

	CNSW Board Meeting Minutes	
	19 <sup>th</sup> September 2023	
	MS Teams	
Minute Taker: S Burns		Recording On:
1. Meeting Opening 19:00		
1.1. Attendees Ray Chapman, Liz Friend, Steve Miles, Rik Mills, Fidy Westgarth Stephen Burns		
1.2. Apologies Kate McLoughlin		
1.3. Quorum Yes		
1.4. Directors Conflict of Interest Declarations Nil Declared		
1.5. Previous Minutes		
1.5.1. Confirmation of the Minutes from <a href="#">CNSW Board MINUTES August draft.docx</a>		
1.5.2. Matters arising/action list review		

2. Matters for Decision
<p>2.1. Major Strategic Decisions</p> <p>2.1.1. Member Management Platform</p> <p>Rev Sport to supply new agreement to cover</p> <ul style="list-style-type: none"> <li>• Catering for 67 clubs - 45 have members of other clubs</li> <li>• Clubs with less than 100 members would pay \$99 per annum</li> <li>• Clubs with 100 members or more pay \$359 per annum.</li> <li>• Initial setup and first year fee for all clubs to be subsidized from the 2021/22 COVID grant fund.</li> <li>• ACA and RevSport are in negotiation to make it the platform of choice</li> <li>• Will have portal for each club as the Placeholder functionality only enables data entry with restricted access to the full functionality</li> <li>• Training for each club is important with basic training being provided via RevSport.</li> <li>• CNSW web design will require upgrading with the RevSport implementation</li> </ul>
2.2. Routine Decisions
3. Matters for Discussion
3.1. Chair's Report Nil
3.2. Finance Report <a href="#">Treasurer's Report 20230919.pdf</a>
<p>3.3. Grant Status</p> <p>3.3.1. Community Sport Recovery Package 2021/22 Grassroots Sport Fund - Variation to Funding (Return of Funds)</p> <ul style="list-style-type: none"> <li>• 2021/22 grant of \$41,000 use has been extended. Will apply to RevSport rollout.</li> <li>• 2020/21 grant funds offered to clubs still has \$10K of the Community Sports Recovery grant that has not been applied for by certain clubs.</li> <li>• This grant runs out at end of September 2023. Treasurer to discuss with Chair regarding applying for further extension of the CSR grant otherwise it will need to be returned.</li> </ul>
<p>3.4. Discussion concerning forthcoming strategic decisions</p> <p>3.4.1. Marketing Working Group <a href="#">Terms of Reference - Marketing Working Group.pdf</a></p> <ul style="list-style-type: none"> <li>• Terms of Reference for Marketing Working Group have been developed.</li> <li>• Objective is to develop strategy for member retention and recruitment from mid August to end of December 2023.</li> <li>• Results from the Member Survey 2022 were used to develop the TOR.</li> </ul> <p>3.4.2. Mackey Park Planning <a href="#">Mackey Park</a></p> <ul style="list-style-type: none"> <li>• The POM has been released for comment by IWC.</li> <li>• Main issue is removal of fencing between the Cooks River walkway and the lawns.</li> <li>• On the assumption that the Concordia Club is renovated/rebuilt the issue of toilet facilities for players will be important. Possibly use of Porta Loos could fill this gap.</li> <li>• Another important issue is that croquet players must have ground level access direct to the courts.</li> </ul>

### 3.5. Other Matters for Discussion

#### 3.5.1. Score Boards [Board paper scoreboards 202`3.pdf](#)

- Transformer mallets of South Australia have score boards for tournaments, chiefly finals. It is suggested that 6 of these be purchased and distributed to hubs for use and borrowing by nearby clubs for their tournaments. Estimated cost is \$3,000.
- Purchase could be funded out of 2021/22 Covid grant which was received in early 2022.

#### 3.5.2. Hosting Sites in NSW for ACA GOLF events in 2025 [Board paper hosting aca golf events in 2025.pdf](#)

#### 3.5.3. ACA-State Logos [ACA-State-Logos.pdf](#)

- States have agreed to use the new logo.
- Will logo be suitable for clothing ? TBD
- Use logo on signage and documents
- Secretary to generate CNSW letterheads for approval

#### 3.5.4. U21 Championships [board paper - under 21 championship.pdf](#)

- Need to generate interest and then determine viability of holding g the U21 Championships. Penciled in for 18 / 19 November at Tempe.
- Required to pick an U21 Australian Gold Medal candidate for NSW.
- Secretary to provide a list of U21 players to Acting Chair.
- Further investigation of Schools program is required with discussions with Chatswood.
- ACA negotiations to have croquet designated a School Sport by Sports Australia was being undertaken by Greg Bury but his departure leaves it in stasis.
- Barb Piggott or Jackie McDonald (U21 Coordinator) may know current status.

#### 3.5.5. NSW Representative for AC Refereeing update in Melbourne. 5<sup>th</sup> October 2023 CNSW agreed to assist with cost incurred after ACA payment to Rik Mills Rik Mills Abstained from discussion and voting

#### 3.5.6. GC Refereeing. [GC Referee Shortage.pdf](#)

- GC referees require a 90% pass rate. And is an open book, multiple choice exam. Lorraine Hatfield can provide links to tests and other relevant information for budding GC referees.
- Croquet England has 30 questions test exams for study.
- A playing referee is able to referee disputes if called.
- On the issue of a lack of GC referees in the Sydney Metro area, a Working Group needs to be formed to determine the most efficient and equitable way to recruit more referees and to determine the rules surrounding tournaments where a referee is not available (i.e.. they fall sick etc.).
- Potential WG members could be Stephen, Kaye Martin, Michael Chambers

#### 3.5.7. ISS 2025 and Women's World 2027 [ISS and Womens World.pdf](#)

4. Committee Minutes/Officer Reports
4.1. Operational Plan
4.2. Facilities Management Committee 4.2.1. Tempe Gardening Invoice and docs <a href="#">CRCC - Invoice INV-0156 - Garden Material.pdf</a> <a href="#">CRCC Garden Materials - Aug 2023.pdf</a> <a href="#">CRCCPlantingReceipts.pdf</a> 4.2.2. Tempe Lawn Renovation First phase in late October 2023 and second phase in January 2024 Cost of first phase will be \$7,000 Issue of Concordia Club use of Lawn 4 for October Fest now not a problem as top dressing will occur after October Fest ends. 4.2.3.
4.3. Tournaments Committee
4.3.1. Cancellation of GC Gold Brooch
5. Matters for Ratification/Approval
6. Matters for Noting
6.1. Judy Tier's Resignation from GB Coordinator <a href="#">JT Resignation.pdf</a>
6.2. ACA Board Minutes <a href="#">16 August Board Meeting.pdf</a>
6.3. ACA CEO resignation <a href="#">ACA-CEO-Resignation.pdf</a>
6.4. ACA New CEO Appointed <a href="#">New CEO ACA.pdf</a>

## 7. Policies

### 7.1. Child Protection

- The **Child** Safe Sport eLearning course (a 2 module course) , is a joint project of the **NSW Office of the Children's Guardian** and **Office of Sport**.
- **Child**-related organizations can now check how they are performing against the **NSW Child Safe Standards** by using our new **Child Safe Self-Assessment**.
- CNSW has adopted the basic procedures set by Chatswood Croquet Club and are reviewing them to ensure they comply with the Guardian's processes.
- Verification of the WWC certification is a critical issue as it can be relatively easily acquired so long as you have a Date of Birth.
- Clubs that have an ABN can apply to the Office of the Child Guardian to carry out their own verification of members WWC certificates.
- Policy on ensuring verification of any WWC used by a person actively working with children need to be strongly reinforced.

How to approach the Working with Children issue, for CNSW.

Chatswood revisiting their documentation considering change to the NIF Child Protection documents

## 8. Correspondence

8.1.1. [IAug\\_Sep Correspondence.pdf](#)

8.1.2. Updated Board Calendar

## 9. Meeting Finalization

9.1. Review Actions

9.2. Decision on items for public disclosure

9.3. Meeting evaluation

9.4. Next meeting/Minute Taker

9.5. Meeting Closed