



## **CROQUET NEW SOUTH WALES DUTIES OF CNSW OFFICIALS AND COMMITTEES**

<b>Date</b>	<b>Revision History</b>
21 July 2015	Copied from existing documents and reformatted

<b>Review Dates</b>
1 July 2016
1 July 2018
1 July 2020

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## **1 ELECTED OFFICERS**

The elected officers of the CNSW shall be:

- At least five (5) Directors;
- State Director of Coaching Association Croquet (AC);
- State Director of Coaching Golf Croquet (GC);
- State Director of Refereeing Association Croquet (AC);
- State Director of Refereeing Golf Croquet (GC);
- State Co-ordinator of Association Croquet;
- State Co-ordinator of Golf Croquet, and

such other officers as Council may from time to time consider necessary.

## **2 APPOINTED OFFICERS**

- a) Each officer shall be an affiliated member of the Association.
- b) All officers shall be elected at the Annual Meeting and shall hold office until the conclusion of the ensuing Annual General Meeting.
- c) Officers shall not hold the same office for more than three consecutive years unless no other nomination is received for the position at the end of that period. However the State Directors of Coaching and Refereeing and the State Co-ordinator of Golf Croquet, while subject to annual re-election, may continue in office up to a maximum period of 5 years.
- d) Nominations in writing shall be lodged with the Secretary by July 31 and shall have the written consent of the nominee (see Appendix 2).
- e) In the event of no nomination being received for a particular office by July 31, nominations may be made at the Annual General Meeting.
- f) Vacancies which occur other than at the Annual Meeting are known as casual vacancies. Casual vacancies shall be filled by the Council and failing that, then the Executive may make an appointment for the balance of the term otherwise vacant.
- g) The partial term served for a particular casual vacancy does not count as part of the term of office.

## **3 MEMBERS OF THE BOARD**

The Board is required to fill the following positions and appoint the individuals. The positions are:

### **3.1 CHAIRPERSON**

The Chairperson of the Board shall:

- a) be elected to the position by the other Directors;
- b) be the principal spokesperson of CNSW;
- c) preside at the Meetings of the Board, the Annual General Meeting and General Meetings;
- d) be, ex officio, a member of all committees but shall not be required necessarily to attend same;
- e) have the right to be a State delegate to the Australian Croquet Association AGM;
- f) ensure that the policies of the ACA and CNSW are properly implemented and coordinated.

### **3.2 DEPUTY CHAIRPERSON**

The Deputy Chair shall:

- a) in the absence of the Chair, act in his stead;

- b) assist the Chair;

### **3.3 DIRECTOR RESPONSIBLE FOR ADMINISTRATION**

The Director is responsible to ensure that:

- a) Board Meetings, the Annual General Meeting and General Meetings are properly convened;
- b) arrangements are in place to receive all incoming correspondence and all outgoing correspondence is attended to;
- c) proper Minutes are kept of all meetings;
- d) decisions of the Board and General Meetings are communicated, understood and carried out;
- e) comprehensive agendas are prepared for all Board Meetings, the Annual General Meeting and General Meetings;
- f) a report is prepared for the Annual Meeting;
- g) Annual Reports are sent to the Patron, Public Officer, Honorary Auditor, Honorary Solicitor, affiliated clubs, individual members, honorary life members and sponsors;
- h) the Constitution and Policies are kept up to date, maintain the official copy at the CNSW Headquarters for reference and hold a file copy in their own custody;
- i) applications for Government grants are lodged each year as appropriate, under the direction of the Board;
- j) premises are arranged and properly prepared for all official occasions;
- k) arrange for members to view records, free of charge, when requested at any reasonable hour.

### **3.4 MINUTES SECRETARY**

The Board or Members may appoint a Minutes Secretary in which case the Minutes Secretary shall:

- a) record the proceedings of the Annual General Meeting and all General Meetings;
- b) maintain a record of all policy resolutions of the Members.

### **3.5 TREASURER**

The Treasurer shall be responsible for:

- a) receipt of all monies on behalf of the CNSW and ensuring their safe custody;
- b) attending to payment of all accounts;
- c) keeping adequate and proper books of account. Such records to remain the property of CNSW;
- d) reporting the financial position to the Board and to the members at the Annual General Meeting;
- e) recommending the investment of funds to ensure suitable returns on funds held;
- f) submit financial records for audit;
- g) preparing the Financial Report for the Annual General Meeting;
- h) preparing a budget for the ensuing year for presentation at the Annual General Meeting;
- i) recommending to the Board the fees and levies as required to the June meeting of Council prior to the commencement of the following financial year.

### **3.6 ASSISTANT TREASURER**

The Board may appoint an Assistant Treasurer in which case the Assistant Treasurer shall:

- a) assist the Treasurer by performing such duties as directed by him;
- b) maintain an inventory of all equipment, and other property held by the Association;
- c) in the absence of the Treasurer, act in his stead; such period will not form part of the term in that office.

### **3.7 STATE CO-ORDINATORS OF AC (SCAC) and of GC (SCGC)**

Each of the State Co-ordinators shall in their respective areas:

- a) be a qualified referee;
- b) seek to foster croquet in NSW by:
  - disseminating information on the game;
  - working with the State Directors of Coaching arranging demonstrations and coaching as required including workshops, seminars, training and refresher courses;
  - maintaining liaison with National and Interstate officers associated with the sport .

### **3.8 STATE COACHING DIRECTORS OF AC (SDC AC) and of GC (SDC GC)**

Each of the State Directors of Coaching shall in their respective areas:

- a) be an accredited coach through the National Coaching Accreditation Scheme (NCAS);
- b) chair their respective Coaching Committee;
- c) act in accordance with the provisions of the NCAS;
- d) arrange coaching courses, presenters and recipients of such courses;
- e) keep records of coaching courses;
- f) maintain records of NCAS accredited coaches;
- g) work in conjunction with their respective ACA National Coaching Director;
- h) recommend to the Executive the reimbursement of expenses to coaches for the conduct of training courses and other such matters.

### **3.9 STATE DIRECTOR OF REFEREEING AC (SDR AC) and of GC (SDR GC)**

Each of the State Directors of Refereeing shall in their respective areas:

- a) be a qualified referee;
- b) chair their respective Referees Committee;
- c) recommend to the Board and hence to the Members the appointment of persons to conduct examinations of members wishing to qualify as referees - such persons to be known as State Examining Referees AC or State Examining Referee GC;
- d) supervise the duties of the State Examining Referees and make recommendations to the Board on the appointment of such referees);
- e) keep records of referees, umpires and examinations, including a referee and umpire register, and provide such detail to the Records Officer;
- f) appoint tournament referees as required;
- g) organise/conduct appropriate training and refresher courses and arrange finance with the agreement of the Board;
- h) keep referees and umpires up to date with law decisions and amendments, new interpretations of laws, regulations and developments, etc;
- i) advise the National Director of Refereeing (AC) National Director of Refereeing (GC) of changes needed to the referees examination;
- j) ensure there are sufficient examining referees, attention being given to the appointment of referees in urban and regional areas;
- k) make approaches to each club without a qualified referee, with advice and assistance to interested members considering referee and umpire qualifications;
- l) recommend to the Board the reimbursement of expenses to referees conducting training courses for potential referees and umpires, refresher courses for referees and umpires, introductory Laws classes or examination of potential referees and umpires.

#### **4 APPOINTED OFFICERS**

The appointed officers of the Association shall be:

- Public Officer
- Honorary Auditor
- Honorary Solicitor
- Chairman of Facility Management Committee
- Insurance Officer
- State Examining Referees
- Website Administrator
- Newsletter Editor
- ACA Gazette Representative
- NSW Sports Federation Representative
- Regional Coaching Co-Ordinators
- Records Officer
- Trophies Officer
- State Handicapper
- Publicity Office
- Returning Officer
- Archivist
- Librarian, and

such other officers as Council may from time to time consider necessary.

All appointed officers except Regional Coaching Co-Ordinators shall be ratified at the Annual Meeting and shall hold office until the conclusion of the ensuing Annual Meeting.

##### **4.1 PUBLIC OFFICER**

The Public Officer shall:

- a) notify the relevant Statutory body, by the prescribed form and with the prescribed fee, of the following:
  - their appointment (within fourteen days) (Form 9);
  - a change of residential address (within fourteen days) (Form 10);
  - change in the Association's objectives and Constitution (within one month) (Form 6);
  - change in the membership of the Board (within fourteen days) (Form 7);
  - the Association's financial affairs (within one month after the Annual General Meeting) (Form 12);
  - change in the Association's name (within one month) (Form 4);
  - application for an extension of time in the lodgement of the Annual Statement or the delay in holding the Annual General Meeting (Form 11).
- b) keep in his safe custody the Common Seal of the Association in accordance with the Constitution;
- c) keep in his custody a copy of the Constitution and policies and any alterations, amendments and rescissions.

#### **4.2 HONORARY AUDITOR**

The Honorary Auditor (who need not be a member of the Association) shall:

- a) be a qualified Accountant;
- b) upon request of the Association duly audit the Association's books and sign the Financial Report;
- c) sign the Certificate of Expenditure from the Department of Sport, Recreation and Racing.

In the event that an honorary is unavailable, the Executive may appoint an Auditor who shall receive appropriate remuneration

#### **4.3 HONORARY SOLICITOR**

The Honorary Solicitor (who need not be a member of the Association) shall upon request, assist the Association on legal matters.

In the event that an honorary is unavailable, the Board may appoint a Solicitor who shall receive appropriate remuneration.

#### **4.4 CHAIRMAN OF MANAGEMENT COMMITTEE**

The Chairman of the Management Committee shall:

- a) oversee the duties of the Management Committee; and
- b) in the absence of any member of the committee, ensure that the duties performed by such member be carried out.

#### **4.5 INSURANCE OFFICER**

The Insurance Officer shall:

- a) Provide all information as necessary to the National Insurance Officer as to the number and detail of participating clubs in the ACA insurance scheme and report to the Board on matters relating to the viability, reliability and continuance of that scheme; and
- b) administer the scheme for the association.

#### **4.6 EXAMINING REFEREES**

- a) There shall be a minimum of 5 Examining Referees, all of whom shall be qualified referees.
- b) an Examining Referee shall not hold office for more than 9 consecutive years from the Annual Meeting at which the appointment was initially ratified.
- c) examining referees shall consult with and be advised by the State Directors of Refereeing as to their duties and, if appropriate, the State Co-ordinators. This will include:
  - the conduct of examinations for referees and umpires;
  - the need for changes to any examination syllabus;
  - any matters relating to the administration of examinations.

#### **4.7 WEBSITE ADMINISTRATOR**

The Website Administrator shall design and maintain a website for the Association which reflects its place in the sport of Croquet and which provides members with details of tournaments, coaching, handicaps and other such information as thought necessary. The administrator is to consult with the Secretary as to appropriate information to be provided.



#### **4.8 NEWSLETTER EDITOR**

The Newsletter Editor shall edit and publish the CNSW Newsletter, usually in conjunction with each ordinary meeting of Council. The content of the Newsletter shall be discussed with the Secretary who will also arrange for the printing and distribution of the Newsletter.

#### **4.9 ACA GAZETTE REPRESENTATIVE**

The Gazette Representative shall collect news, articles and photographs for submission to the editor of the ACA Gazette for publication. A copy of such shall be sent to the Newsletter editor and to the Secretary.

#### **4.10 NSW SPORTS FEDERATION REPRESENTATIVE**

The NSW Sports Federation Representative shall represent CNSW interests at meetings of the NSW Sports Federation and report to the CNSW on matters affecting croquet.

#### **4.11 REGIONAL COACHING CO-ORDINATORS**

The Regional Coaching Co-ordinators shall:

- a) be NCAS Level 2 accredited coaches, where possible;
- b) each represent a State Coaching Region;
- c) be members of the Coaching Committee;
- d) assist the State Director of Coaching
- e) be responsible to the State Director of Coaching for the conduct of clinics and the croquet (sports -specific) part of accreditation courses.

#### **4.12 RECORDS OFFICER**

The Records Officer shall:

- a) maintain the data base of members and clubs, including, inter-alia, all telephone numbers, handicaps, and other appropriate details;
- b) assist the State Handicapper (or act as Joint State Handicapper) in preparing documentation relating to the AHS and provide handicap data (particularly for Match players) to the Website Administrator for publication on the CNSW website;
- c) assign Identification Numbers (ID) for all new members and maintain a list of members no longer affiliated and reassign ID's as appropriate;
- d) request details of handicaps, from Club Handicappers, for Non- Competition members at least once per year;
- e) be responsible for production of the Yearbook;
- f) produce documentation for re-affiliation of members and receive all such re-affiliation forms from the clubs and check for correct receipt of monies.

#### **4.13 TROPHIES OFFICER**

The Trophies Officer shall maintain an inventory of all trophies held by the Association and be responsible for the collection and engraving of such trophies for presentation.

#### **4.14 STATE HANDICAPPER**

The State Handicapper shall:

- a) preferably be a position occupied jointly by two persons. It is appropriate that one of these should be the Records Officer
- b) administer the AHS for the Association and in particular with reference to Clauses 5.1 to 5.4 of the ACA Handicapping Regulations. Consider and impart to all clubs additional supplementary advice or guidelines as are received from time to time from the ACA Handicapping Committee.

#### **4.15 PUBLICITY OFFICER**

The Publicity Officer shall:

- a) be chairman of the Publicity Committee;
- b) publicise the game of croquet and activities of the Association throughout NSW;
- c) liaise with possible sponsors;
- d) prepare press releases and liaise with the media with the approval of the Executive.

#### **4.16 RETURNING OFFICER**

The Returning Officer shall:

- a) prepare ballot papers for annual election;
- b) conduct postal voting as required;
- c) together with the scrutineers, count votes as required.

#### **4.17 ARCHIVIST**

The Archivist shall:

- a) collect, maintain and//or record all relevant historic and archival material;
- b) safely retain all Association records and archival material;
- c) allow all such material to be available to clubs and members when required.

#### **4.18 LIBRARIAN**

The Librarian shall:

- a) catalogue and maintain all books, periodicals, videos, films and any other material pertaining to croquet;
- b) make all such information and material accessible to clubs and members as required, with the borrower being responsible for collection and return, postage and insurance cover.

#### **4.19 STATE COACH**

The State Coach shall:

- a) be preferably a Level 2 Accredited Coach or a person accepted by the Executive as having the equivalent experience and skills;
- b) coach the State Training Squad and the State Team;
- c) maintain close liaison with the Selection Committee, State Director of Coaching and recommend to the Executive that Development Coaches be appointed if considered beneficial;
- d) report to and perform other duties as requested by the Executive.

## 5 COMMITTEES

The committees of the Association shall be as follows:

- Coaching
- Gateball
- Facility Management
- Publicity
- Referees
- Selection
- Social
- Tournament

and such other committees as the Board may from time to time consider necessary.

### 5.1 Operation of Committees

- a) all members of committees shall be affiliated members of CNSW;
- b) members of committees shall have the same term as Board members, ie two (2) years;
- c) a member may not serve on a particular committee for more than three (3) consecutive terms unless special circumstances require otherwise;
- d) all committee members shall be elected at the Annual General Meeting;
- e) nominations for membership of any committee shall be made by affiliated clubs; all such nominations shall be lodged in writing with the Secretary by July 31 and have the written consent of the nominee.
- f) in the event of insufficient nominations being received for a particular committee by July 31, nominations may be made at the Annual Meeting;
- g) vacancies occurring between Annual general Meetings shall be filled by the Board for the balance of the term;
- h) committees will elect their own Chair and a member may not be chairman of more than one (1) committee. Each committee must also elect a secretary and the secretary is to advise the Board and the Records Officer of such elections;
- i) committees shall have the power to coopt for special purposes for a specified period.
- j) the secretary of each committee shall keep suitable records of its proceedings, such records to remain the property of CNSW;
- k) each committee shall be responsible for its own paperwork, of which the final copy for publication shall be given to the Administrative Assistant for distribution.
- l) each committee shall submit to the Board, within ten days, a copy of the Minutes of each meeting.
- m) each committee shall submit a written report to the Board by 31st July each year or at such other time as requested by the Board;
- n) each committee shall be responsible to the Board and shall obtain approval for its policy and actions. Any motion from a committee which bears on the policy or finances of CNSW must be submitted to the Board for approval;
- o) each committee will have its power, scope and duties defined by the Board.

## **5.2 COACHING**

The committee shall:

- a) consist of the State Director of Coaching, the Regional Coaching Co-Ordinators (or proxies) and 3 elected members;
- b) be N.C.A.S. accredited coaches;
- c) from time to time delineate State Coaching Regions and appoint Regional Coaching Co-Ordinators;
- d) assist the State Director of Coaching and Regional Coaching Co-Ordinators with implementation of the National Coaching Accreditation Scheme;
- e) assist CNSW on all matters pertaining to coaching;
- f) keep records of coaching courses;
- g) distribute to members information gained from the Australian Sports Commission literature and seminars;
- h) maintain a record of available manuals, films and videos;
- i) assist in preparation of coaching material;
- j) recommend to the Executive (see 26.9.8) the reimbursement of expenses to coaches responsible for presenting an accreditation course or a coaching clinic;
- k) arrange coaching sessions under appropriate circumstances with coaches and recommend to the Board reimbursement of expenses;
- l) recommend to the Board reimbursement for half the costs of General Principles Courses to persons completing all the Level 2 coaching accreditation requirements.

## **5.3 GATEBALL COMMITTEE**

The committee shall:

- a) consist of three members;
- b) promote the game of gateball by providing instructional literature and conducting demonstrations, and scheduling events for inclusion in the Association's calendar;
- c) prepare a business plan for the development of gateball;
- d) recommend to the board the purchase of equipment as required.

## **5.4 FACILITIES MANAGEMENT**

The objective of the Facilities Management Committee is to maintain all the CNSW facilities at the Tempe headquarters in good condition and suggest improvements. The Committee will consist of between 3 and 5 members with the Chair of the Committee being approved by the Board. Allocation of responsibilities to members of the Committee will be the responsibility of the chairman.

The Committee is responsible for:

- a) the maintenance of the outdoors areas for which CNSW is responsible. This includes the croquet lawns and surroundings;
- b) maintenance of the headquarters buildings comprising the office complex and equipment sheds;
- c) cleaning and housekeeping of the headquarters areas;
- d) carrying out the maintenance using both maintenance contractors and volunteers as necessary;
- e) preparation of an annual budget for maintenance work and submit it to the Board (via the Treasurer) for their approval. The committee shall report actual expenditure against budget on a regular basis. Any significant unforeseen expenditure shall be referred to the Executive Committee for approval;

- f) using appropriate commercial processes if it is necessary to engage contractors including obtaining quotes, overseeing the work and approving invoices;
- g) organising working bees of volunteers where necessary, and co-ordinate the work;
- h) assessing the state of the facilities on a regular basis and alerting the Board to any defects;
- i) planning management strategies for Headquarters clubhouse and lawns subject to the approval of the Board;
- j) detailed examination of proposals for new works at Headquarters, especially with respect to feasibility and estimated cost. If possible, recommendations to the Board for adoption of proposals should include choices between different technical solutions, with costs.

The Committee is not responsible for liaison with external authorities such as the local Council.

### **5.5 PUBLICITY COMMITTEE**

The committee shall:

- a) consist of three members, one of whom shall be the Publicity Officer;
- b) assist the Publicity Officer in providing publicity for the Association with the aim of increasing membership and bringing croquet to the attention of the public. Design and produce suitable brochures and posters.

### **5.6 REFEREES COMMITTEE**

The committee shall:

- a) consist of the State Director of Refereeing and two other members, both of whom shall be qualified referees;
- b) assist the State Director of Refereeing in the performance of their duties.

### **5.7 SELECTION COMMITTEE (S)**

There shall be Selection Committees for Association Croquet and Golf Croquet. Each committee shall in their respective areas:

- a) consist of five members;
- b) adhere to the selection criteria;
- c) select players for the State Team in their respective codes and any other teams required;
- d) select players for invitation events;
- e) select players for development and training squads (For development squads the committee may call for expressions of interest, seek input from clubs and have regard to criteria beyond the normal selection criteria; and
- f) inform the Board of selected players and advise the players of their selection.

### **5.8 SOCIAL**

The committee shall:

- a) consist of three members;
- b) be responsible for the organisation of all social events for the Association, including its Gala Days, in liaison with the Executive;
- c) compile a billeting register;
- d) arrange billeting for members participating in tournaments, for interstate and international visitors as required.

## **5.9 TOURNAMENT**

The committee shall:

- a) consist of five members;
- b) maintain a tournament calendar of CNSW events having regard to the timing of WCF and ACA events;
- c) assist clubs to schedule major tournaments run by affiliated clubs;
- d) the calendar for the next tournament year is to be finalised by 1<sup>st</sup> Dec of each year.