encourage the playing of their particular Code (working with the Promotions and Development Sub-Committee);
- c) develop players and coaches (working with State Director of Coaching);
- d) develop referees (working with the relevant Director of Referees);
- e) provide feedback on players to the State Selection Committee members;
- f) ensure competitive games are played according to current WCF and WGU Rules;
- g) provide assistance and advice to Member Clubs wishing to introduce their code;
- h) encourage the holding of and participating in Open tournaments in their Code held by CAQ and Member Clubs;
- i) liaise, in addition to the CAQ Tournament Sub-Committee, with all clubs and regions in the preparation of the annual playing calendar, ensuring where possible there is no conflict of dates with other Codes;

- j) assist in the promotion of the Code;
- k) encourage players to gain referees and coaching qualifications;
- l) liaise closely with the Refereeing and Coaching Sub- Committees;
- m) decides whether a Registered Player is deemed to be competitive;
- n) makes final decisions on the handicaps of competitive players where applicable;
and
- o) determines the range of handicaps in each division for CAQ Events.

44.6 Composition

44.6.1 Unless otherwise specified in that Sub-Committee's Terms of Reference, each Sub-Committee consists of:

- a) the Director of the Code as Chairperson;
- b) the Director of Refereeing as applicable for the code or nominee;
- c) the Director of Coaching as applicable or nominee;
- d) Handicapper for the code as applicable (State Handicapper or nominee);
- e) maximum of nine with a minimum of five nominated members including the above, preferably from different Regions, recommended to the Management Committee by the Director of the Code;
- f) an appointed Secretary, whether from the five nominated members or an additional member appointed for that purpose, who will keep minutes of all meetings, forward a copy of such minutes to the Association's Secretary and reply to correspondence;
- g) additional members, as recommended by the applicable Director, who may be co-opted to assist in a particular project / event.

44.6.2 Members of each Sub-Committee are appointed for two years, but this period may, on the recommendation of the appropriate Code Director, be extended to five years maximum.

44.6.3 Unless a two-year term is due for completion, Sub-Committee members must indicate to the Director by September 30th whether they wish to continue in that position. If a Sub-Committee member wishes to stand down then the Director is to advise the Management Committee of a recommended replacement by 31st October of each year.

45. COACHING SUB-COMMITTEE

45.1 Terms of Reference

45.1.1 Refer to Section D, Clause 52 (General).

45.2 In addition, the Coaching Sub-Committee will:

- a) provide a forum for the discussion and dissemination of information on coaching;
- b) liaise closely with the Code Directors, Director of Schools/ Junior Croquet and the Director/s of Referee;
- c) provide assistance and advice to Member Clubs wishing to introduce their code;
and
- d) assist in the promotion of the Code.

45.3 Composition

45.3.1 The Sub-Committee consists of:

- a) the Director of Coaching as Chairperson;
- b) minimum five nominated members, preferably from different Regions, recommended to the Management Committee by the Director of Coaching;
- c) an appointed Secretary, whether from the five nominated members or an additional member appointed for that purpose, who will keep minutes of all meetings, forward a copy of such minutes to the Association's Secretary and reply to correspondence; and
- d) additional members, as recommended by the Director of Coaching, who may be co-opted to assist in a particular project / event.

45.3.2 Members of the Sub-Committee are appointed for two years, but this period may, on the recommendation of the Director of Coaching, be extended to five years maximum.

45.3.3 Unless a two-year term is due for completion, Sub-Committee members must indicate to the Director of Coaching by September 30th whether they wish to continue in that position. If a Sub-Committee member wishes to stand down then the Director of Coaching is to advise the Management Committee of a recommended replacement by 31st October of each year.

46. REFEREE SUB-COMMITTEE/S

46.1 Terms of Reference

46.1.1 Refer to Section D, Clause 52 (General).

46.2 The Director of Referee (Association), Director of Referee (Gateball), Director of Referee (Golf Croquet) and Director of Referee (Ricochet) have the option to form either one sub-committee that includes all codes, or individual referee laws sub-committees applicable to each Code. Where the one sub-committee option is chosen, numbers on the sub-committee may be adjusted as recommended by the Director of Referee for each code.

46.3 In addition, the Referee Sub-Committee/s will:

- a) assist the State Director/s of Referee in the duties assigned;
- b) keep referees informed of all changes, amendments, rulings and commentaries on the Laws as determined by the International Laws Committee and World Gateball Union Laws Committee;
- c) make recommendations, as applicable, to either the ACA Laws Committee or the World Gateball Union Laws Committee through the National Gateball Director on possible amendments to the Australian Laws and Regulations for Tournaments;
- d) investigate complaints made to the Sub-Committee about referees and refereeing;
- e) recommend suitable candidates for appointment as Examining Referees; and
- f) prepare an annual programme of referee and umpire training courses and Laws classes to be conducted in Queensland by the end of July of the previous year.

46.4 Composition

46.4.1 If separate bus-committees are formed, the Sub-Committee consists of:

- a) the Director of the Referee Code as Chairperson;
- b) minimum five nominated members, preferably from different Regions, recommended to the Management Committee by the Director of Referees;
- c) an appointed Secretary, whether from the five nominated members or an additional member appointed for that purpose, who will keep minutes of all meetings, forward a copy of such minutes to the Association's Secretary and reply to correspondence;
- d) additional members, as recommended by the Director of Referee, who may be co-opted to assist in a particular project / event.

46.4.2 Members of the Sub-Committee are appointed for two years, but this period may, on the recommendation of the Director of Referee, be extended to five years maximum.

46.4.3 Unless a two-year term is due for completion, Sub-Committee members must indicate to the Director of Referee by September 30th whether they wish to continue in that position. If a Sub-Committee member wishes to stand down then the Director of Code Referee is to advise the Management Committee of a recommended replacement by 31st October of each year.

47. SCHOOLS / JUNIOR CROQUET SUB-COMMITTEE

47.1 Terms of Reference

47.1.1 Refer to Section D, Clause 52 (General).

47.2 In addition, the Schools / Junior Croquet Sub-Committee will:

- a) promote all codes of Mallet Sports as applicable in schools;
- b) provide advice and assistance to Member Clubs and schools offering croquet;
- c) report statistics as required;
- d) encourage Schools to hold Inter-Schools competitions;
- e) assist in the promotion of Mallet Sports; and
- f) liaise closely with the applicable Code, Referee and Coaching Sub-Committees.

47.3 Composition

47.3.1 The Sub-Committee consists of:

- a) the Director of Schools / Junior Croquet as Chairperson;
- b) minimum five nominated members, preferably from different Regions, recommended to the Management Committee by the Director of Schools / Junior Croquet;
- c) an appointed Secretary, whether from the five nominated members or an additional member appointed for that purpose, who will keep minutes of all meetings, forward a copy of such minutes to the Association's Secretary and reply to correspondence; and
- d) additional members, as recommended by the Director of Schools / Junior Croquet, who may be co-opted to assist in a particular project / event.

47.3.2 Members of the Sub-Committee are appointed for two years, but this period may, on the recommendation of the Director of Schools / Junior Croquet, be extended to five years maximum.

47.3.3 Unless a two-year term is due for completion, Sub-Committee members must indicate to the Director of Schools / Junior Croquet by September 30th whether they wish to continue in that position. If a Sub-committee member wishes to stand down then the Director of Schools / Junior Croquet is to advise the Management Committee of a recommended replacement by 31st October of each year.

Croquet Association Queensland Inc.

By-Laws

SECTION D. OTHER CAQ COMMITTEES AND SUB-COMMITTEES

PART A. COMMITTEES

51. THE MANAGEMENT COMMITTEE

51.1 The Composition and responsibilities of the Management Committee are set out in the Association's Rules.

51.2 Refer also to Committees and Sub-Committees Policy, provided in the CAQ Operational Manual.

PART B. SUB-COMMITTEES

52. GENERAL

52.1 As Croquet Queensland is administered by a Management Committee, all other committees are **sub-committees**, responsible to the Management Committee.

52.2 CAQ Sub-Committees may be Standing Sub-Committees or Ad Hoc Sub-Committees as designated by the Management Committee.

52.3 Standing Sub-Committees

52.3.1 General Terms of Reference

52.3.2 Standing Sub-Committees work to the Terms of Reference set for each Sub-Committee. These Terms of Reference should be reviewed every two years by the Sub-Committee. Any changes require approval by the Management Committee.

52.3.3 These Sub-Committees are responsible to and report to the Management Committee.

52.3.4 The Management Committee may appoint a suitable persons to such Sub-Committees should vacancies occur.

52.3.5 The Management Committee may, for some Sub-Committees, appoint members on the recommendation of its Chairperson or Director.

52.3.6 Standing Sub-Committee members may be either elected or appointed, with Terms of Reference indicating this.

- 52.3.7** Only Registered Players may be members of such Sub-Committees.
- 52.3.8** Other Registered Players or other persons who are not Registered Players may be co-opted to such Sub-Committees in an advisory capacity but do not have a vote.
- 52.3.9** Sub-Committees under this By-Law will meet regularly, but may meet in whole or in part whenever appropriate, and may use meeting formats other than face-to-face.
- 52.3.10** Standing Sub-Committees require a Chairperson, Secretary or Secretary/Treasurer.
- 52.3.11** The Secretary will take minutes of all formal meetings, a copy of which is to be forwarded immediately to the CAQ Secretary.
- 52.3.12** A Standing Sub-Committee is required to provide a report to the following:
- a) the Management Committee as set out in its Terms of Reference; and
 - b) the CAQ Secretary for inclusion in the Annual Report, if requested.
- 52.3.13** Sub-Committee members are entitled to reimbursement of expenses incurred on behalf of CAQ, in accordance with Management Committee guidelines set out in the CAQ Budget Planning Policy (see CAQ Operations Manual).
- 52.3.14** All books, documents, plant, equipment or property of CAQ used by Sub-Committee members remain the property of CAQ.
- 52.4 Ad Hoc Sub-Committees**
- 52.4.1** Ad Hoc Sub-Committees are set up to perform a specific task and are not standing Sub-Committees.
- 52.4.2** Members of Ad Hoc Sub-Committees are appointed by the Management Committee after expressions of interest have been advertised and received.
- 52.4.3** Ad Hoc Sub-Committees are responsible to the Management Committee and report to the President.
- 52.4.4** Ad Hoc Committees have specific Terms of Reference that:
- a) abide by the written parameters approved by the Management Committee;
 - b) have a specific beginning and end date;
 - c) prepare written progress reports to the President; and
 - d) submit a final report to the Management Committee through the President.
- 52.4.5** Ad Hoc Sub-Committees are disbanded by the Management Committee after their final report has been received.

53. CAQ SUB-COMMITTEES and AD HOC SUB-COMMITTEES

53.1 In addition to various standing Sub-Committees referred to in Section C, Croquet Queensland operates the following Standing Sub-Committees:

- 54. Finance Sub-Committee;
- 55. Regional Sub-Committees;
- 56. Tournament Sub-Committee;
- 57. Development and Promotions Sub-Committee; and
- 58. Selection Sub-Committee.

53.2 Croquet Queensland will also form:

- a) An Ad Hoc Dispute Resolution Sub-Committee when/if it is required, refer Section A, Clause 5 (Dispute Resolution);
- b) an Ad Hoc Governance Sub-Committee when a review of the Association's Rules is required;
- c) Selection Appeals Tribunal, refer Section D, Clause 58.18 (Selection Appeals Tribunal)

54. FINANCE SUB-COMMITTEE

54.1 Terms of Reference

54.1.1 Refer to Section D, Clause 52 (General).

54.2 In addition, the Finance Sub-Committee:

- a) prepares the annual and other budgets as required;
- b) refers to the CAQ Budget Planning Policy document (see CAQ Operations Manual) during this preparation;
- c) oversees the annual and other budgets as required;
- d) assists the Management Committee with advice on all financial matters;
- e) advises and assists the Treasurer with financial matters;
- f) advises and assists the Treasurer as required; and
- g) reports to the Management Committee through the Treasurer.

54.3 Composition

54.3.1 The finance Sub-Committee consists of:

- a) the Treasurer as Chairperson;
- b) the Grants Manager (if one is appointed); and
- c) maximum three other registered players appointed by the Management Committee.

55. CAQ REGIONAL SUB-COMMITTEES

55.1 Refer to Section D, Clause 52 (General).

55.2 General

55.2.1 The Member Clubs are designated into geographical regions as defined and approved by the Management Committee from time to time.

55.2.2 Each geographical area is represented by a Regional Club-Committee.

55.2.3 Each Sub-committee is elected to manage its regional affairs. The Sub-Committee is responsible to the Management Committee.

55.2.4 Each Member Club may elect one or two registered players to represent it at Regional Sub-Committee meetings, but each member club has only one vote.

55.3 Terms of Reference

55.3.1 In addition to Section D, Clause 52 (General).

55.3.2 It will act as a link between CAQ and its Member Clubs and registered players by:

- a) being first port of call for matters raised by Member Clubs, and
- b) if unable to resolve, requesting the Regional Delegate to refer the matter to the next CAQ Management Committee meeting.

55.3.3 Regional Sub-Committees promote mallet sports in their Region by:

- a) arranging and monitoring competitions between clubs and players;
- b) arranging for players to train and qualify as coaches, referees and umpires;
- c) assisting clubs that are in difficulty due to declining membership, lack of finance or other unforeseen circumstances;
- d) seeking opportunities for establishing new clubs and pass these on to the Management Committee; and
- e) making and arranging contact with local media and its local Council or Region to promote mallet sports.

55.3.4 Each Regional Sub-Committees is responsible for:

- a) complying with the requirements of the Association's Rules;
- b) if wished, setting an appropriate levy on Member Clubs in the Region to assist with the Region's administrative costs;
- c) ensuring that the Secretary keeps minutes of the Sub-Committee's meetings and provides a copy of the minutes of each meeting to the CAQ Secretary;
- d) supplying written reports by either the Chairperson or the Secretary to the Management Committee at least every three months;
- e) supplying a written report by either the Chairperson or the Secretary for inclusion in the CAQ Annual Report to the CAQ Secretary prior to the January Management Committee Meeting; and
- f) providing an annual financial statement at the same time, as all Sub-Committee funds form part of CAQ's assets and liabilities in the Annual Report.

55.3.5 The Regional Sub-Committee should meet at regular intervals, but not less than four times a year. These meetings may be held by telephone conference.

55.3.6 Meetings are to be conducted as follows:

- a) a quorum is a majority of Member Clubs, as each Member Club has only one (1) vote;
- b) issues arising at any meeting are decided by a majority vote; and
- c) when the vote is equal, the question is decided in the negative.

55.3.7 Regional Sub-Committee members are entitled to reimbursement of expenses incurred on behalf of that Region from the Regional Sub-Committee.

55.3.8 All books, documents, plant, equipment or property of CAQ used by Regional Sub-Committee members remain the property of CAQ.

55.4 Composition

55.4.1 The Region's Member Club representatives may elect office-bearers as they see fit, but must elect a Chairperson, Secretary and Treasurer (or Secretary/Treasurer) at its first meeting.

55.4.2 At the Regional Annual General Meeting, each Sub-Committee will:

- a) elect a registered player within the Region to represent the Region on the Management Committee;
- b) advise the Management Committee of the elected delegate immediately following the Annual General Meeting so the elected Delegate can be ratified at the CAQ's Annual General Meeting;
- c) appoint Regional Refereeing Coordinators;
- d) appoint Regional Coaching Coordinators; and
- e) appoint the applicable Regional Code Sub-Committee Coordinators.

56. TOURNAMENT SUB-COMMITTEE

56.1 Terms of Reference

56.1.1 Refer to Section D, Clause 52 (General).

56.2 In addition, the Tournaments Sub-Committee will:

- a) recommend the appointment of tournament managers for all CAQ and ACA-requested Events;
- b) abide by CAQ Regulations for Tournaments;
- c) prepare the CAQ Calendar of Events for ACA and CAQ Events;
- d) where possible, ensure that no two ACA and CAQ events from the same Code are scheduled for the same dates;
- e) collate information received from Member Clubs and Regions on other tournaments that will be held during the year and provide the information as an appendix to the CAQ Calendar of Events;
- f) where possible ensure that no two CAQ events are scheduled for the same dates;
- g) invite Directors of Codes to act as Venue Managers in State and National Events if not involved in play. Where Directors are unavailable, the Tournament Manager will appoint a Venue Manager from a group of accredited CAQ Venue Managers;
- h) provide a discussion and solutions point for issues that may be experienced during the running of a CAQ event or tournament; and
- i) meet at least once as a full Sub-Committee in October, prior to compiling the Draft of the CAQ Calendar; other times as necessary. These meetings may be held by telephone conference or other means.

- 56.3** The Tournament Manager will provide:
- a) a written report to the Management Committee every three months, and
 - b) a report to be included in the Annual Report.

56.4 Composition

- 56.4.1** The Tournament Sub-Committee consists of:
- a) the CAQ Tournament Manager as Chairperson;
 - b) the Directors of Association Croquet, Gateball, Golf Croquet and Ricochet Codes; and
 - c) other Registered Players (e.g. Venue Managers) may be co-opted if/when required.

56.4.2 Tournament Sub-Committee members are entitled to reimbursement of expenses incurred on behalf of CAQ as per Management Committee guidelines through the Budget Planning Policy, see CAQ Operations Manual.

56.4.3 All books, documents, plant, equipment or property of CAQ used by Tournament Sub-Committee members remain the property of CAQ.

57. DEVELOPMENT AND PROMOTIONS SUB-COMMITTEE

57.1 Terms of Reference

57.1.1 Refer to Section D, Clause 52 (General).

57.2 In addition, the Development and Promotions Sub-Committee has two main areas of focus:

1) Development

- a) provide campaigns that contribute towards public awareness of the sport;
- b) provide information to Clubs as to the importance of membership development and retention;
- c) provide possible solutions to environments within Clubs that, if changed, could attract more members;
- d) contribute to the CAQ's Strategic Plan; and
- e) provide information to the Management Committee on possible sponsorship.

2) Promotion

- a) liaise with the media;
- b) liaise with the Grants Manager on how best to use specific Grant deliverables for promotion;
- c) advise Member Clubs of methods available for promotion of club events;
- d) provide Clubs with suggestions for media releases, newspaper articles, television opportunities, presentations, leaflets;
- e) make contact with relevant local and government authorities;

- f) attract corporate groups who may wish to either run social functions at Clubs or provide sponsorship; and
- g) support the CAQ's representative teams by seeking media opportunities and supporting any fund raising ideas that may be put forward to fund the teams.

57.3 Composition

57.3.1 The Sub-Committee may consist of:

- a) the Director of Development and Promotions, as Chairperson;
- b) the Duty Administration Officers as appointed, including Media Officer, Sponsorship Officer, and Grants Manager; and
- c) four other appointed registered players, one who will act as Secretary.

57.3.2 Development and Promotion Sub-Committee members are entitled to reimbursement of expenses incurred on behalf of CAQ within the guidelines set by the Management Committee through its Budget Planning Policy, see CAQ Operations Manual.

57.3.3 All books, documents, plant, equipment or property of CAQ used by Development and Promotion Committee members remain the property of CAQ.

58. SELECTION SUB-COMMITTEE

58.1 Preamble

58.1.1 Clarity and consistency are important fundamental principles in selection processes.

- a) Clarity – clear processes known to everyone, communicated to everyone.
- b) Consistency – through use of published criteria and well known processes.

58.1.2 This is achieved by:

- a) developing concise and clear policies, procedures;
- b) criteria;
- c) communicating these policies, procedures and criteria;
- d) effectively to all concerned well in advance of timelines ensuring consideration and counselling for those who are not selected;
- e) seeking the input of experts before problems arise; and
- f) Reference: Getting it Right – Guidelines for Selection, published at <http://www.ausport.gov.au/>. (2014).

58.2 Terms of Reference

58.2.1 In addition to Section D, Clause 52 (General), the Selection Sub-Committee:

- a) will, in addition to other reports as required below, provide a written report to the CAQ Management Committee every three months.

58.3 Selection Events

58.3.1 The Selection Sub-Committees will select Registered Players in accordance with the selection eligibility and criteria for:

- a) the Queensland Championship Medals Events;
- b) the Australian Bronze, Association Croquet and Golf Croquet Medal Events;

- c) the Development Squads;
- d) any Queensland State Representative Team;
- e) any other Event, Squad or Team when requested by the Management Committee or Director of Code; and
- f) will ensure (except as otherwise provided) that all selected players are first to know of their selection.

58.4 Development of Selection Criteria

- a) All selections are made against published criteria. These criteria should be published and available to all affected players a full twelve months before the selection process commences.
- b) Selection Sub-Committee should advise the applicable Code Sub-Committee and Management Committee when they consider selection criteria are inadequate or absent.
- c) Criteria will be developed in a consultative process facilitated by the applicable Code Director.
- d) Criteria will become effective when ratified by the Management Committee.
- e) Code Directors are to ensure that criteria across codes for similar needs (such as the state team, when practical) are consistent.

58.5 Notes and Added Criteria for Association Croquet

Level of Skill

- 1) Fifteen (15) world ranked games since the last Eire Cup constitutes the nominated competitions.
- 2) Players without the required minimum number of world ranked games may be considered in exceptional circumstances

58.6 Notes and Added Criteria for Golf Croquet

Level of Skill

- 1) Ability to make hoops and roquet balls consistently whether 2 yards or 10 yards.
- 2) Good positional play skills, taking tactics and ball movement into account.
- 3) Ability to perform jump shots from various distances.

58.7 Notes and Added Criteria for Gateball

Level of Skill

- 1) Ability to make gates and touch other balls consistently up to 7 metres.
- 2) A very high level of sparking skills for both direction and distance.
- 3) Ability to perform slide touches at various distances taking into account weight of shot and distance to travel.
- 4) Ability to perform jump-touch shot (directly over the top of the ball and off either side of the ball).
- 5) Good positional play skills, taking tactics and ball movement into account.
- 6) Ability to perform jump shot.
- 7) Team balance and ability shall be taken into consideration.
- 8) Hold current Gateball Referee accreditation.

58.8 Communication

- a) In all cases the Selection Sub-Committee is able to seek expressions of interest

from registered player/s if the Selection Sub-Committee believes this will improve the selection process.

- b) Successful selectees, applicable Code Director and Management Committee notified by email within 24 hours.
- c) Selections are published via the CAQ web page within 48 hours of the decisions.

58.9 Appeals and Reserves

- a) Appeals against selection decisions must be submitted to the Selection Appeals Tribunal according to the process described under the terms of reference for the tribunal. Note that the time limit for appeals commences on publication of selections to the wider community, hence the need to publish all selections via the CAQ web site.
- b) The applicable Code Selection Sub-Committee will cooperate with the Appeals tribunal in modifying selections if required.
- c) Replacements and reserves will be selected as required by the applicable Selection Sub-Committee.

58.10 Specific Selection Criteria

58.10.1 Selection Criteria for CAQ State Teams

Players will be selected for CAQ representative teams based on how they have performed or have the potential to perform against the following criteria. Criteria are not weighted equally. The criteria are to be interpreted using the notes and added criteria for Association Croquet, Gateball, and Golf Croquet that follow.

1. Level of Skills

- a) World ranking and/or handicap (when relevant/applicable and if available).
- b) Performance at nominated competitions. Selectors will also take into account the quality of opposition at these events. (Nominated events are listed below).
- c) Performance from other than the nominated competitions may be considered in exceptional circumstances.
- d) Level of skills exhibited in other ways such as during coaching and training sessions.

2. Team Work

- a) Performance as a member of a team.
- b) Ability to work with the team members nominated for the team.

3. Attitude

- 59 Attitude and behaviour on and off the court.
- 60 Attitude and commitment to Croquet Association Queensland and any previous Queensland or Australian teams/squads.

Note: The selectors report is to list any exceptional circumstances considered with reasons for their use.

58.11 Selection Criteria for Development Squads

Use the selection criteria for state teams.

58.12 Selection Criteria for Medal Events

- a) For the ACA Bronze Medal events use criteria specified by ACA regulations.
- b) For all CAQ medal events use the skill component and the added criteria for the code from the team selection criteria.

58.13 Composition of Selection Sub-Committee

58.13.1 Each year the Management Committee may appoint registered players to the Selection Sub-Committees. All members are appointed by Management Committee after requesting expressions of interest from registered players.

58.13.2 Appointments include:

- a) Chairperson and Secretary. They are members of all selection Sub-Committees and part of their role is to ensure a consistency of process and standards across all Sub-Committees.
- b) Three members for each code that requires selections to be made.
- c) Selection Sub-Committee does the majority of its work in four Code Sub-Committees, one for each of Association Croquet (AC), Gateball (GB), Golf Croquet (GC) and Ricochet (R) as required. It may, at the discretion of the Chairperson or by request of the majority of one Code Sub-Committee to meet together as one committee to consider any issue.
- d) Decisions of the Code Sub-Committees are treated as coming from the committee as a whole and are reported straight to both Management Committee and the relevant Code Director simultaneously.
- e) Each Code Selection Sub-Committee consists of:
 - i. Chairperson;
 - ii. Secretary; and
 - iii. Three other members with experience in the relevant code. If they have the relevant experience a member may serve on more than one Code Selection Sub-Committee.
- f) All members are voting members.
- g) The Code Selection Sub-Committee selects players for:
 - i. the state team;
 - ii. any interstate representative;
 - iii. invitational events (such as medal events); and
 - iv. any other event requested by the Management Committee or the Code Director and/or Committee.
- h) Members of the Code Selection Sub-Committee are eligible for selection as a Queensland State Team player in another code, but not the code for which they are a selector.

58.13.3 Registered players wishing to be appointed to the Code Selection Sub-Committee are to make application to the Management Committee by 30th September each year, providing a short CV of experience in the sport.

58.13.4 The Management Committee will review the applications at the October meeting, then make final selection at the November meeting, at the same time as Duty Officers and Directors are appointed.

58.13.5 Directors of Codes and the State Team Captain of that Code will liaise with the applicable Code Selection Sub-Committee in promoting suitable players of their Code

for higher competition and for consideration as a Development Squad and/or State Team representative. Such official recommendations are to be included in Code Selection Sub-Committee minutes.

58.14 Selection Processes for Specific Events

In amplification of 58.1, the following provides further detail for specific events, for 58.4. The Code Selection Sub-Committee will complete the following process for:

58.14.1 CAQ Championship Medal Events — for each Event:

- a) select, no later than five weeks before the Event is due to start, players and reserves up to the number requested by the CAQ Tournament Sub-Committee;
- b) notify all selected players and reserves of their selection;
- c) provide the list of all selected players and reserves to the Chairperson of the CAQ Tournament Sub-Committee; and
- d) at the same time send the list of all selected players and reserves to the CAQ Secretary and the applicable Code Director.

58.14.2 The Australian Bronze Medal Event for both Association Croquet and Golf Croquet (ACA Regulation 56):

- a) select, no later than five weeks before the Event is due to start, a minimum of six to the maximum of ten players advised by the Tournament Sub-Committee, plus reserves as required;
- b) notify all selected players and reserves of their selection;
- c) provide the list of all selected players and reserves to the CAQ Tournament Sub-Committee Chairperson; and
- d) at the same time; sending the list to the CAQ Secretary and the applicable Code Director.

58.15 The Development Squads:

- a) select a number of players to the appropriate Development Squad within one month of the completion of the previous National titles, with current State representatives included in the number;
- b) select a registered coach as each Squad Co-ordinator;
- c) notify selected players and the Squad Co-ordinator of their selection;
- d) send a list of selected players and the recommended Squad Co-ordinator to the CAQ Secretary and the applicable Code Director and;
- e) have the authority to add to or remove a player or players as required.

58.16 State Teams:

- a) select, no later than five months before the next State Team Event is due to begin, the required number of male and female Registered Players, plus male and female Registered Players as reserves;
- b) for Association Croquet and Golf Croquet select a State Team Captain and a State Team Vice-Captain; in a mixed team one of whom will be a male player and the other a female player; alternatively a non-playing Captain may be selected;
- c) for Gateball select a State Team Captain and a State Team Vice-Captain, alternatively a non-playing Captain may be selected;

- d) select a State Team Coach and/or a State Team Manager, and recommend to the Management Committee the appointment of such position/s;
- e) should a selected player not accept by the date specified, advise the relevant reserve, together with the President and the applicable Code Director; and
- f) select any replacement player/reserve player, if a team member withdraws before the start of the Team Event and notify the CAQ Secretary and applicable Code Director.

58.17 State Team Selection Timeline:

The Process for selection and final notification of each representative team will be as follows, with the timeline indicated:

Day 1

- i. Selections made according to the selection criteria.
- ii. Players selected are informed. Management Committee is informed of the decision and applicable Code Director.
- iii. Players not selected are informed where they were part of a development squad.

Day 2

- i. Selection decisions published in a previously agreed manner (CAQ web site is preferred).
- ii. Timeframe to lodge an appeal commences day of publication. Non selected players have until 5:00pm on the third day from the effective date of publication to lodge an appeal (not seven days from the date of decision).
- iii. On request, players not selected are provided with reasons in writing as to why.

Day 5

- i. Appeals lodgement time expires at 5:00pm Brisbane local time.
- ii. Any selected player affected by the appeal is given 48 hours to make a submission to the tribunal.

Day 6

- i. Appeals tribunal meets if required.
- ii. Delivers its decision as quickly as possible but within seven days.

Day 13

- i. Outcome of selection and appeals process delivered to the Management Committee for ratification and applicable Code Director informed of the outcome.

58.18 Selection Appeals Tribunal

The Selection Appeals Tribunal is an Ad Hoc Sub-Committee. A permanent tribunal would be preferable but with the large number of selection events and the large number of players active in both administrative roles and playing at the elite level, it is

impractical to form a permanent tribunal that is truly independent of all selection events.

58.19 Terms of Reference

- a) The Selection Appeals Tribunal is an Ad-Hoc Sub-Committee of the Management Committee. It meets only as required to resolve a dispute involving the selection of registered players.
- b) The Tribunal is convened on the receipt of an appeal by the Chairperson of the Tribunal.
- c) The Tribunal should complete its report within seven days of receipt of the appeal. A report will be provided to the CAQ Management Committee on every occasion they meet within 24 hours of an appeal being resolved.
- d) The Tribunal can only review the selection process and does not conduct another selection decision. Hence the Tribunal can only consider the following factors in an appeal:
 - i. that CAQ policies and selection criteria have not been followed in the selection process;
 - ii. the selectors acted in a biased fashion; or
 - iii. natural justice was not followed.
- e) Any player who is replaced due to a successful appeal may lodge their own appeal of this decision. The Tribunal may invite such an affected player to make a submission before making its determination in order to speed up the process and to enhance the application of natural justice.
- f) The Court of Arbitration for Sport is the ultimate court of appeal. Should any member feel that there has been a breach of the rules of natural justice by CAQ Management Committee in the determination of appeal, or that there has been an error on a question of law, it is the player's entitlement to appeal to the Court of Arbitration for Sport.

58.20 Composition

- a) the Tribunal is formed as and when needed;
- b) only registered players who are not affected by nor involved in the selection process being appealed can be appointed as members; and
- c) within 24 hours of receiving an appeal the CAQ President will appoint three registered players to the Tribunal, nominating one of them to act as Chairperson.

58.21 Communication

- a) The tribunal will notify the applicable Selection Sub-Committee and request a report on the selection process. That report should be concise and delivered within 24 hours. The Tribunal can seek further information if it wishes.
- b) The Tribunal can seek information from any potential source it considers relevant.
- c) The Tribunal may communicate with any player or CAQ official if it considers it relevant.
- d) The final determination of the appeal will be transmitted to all parties directly to Management Committee, applicable Selection Sub-Committee, affected players and the applicable Code Director.

Croquet Association Queensland Inc.

By-Laws

SECTION E. STATE REPRESENTATION

61. STATE TEAMS

61.1 GENERAL

- 61.1.1** a) Administration of Mallet Sports State Representative Teams is Croquet Queensland's business.
- b) Queensland State Teams will be formed to represent CAQ in the following ACA Events:
- i. Association Croquet Eire Cup Interstate Team Event;
 - ii. Golf Croquet WCF Interstate Teams Event; and
 - iii. Other Code where ACA creates a National Competition Event.

62. COMPOSITION

62.1 Association Croquet and Golf Croquet:

- a) Both the Association Croquet and Golf Croquet State Teams will be composed of both male and female members, under usual circumstance four of each.
- b) Male and female non-travelling reserves for each team, numbers as deemed necessary, will also be selected.
- c) One male member and one female member in each team in either order, will hold the positions of Team Captain and Team Vice-Captain.
- d) A Captain, a Team Coach and/or a Team Manager (all which may be non-playing), provided they are agreed to by the Management Committee, may be selected as an alternative to (c) above.

62.2 Reserved for Gateball Team Competition.

63. DURATION OF TEAM MEMBERSHIP.

63.1 Team membership of any Queensland State Representative team begins on the day the State Team membership is ratified by the Management Committee.

63.2 Team membership ends when that Code's State Team for the following year is ratified unless determined otherwise.

64. ENTITLEMENTS OF TEAM MEMBERSHIP

64.1 Team members are entitled to wear a State Team badge, a “Q” hatband, team shirts, team tracksuit and a team blazer, therefore:

- a) First-time members are entitled to be provided with a State Team badge, and a “Q” hatband; two team shirts.
- b) A subsidy towards the cost of a team blazer may also be provided.
- c) Reselected team members may be provided with two team shirts if required.
- d) Additional team shirts may be bought by any team member.

64.2 The Management Committee will normally approve payment of:

- a) the cost of any official function;
- b) the programme; and
- c) the entry fee.

64.3 Details of financial support, including subsidy of airfares and accommodation, will be determined by the Management Committee and publicised at least five months prior to the event.

65. RESPONSIBILITIES OF THE TEAM CAPTAIN

65.1 The Team Captain (including a non-playing Team Captain if appointed):

- a) is responsible through the applicable Code Director to the Management Committee;
- b) has overall control of the team; and
- c) will, together with the Team Vice-Captain (and the Team Coach and/or Team Manager if appointed):
 - i. work closely with the team to foster cohesion and harmony;
 - ii. prepare a schedule of practice/meeting dates and venues for the team members, and supply a copy to each team member, Code Director and the Secretary of the Selection Sub-Committee;
 - iii. prepare and carry out a plan of training methods which results in the team members becoming an efficient team;
 - iv. have regular discussions with the team as a whole, or individual members on request, regarding any problems that have arisen, and hold regular meetings at which all team members are encouraged to take part and contribute by freely expressing their views;
 - v. forward the attendance sheet to the applicable Code Director after each practice / meeting;
 - vi. report any problems that cannot be resolved through the applicable Code Director to the Management Committee;
 - vii. keep team members informed as to arrangements regarding date and time for payment of any CAQ financial support to team members;
 - viii. try to arrange for all team members to stay at the same accommodation during the Interstate Team event;
 - ix. for Association Croquet and Golf Croquet decide on doubles pairing prior to each day’s play; and

- x. prepare a report to be sent to the applicable Code Director, the CAQ Secretary and the Secretary of the Selection Sub-Committee within fourteen days of the completion of the Interstate Team event, including full results of the team's performance, highlights, a summary of each team member's results, and full results, signed by both Team Captain and Team Vice-Captain. If deemed appropriate, a separate report from the Team Vice-Captain may be submitted.

66. RESPONSIBILITIES OF THE TEAM VICE-CAPTAIN

66.1 The Team Vice-Captain:

- a) assists the Team Captain to carry out the duties as set out; and
- b) carries out the duties of the Team Captain in the absence of the Team Captain.

67. RESPONSIBILITIES OF TEAM MEMBERS

67.1 Team Members:

- a) must ensure that they are financial members of their club at all times;
- b) are under the authority of the Team Captain; and
- c) are expected to co-operate fully with the Team Captain.

67.2 They must:

- a) attend at least 75% of scheduled team practice sessions; cost of travel at team members expense, exceptions may be made for extenuating circumstances, for example the cost of travel for non SEQ residents;
- b) attend all team meetings, including any debriefing meetings;
- c) attend official functions required as a member of the team; and
- d) must be available for each match during the Interstate Team event, subject to extenuating circumstances.

67.3 They:

- a) must dress neatly in clean, suitable sportswear and flat-soled shoes for team practice sessions;
- b) must wear the approved team uniform when competing in the Interstate Team event where:
 - 1) clothing must be smart, clean and laundered;
 - 2) team shirts must be worn;
 - 3) shorts, slacks or skirts must be well-fitting and of suitable length;
 - 4) foot-wear must be clean and should not detract from overall appearance;
 - 5) socks must be white, with a maroon trim if desired; and
 - 6) optional headwear is either a white hat with "Q" hatband, or maroon cap, unless exempted by the Team Captain due to extremes of weather.
- c) wear the official team uniform when attending official functions:
 - 1) Women: maroon blazer, black slacks and white blouse, black dress shoe; and.
 - 2) Men: maroon blazer, black trousers, white business shirt, maroon tie, black shoes and socks.

67.4 If any fund-raising event / function is organised to offset costs associated with the team, team members, unless in extenuating circumstances, will show their support by attending.

68. CODE OF CONDUCT

68.1 Player Code

- a) All Team Members, Team Coach and Team Manager are required to sign and adhere to the Players Code of Conduct. (Refer Section A, Clause 4, Croquet Queensland Players Code of Conduct).
- b) A team member who fails to comply with the responsibilities stated may have team membership terminated by the Management Committee.

69. EMERGENCY POWERS

- a) In the event of a serious breach of the Players Code of Conduct (Clause 4) or other act causing dissention in the team and which would in the Team Captain's opinion affect the team's performance, it is the Team Captain's immediate responsibility to endeavour to resolve this situation satisfactorily.
- b) If this is not possible and the Captain is not in a position to contact the CAQ President, then the Captain, after consultation with the Vice Captain and the Team Manager (if such a person is present), has the authority to take whatever action is deemed appropriate at the time to overcome the problem, including suspension of the offending player or player/s.
- c) Full details must be recorded by the Captain and Vice-Captain and these reports must be handed to the CAQ Management Committee as soon as possible, who will then pass the matter on to an Ad Hoc Disputes Sub-Committee for review.