



BOARD POLICIES

OVERVIEW

This document includes various policies enacted by the Board to support the operations and functions of the Board of Croquet South Australia (Croquet SA). The Board established these policies in line with Croquet SA Constitution. They should be read in conjunction with the Board Charter, copies of which are located [here](#).

At all times, the Constitution remains the ultimate guide to the operations of Croquet SA, and the provisions set out in this Charter should be read in conjunction with the Constitution.

The Board will review these policies annually to ensure they remain consistent with the Board's objectives and responsibilities.

CONTENTS

BOARD MEMBER INDUCTION POLICY.....	1
DECLARATION POLICY	4
HONORARIA AND EXPENSES POLICY	6

BOARD MEMBER INDUCTION POLICY

INTRODUCTION

Every new Director and Board Officer should have a formal induction to the Board and their duties/responsibilities.

RELATED DOCUMENTS

The following documents are relevant to this policy:

- Croquet SA Constitution
- Croquet SA Board Charter
- All policies and procedures
- Previous Board minutes, for at least the past year
- Strategic Plan



- Any other organisational plans (i.e. business plans, marketing plans)
- Most current Financial Report
- Current year budget
- Next year's budget (if available)
- Board Calendar

POLICY

New Directors and Board Officers shall receive a formal Induction that provides all relevant information to support the new Director to meet their governance and fiduciary responsibilities.

APPLICATION

This policy applies to all newly Elected or Appointed Directors of the Board of Croquet SA.

PROCEDURES

The Board Chair is responsible for coordinating the induction of new Directors to the Board and ensuring they receive the necessary information to fulfil their responsibilities as a Director of the organisation.

The Board Chair will ensure that those new Directors of the Board:

- Receive access to the documents listed in the Related Documents section of this policy statement. Access to documents shall be through hard copies, electronic copies or by directing to copies of the documents on the organisation's website.
- Are introduced to key members of the organisation, including:
 - other Board Directors; ○ the Chairs of Board Committees; and ○ the CEO, Public Officer or equivalent position.
- Are provided with a mentor relationship with an existing, experienced Board Director to explain the workings of the Board.
- Receive a briefing or training to familiarise the Director with the organisation. Should the Director require additional training on director responsibilities and duties, Croquet SA will cover these costs.



South Australian Croquet Association Inc.

ABN 62 267 815 857



DECLARATION POLICY

INTRODUCTION

Croquet SA is committed to being an organisation that demonstrates integrity and acting in the best interests of the sport of croquet in South Australia.

RELATED DOCUMENTS

The following documents are relevant to this policy:

- Definitions

POLICY

Every Croquet SA representative is required to act with integrity to protect the reputation of Croquet SA.

APPLICATION

This policy applies to any person, whether paid or voluntary, who is elected or appointed to a position with Croquet SA or selected in a team to represent Croquet SA (each of whom is called a “Croquet SA representative”).

Specified positions that require a declaration under this policy include:

- Croquet SA Board Directors;
- Members of a Croquet SA Committee or Sub-committee;
- A person appointed as a coach or manager of a State team or other team which is representative of Croquet SA;
- The CEO of Croquet SA or equivalent position; and
- Any other position within Croquet SA which the Board of Croquet SA decides should be subject to this policy

PROCEDURES

For this purpose, each Croquet SA representative is required to provide a written declaration before taking up their position to confirm that they have not done anything in the past that could bring Croquet SA or the sport of croquet into disrepute.



This might include, but is not limited to:

- behaviour leading to a criminal conviction (other than a spent conviction);
- participation in doping practices;
- participation in match-fixing;
- inappropriate business dealings;
- inappropriate sponsorship arrangements; or
- inappropriate information sharing.

A person who cannot make an unqualified declaration may provide a written declaration specifying the matter or matters that prevent them from doing so.

Any matter disclosed will be treated confidentially within Croquet SA, unless Croquet SA is required by law to disclose it to an appropriate authority.

A person will be ineligible to be elected or appointed to a position within Croquet SA:-

- if they refuse or are unable to provide a declaration, or
- if they provide a qualified declaration and the Board of Croquet SA resolves that the matter or matters disclosed render that person ineligible.



HONORARIA AND EXPENSES POLICY

INTRODUCTION

Croquet SA is principally a volunteer-based organisation.

RELATED DOCUMENTS

The following documents are relevant to this policy:

- Definitions

POLICY

The officeholders of Croquet SA commit their time voluntarily. This policy outlines the circumstances under which payments to representatives of Croquet SA are to be made.

APPLICATION

This policy applies to any person who holds office with Croquet SA in an unpaid capacity, including but not limited to:

- Croquet SA Board Directors;
- Members of a Croquet SA Committee or Sub-committee; and
- Any other persons who volunteer their time to Croquet SA.

This policy does not apply to any person that is engaged by Croquet SA to provide a service to Croquet SA on commercial terms, irrespective of the position they hold with the organisation.

This policy does not apply to players expected to meet their travel costs (or are otherwise covered through the State Teams Financial Assistance Policy).

PROCEDURES

General principles:

- Any person, other than paid employees, who is elected or appointed to an official position with Croquet SA is a volunteer.
- Croquet SA recognises that volunteers to the organisation are likely to incur out of pocket expenses related to approved organisation business in proportion to the



role they perform for the organisation (such as travelling to meetings, phone calls and printing, photocopying and paper supplies).

- In recognition that Croquet SA is a not-for-profit organisation with limited resources, the Board have determined that an honorarium be offered as a small gesture to reflect the costs incurred by officers of the organisation.

The Amount of Each Honorarium to be paid is as follows:

- In recognition that the President can be expected to have substantially greater expenses than other Directors, they are entitled to receive an honorarium of \$300 annually.
- The Sport Development Director is entitled to an annual honorarium of \$200.
- The Association Croquet Committee and the Golf Croquet Committee are each entitled to receive a \$300 honorarium to be allocated amongst the Members of those Committees as the Members determine.
- All other Board Directors are entitled to an annual honorarium of \$100.

Travelling expenses incurred by Croquet SA volunteers for interstate or intrastate on Croquet SA business will be reimbursed as follows:

- Airfares, and related taxi fees etc., are to be reimbursed in full.
- Vehicle expenses for travel are to be reimbursed at the rate of \$0.72 per kilometre for each km in excess of 50km per trip.
- Where it is reasonable for two or more persons to travel together in the same car, they are expected to do so.
- The Board may consider, in exceptional circumstances, a claim made for player travel not covered by the State Teams Financial Assistance Policy.

The Treasurer will consider claims for reimbursement in the following circumstances:

- Purchases were made with pre-approval from the Croquet SA Board on organisation business.
- Claims for reimbursement by persons receiving an honorarium will only be paid if the expenses are substantially greater than the value of the honorarium entitlement and are at the discretion of the Board.



- Eligible reimbursements for purchases made on behalf of Croquet SA will be reimbursed in full upon presentation of appropriate documentary evidence.