

CROQUET ASSOCIATION QUEENSLAND INC.

MINUTES

MANAGEMENT COMMITTEE MEETING

Tuesday, 28th June 2022 at 10.30am

Sports House

Car Park code: 3019

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- 1. 1.1. Attendance via zoom**
Pat Habner (President), David Housden (Vice President), John Turner (Treasurer),
John van Barneveld, Joan Mathiesen, Sarah Widin, Paul Reynolds,
Beryl Turner, Willy Silk (Secretary)
Apologies:
Di Leahy, Jacek Czarski

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- 2. Opening:** The President opened the meeting at 10.35am.
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The Management Committee members were asked to declare any conflict of interest with any items for discussion. There were no conflicts.

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- 3. Vale:** There were no vale notices received
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- 4. Receipt of the Management Committee Minutes 24th May 2022**

* **There were no amendments**

* **The minutes were confirmed**

* **Business arising:**

* **Actions completed by Secretary:**

Advised clubs that MSX is on hold

Emailed Mr Ross Preston that Lawn matters still on going

Copies of PL insurance policies sent to Clubs

Queensland Covid guidelines sent to clubs

QSport Event Planning Calendar – still to be actioned

* **Actions completed by President:**

President reviewed the letter from BSR re promotion of Come & Try days and presented it to the ACA committee at their meeting. ACA will action this matter.

Notice to clubs re awareness of Health & Safety around clubs - still to be actioned

Explanation to clubs re QHRC Vicarious Liability – still to be actioned

Actioned Incident report from Stephens

Microphone purchased and has arrived

Information /Training Day still to be actioned – replacing Coaching conference. This will be held in November and Secretary will ask the

President of Toombul CC if the Day can be held at their club. Suggested topics were Referees, tournaments, committee positions. Information will be sent to clubs in September.

Action WS

*** Actions by MC members:**

Date change – the Vice President will visit the SCR on the 20th of July re new Software and follow up with Murray Tinker on gifting and donations. He will be visiting the DDR on the 3rd of September and will organise a date for the BNR and BSR. David Housden will contact the remaining regions to see what they want.

Most of the queries from clubs re software have been regarding membership and how to enter competitions – training videos can be found under Administration Help or “How To....”

The Vice President actioned transition from Design Bordello to Revsport – The change over will happen on the 30th of June. There may be a problem arising with the email system. David is working with Round Cube service to overcome any problems. It will be important that the email addresses - croquetqld.org - for CAQ Management and clubs remain imbedded somewhere in the system, as the present email addresses have been registered with Grant applications and other contacts.

David Housden and John Turner have done an excellent job setting up the new registration and competition system, and the website and information pages, using Revolutionise Sport.

Di Leahy to contact Mike Mabbutt and Greg Bury re Pan Pacific Masters games – still to be actioned. It may be too late to follow up on this matter.

Resolution: that the minutes of the 24th of May 2022 meeting are a true and accurate record of the meeting and are endorsed. Carried

Vote outside committee

- 1. Gender Equality Action Plan endorsed – It was necessary to present and vote on this Action Plan urgently as it was needed for the Tourism, Innovation and Sports extended grant application. The majority MC members voted, and the Action Plan was endorsed.**

It is important that clubs be aware of gender equality issues. Awareness of this Action Plan will be included in the Induction documents and job descriptions.

Action PH

- 2. Queensland State Golf team ratified – The team needed to be ratified before the invitations could be sent to the successful players. The MC agreed with the selections and the team was ratified.**

5. Correspondence:

Correspondence of note

- VOC – CAQ Gender Equality Plan
- From Qld Premier’s Office – Applications open for Qld Day 2023 Grant – sent to clubs

- Forms & Documents re CAQ Grant – completed
- Expression of Interest email from ACA for the 2023 women’s association World Championships in NZ - sent to all clubs
- Expression of appreciation for adding Golf Doubles 6+ event
- From QSport update on Conference 21st July – Secretary to check if Dick Byres will go. **Action WS**
- Email re EOI for Squad co-ordinators positions – sent to all clubs
- From Player re non selection for Golf team, reply from Selection Sub-committee and withdrawal of appeal
- Information for AICD Sport Governance course 14/15 October. The Secretary will send information to interested MC members **Action WS**
- From ACA for EOI for vacant positions – sent to clubs
- From ACA for EOI for National co-ordinator of Gateball –

Correspondence endorsed

6. Reports:

1. CAQ Golf referee co-ordinator’s quarterly report
2. AGC Steering committee report
3. TM, TR, THR, reports for the CAQ Men’s Ricochet singles
4. CAQ Golf Centenary Inter-regional Pennant report & photos
5. TM report for Div. 3 & 4 Assn Championships
6. TM & TR report for CAQ Centenary Assn Inter-regional Pennant – All Centenary Inter-regional Pennants that have been completed have been enjoyed and players are hopeful the event will be played again next year. The dates must be on the CAQ Calendar when it is released. Three days will be allocated for each event and a revision of the event will be actioned. **Action PH**
7. TR report for CAQ Golf Doubles 6+ - Positive responses on this event have been received
8. ASSN Coaching co-ordinator’s quarterly report
9. ASSN Referee co-ordinator’s quarterly report
10. TR report for CAQ Golf Doubles
11. Golf Coaching Co-ordinator’s quarterly report

Minutes:

1. SCR June Minutes & reports
2. ACA June Minutes & reports
3. CAQ Selection sub-committee 19th June minutes
4. DDR June Minutes

Newsletters:

1. Bribie Island June Newsletter
2. Croquet Newsletter (Blue Booklet)

Registration Report:

There was no report for this meeting. A report for 2 months will be presented at the next meeting. **Action DL**

MSX: There is no current information

Governance:

- Integrity Framework bank of Policies – the hyperlink did not work for some
- Members of the Governance sub-committee are working on other policies – Hall of fame, Coaching, smoking, alcohol, sun smart, sponsorship. When ready, the policies will be sent to the MC members for perusal.
- Once policies are approved by the MC they will be sent to all clubs. Sarah Widin will prepare a one-page list with the changes.
- The sub-committee need more information for the Conflict of Interest and Privacy policies.
- The Budget planning Policy will be sent to the Finance sub-committee for their input – Sarah will consult with David and John for this information.
- The revised By-laws will be presented to the July MC meeting for approval.
- 15 minutes will need to be allocated for discussion. MC members will receive a copy before the next meeting for their perusal and comments.
- A written report from the Governance sub-committee will be forwarded to the Secretary

7.1 President

The President reported on ACA matters. Reports were received from the ACA Finance and budget committees. There are two separate committees at present, and they will be combined to form one. It was noted that the ACA has too much money in the accounts. This was explained – ACA has not held competitions in the last two years due to covid restrictions and are using Job Keeper for staff. They will be investing in Marketing and making this their priority.

There will be an ACA Special general meeting held after the Golf Nationals in September. ACA have asked for Notices of motions for discussion from states. State Presidents will hold a meeting to discuss what is happening in their states, their problems and how to overcome them.

ACA is aware of problems with the Public Liability insurance Policy for volunteers. They are investigating and require comments on what clubs would like to see covered. Clubs could invest in a separate Policy that would cover members who volunteer to do work at the clubs. David Housden will follow up with ACA.

Action DH

ACA President, Jim Nichols has an appointment with the Australian Minister for Sport to discuss the possibility of getting Croquet on the School curriculum.

The National Integrity framework and policies included in the framework are now on the Website. They could be of interest to the Governance sub-committee.

The new ACA Referee regulations will be on the ACA website soon. There are few changes.

The ACA is reviewing their Constitution and when completed CAQ will have to align with this.

7.2 Vice President

The Vice-President reported that the Handicap system will stay with the office. Privacy issues require that Clubs do not have access to other clubs' member details.

7.2 Secretary

1. Actioned items from the May minutes
2. Actioned the May Minutes and sent to MC, office bearers, co-ordinators, and clubs
2. Responded to all emails
3. Finished documents and forms for Dept of Tourism, Innovation and Sport extended grant
4. Sent New Golf Rule books to Clubs and active referees

7.3 Treasurer

Report and financial statements

**Treasurer asked that his report and financial statements be accepted.
Seconded by Paul Reynolds. Carried**

The Treasurer will formulate a pro rata system for payment of registration fees for new players which will then be discussed at the next meeting. **Action JT**

8. General Business

1. Public Liability Insurance

ACA is looking into the PL insurance policy. See the President's report for more information. Paul Reynolds suggested that ACA prepare a spread sheet of the questions and answers received for all the states to see. Paul will send an email to Jim Clements, ACA Secretary re his suggestion. **Action PR**

2. Gateball funding

The President has spoken to the Gateball co-ordinator and cleared up this matter. Gateball receive the same funding as the other codes except for State team funding as there is no National Gateball State team competition.

The ACA has advised states that the National Gateball director, John Parkes, has resigned. The position is open to applicants.

3. Coaching Course – Greg Whymark, Gateball Coaching course

All applications for the Coaching course will go to the President who will organise presenters to run the course, then the President will send the names of the players who have completed the course to the ACA Coaching director.

4. Lawn Program – email from John Turner

Following on from last month, John Turner has had communication with Ben Marshall from Complete turf renovations. Ben is prepared to provide his services to clubs at a cost. John will draft a letter for the Secretary to send to the clubs.

Action JT

5. Software – transition from Design Bordello to Revsport

John and David have done an excellent job of setting up the new software. A lot has been pulled from the old system and will need to be sorted. From now it will be the responsibility of the MC members to decide the items to be added to the web page. Still to be updated is the Handicap system, and some of the referee's data. The History archive is in the progress of being updated.

6. Notice of Motions for ACA Special General Meeting

There are no motions from Queensland for the ACA SGM

7. U21 – Queensland to host Nationals

It is Queensland's turn to host the National Golf U21 event. This will be held on the 14th to 16th of January 2023. Our State U21 co-ordinators are Pat Habner and Joy Wright. Eildon will be asked to host this event, and Di Leahy will be asked to be TM. Queensland may be asked to provide billets for some interstate players. Pat and Joy will be attending the zoom meeting Wednesday 29th June.

8. Request from David Housden for discussion on Disciplinary Policy

The discussion will be held over to next meeting. The MC members are asked to think about ideas for this Policy.

Action MC

9. Come and Try day program

ACA will action this item

10. EOI Squad co-ordinators

CAQ have 3 more vacant positions – Association State squad co-ordinator, Golf Development squad co-ordinator, and Golf State squad co-ordinator. Notice of

Expression of Interest has been sent to the clubs, but no replies have been received so far. The closing date is 13th July.

Action PH

11. Items from Brisbane South region

The BSR committee asked CAQ to consider the cash reserves held in the CAQ accounts. With the account to be paid by September to ACA re registration and the costs relating to the Golf state team playing in September, the cash reserves will be severely reduced. Having considered the request, it was resolved to retain our cash reserves.

12. Quarterly reports from Association Coaching and referee co-ordinators

The CAQ Association Referee co-ordinator has requested that instruction courses in both AC Laws and court craft be set up asap. If this is not started referees will fail to meet the requirements of the ACA re-accreditation Policy. The application schedule for the grant extension will cover these courses. The Secretary will send the application schedule to the MC members.

Action WS

13. TR report for CAQ Doubles

The matter in question is being dealt with.

14. Email re Toombul members asking for refund

The matter was discussed and there is no refund. The President will reply.

Action PH

15. Gateball in WBB

The WBB delegate expressed disappointment that she was not contacted re the introduction of Gateball in the region.

11. The meeting closed at 2.15pm

12. Next Meeting:

**It was suggested that the July meeting be by zoom again but at earlier time.
All agreed.**

Next meeting – WEDNESDAY 27TH JULY AT 9AM.

August meeting – in house

