



## CROQUET COMMITTEE CHARTER

### PURPOSE OF CHARTER

This Charter sets out the role, composition and responsibilities of the Association Croquet Committee and the Golf Croquet Committee (each a "Committee") of Croquet South Australia (Croquet SA), the conduct of which is also governed by the Croquet SA Constitution, a copy of which is located [here](#).

For this document, the word committee applies to both Association and Golf Croquet Committees. Croquet means Association Croquet and Golf Croquet.

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 Charter reflects the ten principles of good not-for-profit governance established by the Australian Institute of Company Directors (Second Edition, 2019). The principles are reflected in the Board Charter of the organisation, which provides the basis for establishing this Committee.

The Board will review this Charter annually to ensure it remains consistent with the Board's objectives and responsibilities.

The term "Laws" refers to the game rules determined by the world governing body of the relevant code.

### 1. PURPOSE AND STRATEGY

1.1 The purpose of the Committee is to:

- a. represent the needs of all Croquet SA registered Croquet players;
- b. promote foster and encourage the playing of Croquet throughout South Australia;
- c. ensure that Laws of Croquet are used for all competitions throughout South Australia; and
- d. keep abreast of new competitions, teaching techniques, and equipment available to the sport.

### 2. ROLES AND RESPONSIBILITIES

2.1 The responsibilities and duties of the Committee are to:

- a. control the day-to-day running of all Croquet events at Croquet SA grounds (and other places as occurs from time to time) under published rules;
- b. roster Referees, Umpires and Day Managers as required and ensure such persons are appropriately briefed on their duties under Regulations;



- c. maintain a record of all results, publish the names of winners of all events and make available a copy of all results to the relevant Handicapper after each event;
  - d. be responsible for the purchase or acquisition of all trophies, prizes, medals, pennants and the like after Board approval; and
  - e. recommend to the Board the date(s) on which presentation of the above shall be made.
- 2.2 The Committee must report on its activities to the Board at regular intervals and as requested by the Board.
- 2.3 The Committee's delegated responsibility to make decisions regarding the commitment of financial resources are outlined below:
- a. Up to the budgeted amounts for Coaching and Refereeing
  - b. A further amount up to \$500 per year

### **3. COMMITTEE COMPOSITION**

- 3.1 The Committee shall consist of seven people. The minimum number of people required to operate the Committee validly is three people.
- 3.2 Committee Members will be appointed for a term of two years and can serve no more than three consecutive terms. To be re-appointed to the Committee after serving the maximum allowable number of terms, the person must not be a Committee Member for two years.
- 3.3 The Chair of the Committee shall be a position held by a Director of the Board of Croquet SA.
- 3.4 Other roles of the Committee to be allocated are the:
- a. Refereeing Coordinator;
  - b. Coaching Coordinator;
  - c. Events Coordinator;
  - d. Selection Coordinator;
  - e. Handicapping Coordinator; and
  - f. Secretary of the Committee.
- 3.5 The names of the Committee Members should be published on the Croquet SA website, including the contact details of Committee Members allocated a position as set out in this Charter.



#### **4. MEETINGS OF THE COMMITTEE**

##### ***Committee Meetings***

- 4.1 The Committee will meet at least four times each year. More meetings may be convened at the discretion of the Committee or the request of the Board.
- 4.2 The quorum for a meeting of the Committee is a majority of current Members of the Committee, subject to a minimum of three Members.
- 4.3 The period of notice for a Committee Meeting is no less than seven days.
- 4.4 Committee Meetings will be held at a time and place as agreed to by the Committee.
- 4.5 Meetings may be legitimately convened by attendance in person or by approved telecommunications, as determined in the Constitution.
- 4.6 The Committee will actively pursue consensus decision-making. However, should a poll be requested, by whatever method the Committee agree upon, decisions of the Committee will be made based on a majority of votes in support by the Committee Members present.
- 4.7 The Chair of the Committee does not have a casting vote.
- 4.8 It is expected that all Committee Members attend all meetings. However, it is acknowledged that Committee Members may, on occasion, require a leave of absence. Any Committee Member who is absent for three consecutive Committee Meetings without the approval of the Chair of the Committee will have their position on the Committee declared vacant under the Constitution.
- 4.9 The Committee should make every effort to schedule meetings of the Committee at a time suitable for all Committee Members. Scheduling a regular, recurring time and date, with advance notice, for Committee Meetings is considered to be addressing this requirement.

##### ***Committee Agendas and Papers***

- 4.10 An agenda will be prepared for all Meetings of the Committee and forwarded to all Committee Members no less than three days before a Committee Meeting.
- 4.11 The Committee Agenda will be prepared by the Secretary in consultation with the Chair.
- 4.12 Committee Members can request items to be included on the agenda for Committee Meetings.
- 4.13 The agenda should include the following information:
  - a. the date, time and location of the meeting;
  - b. the agenda items in order of process;
  - c. whether there is accompanying information regarding each agenda item;



- d. the responsible person for each agenda item; and
  - e. whether the agenda item is for decision, discussion or for noting.
- 4.14 The agenda for Committee Meetings should include the following items, at a minimum:
- a. welcomes and acknowledgements;
  - b. apologies;
  - c. declaration of conflicts of interest;
  - d. review and adoption of the minutes from the previous meeting;
  - e. matters for attention;
  - f. other business; and
  - g. close of the meeting.
- 4.15 Committee papers supporting agenda items should be provided to Committee Members in advance of each meeting whenever possible. Ideally, Committee papers are circulated with the agenda no less than three days before the meeting.
- 4.16 Committee papers should provide sufficient information to inform Committee Members and enable them to make considered contributions to discussion and decision-making.

### ***Committee Minutes***

- 4.17 Minutes of Committee Meetings are to be taken for every meeting of the Committee and are the responsibility of the Secretary, who will provide the Minutes to the next Board meeting.
- 4.18 The task of taking minutes may be delegated but remains the responsibility of the Secretary.
- 4.19 Committee minutes are not a transcript of the entire discussion at a meeting and should reflect the general debate regarding each agenda item and clearly state all decisions made. Where possible, individual Committee Members should not be named in the minutes unless it is unavoidable or a Committee Member directly requests it.
- 4.20 Minutes shall be reviewed in draft form, initially by the Chair of the meeting and then circulated to all Committee Members for review. Minutes are to be confirmed at the next meeting of the Committee.