

Croquet Association Queensland Inc.

By Laws

SECTION A. GENERAL

PREAMBLE

These by-laws are laid down by the CAQ Management Committee as empowered by clauses 9(2)(g) and 14(2) of the CAQ Constitution.

1. MEMBER CLUBS

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

1.1 Member clubs are responsible for:

- a) complying with the Constitution, by-laws, policies and procedures of CAQ;
- b) advising, within 30 days, both to the CAQ Secretary and the secretary of their Regional 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) 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 affiliated club;
- e) ensuring that all members of Member Clubs who play any of the mallet sport codes supported by CAQ are Registered Players;
- f) A Member Club that permits a non-registered player to play in tournaments conducted by ACA or CAQ may be liable to a caution, reprimand or suspension of membership entitlements for a period to be determined by the Management Committee;
- g) notifying the CAQ Event Manager by 30 September each year, full details of any open tournament or event/s the Member Club plans to conduct the next year, and
- h) applying to the CAQ Event Manager by 30 September each year to host a CAQ-conducted event.

2. PLAYER REGISTRATION

- 2.1** Registration fees for a player are payable by the player's first or primary Member Club and are transferable if the player resigns or nominates a different primary Member Club.
- 2.2** Additional registration fees are not payable for a player joining one or more additional Member Clubs.
- 2.3** Member Clubs accepting players registered outside Queensland will pay the CAQ player registration fee less any ACA component.

3. MEETINGS

- 3.1** Meetings of the Association and of the Management Committee will be conducted as set out in the 'Conduct of Meetings' Procedure.
- 3.2** All persons attending CAQ meetings are required to follow the Standing Orders contained in the 'Conduct of Meetings' Procedure.

4. REVIEW OF THE ASSOCIATION'S CONSTITUTION

- 4.1** The Association's Constitution will be reviewed as required.
- 4.2** CAQ's Management Committee may appoint an ad hoc Governance Group, consisting of three registered players minimum, to review its Constitution and make recommendations for amendments.
- 4.3** The Constitution with recommended amendments will then be forwarded to Member Clubs for consideration.
- 4.4** A Special General Meeting will be convened to consider and adopt the recommended amendments.
- 4.5** A vote of 75% of Club Member Delegates present including proxies is necessary to adopt the amended Constitution.
- 4.6** Following its adoption, the resolution, together with the amended Constitution will be submitted to the relevant government department for registration.
- 4.7** The new Constitution will come into force when registration has been completed.

5. REVIEW OF THE BY-LAWS

- 5.1** By-laws will be reviewed every three years to ensure they meet the Association's current needs.
- 5.2** Comments for suggested change to a By-Law or part thereof must be made in writing to the Association's Secretary, setting out rationale for the proposed change.
- 5.3** The Management Committee may send the proposed amended By-Law/s to Member Clubs for comment.
- 5.4** 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.
- 5.5** 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.
- 5.6** 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.

6. REVIEW OF THE POLICIES

- 6.1** Each policy will be reviewed every three years to ensure it addresses the current needs of the Association.
- 6.2** Each policy must have an assigned person or sub-committee responsible for its maintenance and application.
- 6.3** The Management Committee has the right to create, remove, delete from, add to or otherwise amend policies.
- 6.4** 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. HANDBOOK

- 7.1** The Handbook provides a single repository for all CAQ administrative and procedural information.
- 7.2** The Handbook is available only on the CAQ website.

8. COMMON SEAL

- 8.1** The Secretary has custody of the Common Seal, which may be used only as laid down in the Constitution.

9. GRIEVANCE PROCEDURE

- 9.1** In the event of a dispute between:
- (a) a registered player and another registered player,
 - (b) a registered player a member club,
 - (c) a member club and another member club,
 - (d) a member club and the management committee, or
 - (e) a member club and the association

which requires mediation or resolution by CAQ, the dispute must be reported directly to the CAQ Complaints Officer.

The CAQ Complaints Officer will address the dispute according to the ACA Member Protection Policy.

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).

PART A. MANAGEMENT COMMITTEE MEMBERS

22. GENERAL

22.1 Management Committee members are elected and removed from office as laid down in the Rules.

22.2 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.

22.3 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.

22.4 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.

22.5 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.

22.6 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 Rankings 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 website.

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-Committee 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.

By-law 58. SELECTION SUB-COMMITTEE

Deleted.

Replaced by 2020 CAQ Selection Policy

July 2020

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.