



# **BY-LAWS**

**Version dated May 2018**

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## Update history

<b><i>Date</i></b>	<b><i>Changes made</i></b>
November 2013	Original publication
November 2017	Selection Committee by-laws 10, 11 & 12 replaced, and by-laws 13 & 14 removed. Director of Refereeing by-laws 16 & 17 replaced Promotions Committee by-laws 8 & 9 suspended pending a review
January 2018	Adverse Weather Conditions Policy incorporated as by-law 26
May 2018	By-law 2 has a change to clauses 1 & 2 to allow for separate AC and GC members on the Competitions Committee. By-laws 6 & 7 concerning the former Northern Region Croquet Committee which was disbanded in 2013 have been removed. By-law 9 has been rescinded and By-law 8 changed to put the emphasis for Promotion onto individual clubs

## Preamble

These by-laws are created by the TCA Executive through the power granted them by rule 19 (2) (e) of the TCA Constitution, viz:

### 19. THE EXECUTIVE

- 1) The Association shall be managed by an Executive in accordance with directions of any general meeting of Member Clubs.
- 2) The Executive shall:
  - a) administer and manage the business and affairs of the Association;
  - b) appoint committees (other than the selection committees) and individuals to undertake various functions required for the efficient operations of the Association;
  - c) may exercise all such powers and functions as may be exercised by the Association, other than those powers and functions that are required by these rules to be exercised by general meetings of the Association;
  - d) subject to these rules, have power to perform all such acts and things as appear to the Executive to be essential for the proper management of the business and affairs of the Association; and
  - e) have power to make, repeal or amend any by-laws, consistent with these rules, which it deems necessary for the conduct of its business.

## 1 COMMITTEES AND POSITIONS

- 1) The Executive shall ensure the following committees are established annually: (a) Competitions Committee; (b) Northern Regional Croquet Committee; (disbanded Jan 2013) (c) Promotions Committee; and (d) Selection Committees.
- 2) The Executive shall appoint persons to the following positions: (a) Director of Coaching; (b) Director of Refereeing; (c) News Correspondent; (d) Web Officer; (e) Constitution Officer; (f) Director of Association Croquet; (g) Director of Golf Croquet; (h) Examining Referees; (i) Handicapper; (j) Convenor of Competitions Committee; (k) Convenor of Promotions Committee; and (l) Competitions Secretary.
- 3) Directors and sub committee convenors are entitled to attend Executive meetings particularly if they wished to make submissions or recommendations in respect of their portfolio or if matters affecting same are listed on the agenda. They receive copies of the agenda and minutes but do not have voting rights.
- 4) Each Club shall appoint the following to meet its obligations under these by-laws: (a) A member of the Competitions Committee; (b) A member of the Promotions Committee; (c) A croquet news officer; and (d) A manager and referees for TCA events allocated to that Club.

## COMPETITIONS COMMITTEE AND COMPETITIONS

## 2 GENERAL

- 1) The committee shall consist of the Convenor, the Competitions Secretary and either (a) a pair of representatives of each club, one for Association Croquet (AC), and one for Golf Croquet (GC) or a single representative, able to deal with both AC and GC,
- 2) While it is expected that the club representatives will serve for an entire season, the club may substitute or replace their representative(s) on giving notice to the Competitions Secretary.
- 3) In the event that a club representative is unable to attend a meeting of the Committee, the club concerned may appoint another member to attend in his place.
- 4) The Tournaments and Competitions Committee shall meet within 30 days of the appointments of the Convenor and the Competitions Secretary.
- 5) The Committee shall set dates for all TCA tournaments and competitions for the ensuing playing season excepting tournaments and competitions organised by the Northern Regional Croquet Committee.
- 6) The Committee shall consider the recommendations of the Managers of competitions held in the previous playing season and any resolutions concerning tournaments and competitions carried at the meetings of the Association or the Executive held throughout the year. The Committee shall meet within 30 days prior to the Annual General Meeting to prepare a draft calendar to be presented at the Special General Meeting immediately following the AGM.
- 7) In the light of by-law 2(5), the Committee shall review the Conditions for Competitions used by the previous Committee and make any necessary changes before they are issued to clubs as required under by-law 3(2).
- 8) The Committee Secretary shall advise the TCA Secretary concerning dates and decisions of the Committee as soon as possible after the meeting.
- 9) The Committee shall allocate competitions to Clubs and acquaint them with their responsibilities.
- 10) The Committee shall meet to consider and decide any matters of immediate concern relating to tournaments and competitions that are referred to it by the Executive.

## 3 DUTIES OF THE COMPETITION SECRETARY

- 1) The Competition Secretary shall keep minutes of all meetings and forward copies to the TCA Secretary for circulation to clubs and the Executive as soon as possible after each meeting.
- 2) The Competition Secretary shall be responsible for issuing to clubs the following information with respect to each competition organised by the Committee: (a) the Conditions for Competitions; (b) a detailed list of events and relevant dates; (c) entry forms, listing the requirements of entry, the cost of entry, and required information for the competitor; (d) the names and telephone numbers of the Tournament Manager and the Tournament Referee; (e) the venue, date and time of the draw; and (f) a schedule of lawn usage for clubs reference after taking into account any club requests for competition free days.
- 3) The Secretary shall receive completed entry forms and fees from competitors and check: (a) for errors and omissions; (b) for the correct payment of fees; (c) that each competitor is eligible to enter the events nominated; and (d) that the number of entries is sufficient to meet the event parameters.

- 4) The Secretary shall: (a) send entry forms to the tournament manager within 2 days after the closing date for entries; (b) send entry fees to TCA treasurer with a schedule of payments; and (c) assist the tournament manager with the programme if required.
- 5) The Secretary shall: (a) organise presentations, functions, engraving of perpetual trophies, pennants and the purchase of any prizes as required in conjunction with the TCA Secretary; and (b) claim any expenses for each event from the TCA Treasurer.

#### 4 RESPONSIBILITIES OF THE TOURNAMENT MANAGER

- 1) Tournament managers shall act in accordance with the 'Regulations for Tournaments' as prescribed by the ACA.
- 2) Tournament managers shall: (a) prepare for the draw after receiving the names of competitors from the Secretary; (b) arrange the date and venue of the draw with the TCA President and Secretary. If divisional draws are to be made, the President and Secretary or their deputies must be present; (c) conduct the draw in accordance with the Laws Book and any Rules prescribed by the Association; and (d) prepare copies for each club.
- 3) Tournament managers shall prepare the daily programme and at the same time: (a) be as helpful and considerate to players as possible, but be completely impartial; (b) consider the difficulties of some competitors getting to the lawns for the first match of the day; (c) keep lawns free or occupied for as long as possible; (d) adhere to all conditions as printed in the schedule; (e) abide by any special directions regarding exemptions; (f) allot lawns as evenly as possible at different clubs; and (G) play finals on neutral lawns, except that members of the same club may play on their home lawn.
- 4) In managing the progress of the event Tournament managers shall: (a) establish headquarters where he/she may be contacted at any time during the tournament; (b) provide daily programmes to each club and the Tournament Referee; (c) if any time and venue changes are necessary after a program has been posted, all players affected and the Tournament Referee must be told of the change; (d) arrange for venue managers to be at all lawns; (e) provide a 5-minute warm-up to players before each game; (f) arrange for venue managers to report match results each day, and give them the other results to keep their charts up to date; (g) if required by the Publicity Officer, provide a report of the matches for appropriate media; (h) authorise the venue manager to suspend games if there is any likelihood of danger to health and well being of persons due to extremes of climatic conditions; and (i) ask venue managers to avoid placing a player on the same lawn for a second match, if possible.

#### 5 AUSTRALIAN CHAMPIONSHIP PLANNING COMMITTEE (currently under review)

- 1) The Planning Committee should comprise: (a) the TCA Executive; and (b) one representative from each club.
- 2) The first meeting should: (a) be held two years prior to the Championships; (b) nominate a Tournament Manager who will be a member of the Committee after endorsement by the

Executive; and (c) appoint a person(s) who will be responsible for local sponsorship and publicity.

- 3) The Tournament Referee shall be nominated by the Director of Refereeing at least six months prior to the Championships and should attend all subsequent Committee meetings.
- 4) In regard to finance, the Committee shall: (a) establish guide lines for the Treasurer; and (b) inform the clubs of their financial responsibilities and any expectations of grants which could be available from Government sources, sponsorship or other monies; and (c) clarify responsibility for costs involved in computer processing of results.

## NORTHERN REGIONAL CROQUET COMMITTEE Disbanded January 2013

### 6 No longer active

This by-law and the one following formerly described the formation and operation of a regional Competitions Committee in the Northern Region.

### 7 No longer active

## PROMOTION

### 8 GENERAL

- 1) The responsibility for promoting the game of croquet with the prime objective of increasing membership lies with each individual club.

### 9 No longer active

This by-law formerly described the formation and operation of state-wide and regional Promotions Committees

## SELECTION COMMITTEES

The principles embodied in the by-laws regarding selection committees are:

- 1) Rules governing Association and Golf croquet selection should be the same unless dictated by the different nature of the games themselves, or the events for which players are being selected.
- 2) Selection committees should be seen to be free of potential conflicts of interest as for example where members select themselves or each other. See rule 7g
- 3) There should be a generally accepted process that selection committees will follow.
- 4) Players have a right to put their names in front of selectors, and the right to appeal should they not be selected.
- 5) The proposal draws on the "Getting It Right: Guidelines for Selection" document published by the Australian Sports Commission  
([https://secure.ausport.gov.au/\\_\\_data/assets/pdf\\_file/0018/364122/GettingItRight.pdf](https://secure.ausport.gov.au/__data/assets/pdf_file/0018/364122/GettingItRight.pdf))

## 10 SELECTION COMMITTEES (ASSOCIATION CROQUET AND GOLF CROQUET)

### GENERAL REQUIREMENTS

- 1) There shall be separate selection committees for both Association Croquet and for Golf Croquet.
- 2) Each selection committee shall consist of three voting members. It is highly desirable that all members have previous experience playing in the team for which they are a selector.
- 3) Each selection committee will be elected by delegates of member clubs, at the Special General meeting held after the AGM (for AC) and at the SGM normally held in January (for GC).
- 4) While it is highly desirable that there be a substantial degree of continuity of tenure, no person may be elected as a member of a selection committee for more than three consecutive years.
- 5) The captain of the previous year's team is to be an ex officio (non-voting) member of the selection committee.
- 6) The names of current members of a selection committee shall be published on the Association's website.
- 7) Each committee shall
  - a) Meet within one month after appointment to elect a chairperson and a selection committee secretary.
  - b) Meet as necessary, at properly convened meetings, and, unless in an emergency, with agendas circulated to each member. Minutes are to be kept but, remain confidential.
  - c) Maintain the confidentiality of the outcomes of each meeting.
  - d) Determine and through the Association's secretary, publish on the Association's website key dates in their decision-making process including key selection events. The process should broadly follow the following guidelines:
  - e)
    - i) Convene a meeting of selectors
    - ii) Elect a chair and secretary.
    - iii) Review previous year's team's performance.
    - iv) Establish selection criteria including:
      - (1) Must/should enter certain events for potential team members.
      - (2) Approximate date that the state team will be chosen.



- v) Name and contact details for any appeal. If possible, names should include current MPO officer.
  - vi) Call for expressions of interest.
  - vii) Choose state team squad (and development squads, north and south) if enough interest).
  - viii) Appoint a Captain & Vice Captain; they should also appoint a qualified & accredited coach, who is responsible for and conducts squad-training sessions and who is to be an ex officio (non voting) member of the committee.
  - ix) Publish squad details on TCA website
  - x) Allow for appeals regarding non-selection.
  - xi) Add players to, or remove them from a squad if the need arises.
  - xii) Choose team and post to TCA website.
  - xiii) Allow for appeals regarding non-selection.
  - xiv) Review performance after interstate events (both process and results) and Captain to submit formal report to TCA.
- f) Select team players of five men and five women: appoint a manager if appropriate and pass these details to the Association's Secretary to publish on the Association's website.
  - g) A committee member with a conflict of interest must leave the room while any issues involving the said conflict of interest are discussed.
  - h) The committee has the power to co-opt additional members should more than one member at a time withdraw because of a potential conflict of interest.
- 8) Selected players should be strongly encouraged to undertake the procedure to become a qualified, accredited referee prior to interstate events.
  - 9) An emergency meeting may be needed to select any substitutes that are required prior to the commencement of the series.
    - a) Prior instructions shall be given to the Captain as to the procedure to be followed should a substitute be needed after the commencement of the series.

## 11. ACA BRONZE MEDALS

- 1) Each selection committee is responsible for selecting the players to be invited to play in these events.
- 2) The Selection Committee Secretary is responsible for issuing the invitations.
- 3) Each selection committee shall appoint a manager, venue referee and tournament referee (T REP level 2) for these events.
- 4) As far as possible, each Bronze medal competition shall be conducted so as to mimic the format of the Gold medal event for which it is a qualifier.

## 12. APPEAL PROCESS

- 1) The principles of natural justice dictate that everyone should have the right to appeal against a decision that affects them.
- 2) The appeal process should be informal in the initial stages but allow for a more formal process should a player wish that.
- 3) Only players who believe they should have been selected can appeal. The grounds for an appeal are limited to the following:
  - a) The selectors did not follow the procedures laid out in the policies, rules, regulations and/or criteria of the Association. Minor variations or discrepancies shall not constitute grounds for an appeal.
  - b) There was an error in the information on which the decision was based.
  - c) Members of the selection committee were influenced by bias.
  - d) The decision reached was grossly unfair or unreasonable.
- 4) A player may within 1 week of squad/team being published, ask the selection committee chair for a verbal explanation of their non-selection. Chair may delegate response to another selector if thought appropriate. If player satisfied (or at least accepting) of reasons given matter ends there.
- 5) If player unsatisfied, within 2 weeks of publication, can ask for a formal review. Chair must provide written reason for decision within 7 days of receipt and appoint a 3-person panel to review decision plus a date when panel is to convene. Panel members must not be selectors, should preferably be people with previous team membership or persons of similar standing. If the appeal is a process issue, it is desirable that one member have legal experience. The appellant may be asked by the TCA Executive to lodge the expected cost of any appeal meeting.
- 6) Player has the option to accept written reason and the earlier decision, or can decide to appear in person and/or submit written statements in support of their appeal. These statements can be personal, or from other persons including legal representatives, but these other persons cannot appear before the review panel.
- 7) Following review meeting, the panel may decide to dismiss the appeal, or find grounds to request the original selection committee to review their earlier decision. If such a request is made, the review panel must state why they think a review is required. Notwithstanding the panel findings, if in the view of the panel the appeal merits it, any costs by the appellant shall be refunded.
- 8) If requested, the selection committee should review their decision, and at their discretion, confirm their earlier decision, or change it. This decision is final.
- 9) Clearly if a decision is changed, other appeals may flow from this.

## DIRECTOR OF COACHING

### 15 RESPONSIBILITIES FOR COACHES AND COACHING

- 1) In the field of direct coaching, the Director of Coaching is responsible for: (a) the training of coaches; (b) the development of coaching techniques and standards; (c) the coaching of players; and (d) the appointment and/or training of specific course coordinators and presenters to conduct or assist in conducting ACA coaching courses.
- 2) In planning, the Director of Coaching shall: (a) prepare an annual programme of coach training courses and player coaching courses; (b) organise sufficient updating activities each year so that

accredited coaches can maintain their level of accreditation; and (c) maintain a Coaching Development Plan in conjunction with the overall State Development Plan.

- 3) In liaison with Tasmania's Coaching Centre, the Director of Coaching shall: (a) encourage attendance at courses run by that body; and (b) ensure that croquet is listed on their data base and mailing lists.
- 4) In regard to the ACA, the Director of Coaching shall: (a) represent Tasmania as a member of the ACA Coaching Committee; (b) assist in the coordination of the National Coach Training Programme and player coaching courses, and with the ACA 5 year Development Plan; (c) register coaches who have satisfactorily completed the ACA level 1 and 2 coach training courses; (d) maintain a direct liaison with the National Director of Coaching and with counterparts in the other states as required; (e) submit an annual report of the state's coaching activities in time for the ACA's AGM; and (f) report on any appropriate state matters.
- 5) In general, the Director of Coaching shall: (a) act as a focal point for all coaching matters within Tasmania; and (b) maintain a register of all accredited coaches; and (c) submit a report to the Executive as required.

## DIRECTOR OF REFEREEING

### 16 GENERAL

There shall be a Director of Refereeing for AC and another for GC.

### 17 DUTIES

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

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

- l) recommend to the Executive the reimbursement of expenses to referees conducting training courses for potential referees and umpires, refresher courses for referees and umpires, introductory Laws classes or examination of potential referees and umpires;
- m) Report to the Executive annually.

## NEWS CORRESPONDENT

### 18 RESPONSIBILITIES

- 1) Through the use of newsletters and other means to: (a) publicise the TCA's objectives; (b) receive items of interest from club news officers; and (c) co-ordinate and disseminate news and developments in the sport of croquet throughout Tasmania.
- 2) The News Correspondent should prepare a programme relative to periodic publications and advise each club news officer of the cut-off dates for receiving contributions.
- 3) The News Correspondent shall assist the ACA Magazine Committee by forwarding news items relative to croquet in Tasmania.

## CONSTITUTION OFFICER

### 19 PURPOSE OF THE POSITION

- 1) The purpose is to maintain the integrity of the Association's rules and by-laws.
- 2) The person appointed to this position should have either: (a) some background in drafting regulations or rules; or (b) the advice of a person with such experience.

### 20 DUTIES

- 1) To process changes to the rules and by-laws to meet the needs of the Association.
- 2) To bring to the attention of the Executive any aspects of the rules or by-laws which require amendment to recognise:
  - a) changes adopted by the Australian Croquet Association; or
  - b) other legal issues.

## DIRECTOR OF ASSOCIATION CROQUET

## 21 DUTIES

(1) The Director of Association Croquet shall: (a) promote foster and encourage the playing of Association Croquet throughout Tasmania; (b) liaise with the Tournament Sub committee regarding the annual AC Tournaments; (c) consult with the Director of Coaching and the State AC Selection Committee regarding the promotion of suitable players for higher competition; (d) liaise with individual clubs regarding the development of Association Croquet at club level; (e) report activity and progress to the Executive either in person at their meetings or via a written report; (f) prepare articles for Tassie Tales and the website.

The Director may seek the services of a sub-committee to assist in this role.

## DIRECTOR OF GOLF CROQUET

### 22 DUTIES

(1) The Director of Golf Croquet shall: (a) promote foster and encourage the playing of golf croquet throughout Tasmania; (b) ensure that the WCF Rules of Golf Croquet are used for all competition throughout Tasmania; (c) keep abreast of new competitions, teaching techniques, equipment etc available to the sport; (d) attend promotional days and tournaments around the state, demonstration of golf croquet to as wide as audience as can be reached' (e) liaise with other states to obtain information on the progress of golf croquet nationally; (f) submit written reports on activities to the Executive; and (g) prepare articles for Tassie Tales.

## HANDICAPPER

### 23 DUTIES

- 1) The Handicapper will undertake the duties of the State Handicapper as outlined in the ACA Handicapping Regulations.

## WEB OFFICER

### 24 PURPOSE OF THE POSITION

- 1) The purpose is to develop and maintain the TCA website for promotion of the objectives of the Association and its member clubs.

- 2) The person appointed to this position should have some experience in website development.

## 25 DUTIES

- 1) To process changes to the TCA website to reflect current information on Association and member club activities as submitted by the Association Secretary or Directors or the delegated Officers of member clubs.
- 2) To document procedures for maintenance of the website and to provide training for appropriate updating by delegated positions within the Association and its member clubs.
- 3) To bring to the attention of the Executive significant aspects of website development, maintenance, use and promotion.

## 26 ADVERSE PLAYING POLICY

Croquet Tasmania acknowledges that it has a duty of care when running any event, social or competitive, when conditions are likely to affect a player's health. Clubs and Associations affiliated with Croquet Tasmania also have that duty of care.

Adverse playing conditions covered by this policy are: Extreme Temperatures, Thunderstorms, High Winds, Torrential Rain and Excessive Surface Water.

All event officials and players share this duty of care and should be vigilant in detecting any changes in conditions, also any change in the health of a player and ask the event manager to check with the affected player.

- 1) Player's Role  
If a player's health will be adversely affected by Adverse Conditions, that player has the right, without prejudice, to have their game(s):
  - a) postponed to a time when the conditions will not affect that player adversely or
  - b) cancelled.
- 2) Manager's Role
  - a) At all times observe player behaviour and if any stress or fatigue is evident, talk to player and decide appropriate action.
  - b) If Temperature reaches 32 Degrees –outside shade temperature - halt play and facilitate a meeting of players to ascertain if all happy to continue. If not, suspend play.
  - c) If agreed to continue and temperature continues to climb, play is to be suspended.
  - d) During Thunderstorms, Lightning, Torrential Rain, Extreme Cold or Extremely High Wind, play is to be suspended.
  - e) If Surface Water is excessive and presents a danger, play is to be suspended.
- 3) Club's Role  
Provide safe environment with courts mown to a standard that provides a moderately fast playing surface

If any of the above situations occur, providing the time frame and tournament schedule allows the Manager will endeavour to schedule the unfinished game(s) for a time when Adverse Conditions are not a factor, e.g. late afternoon, evening, 6am next morning or at a venue that has lights.

If this is not possible, event will be cancelled, and left to Managers discretion as to whether sufficient games have been played to declare a winner or matter referred to Tournaments Committee for final decision

Prevention is the best cure.

Social and competitive croquet events over an hour in duration are classified as endurance events. Croquet Tasmania encourages clubs, associations, and officials to educate their members to observe nutrition guidelines for such events. Hydration involves drinking adequate liquids in the days leading up to and during a tournament, and being aware that drinks like coffee, some soft drinks and alcohol dehydrate the system. Gatorade is considered the best sports drink in conjunction with water.

Sports nutritionists recommend nibbling complex carbohydrates throughout a tournament instead of eating lunch in one sitting. The regular nibbles maintain energy levels throughout the day. Good nutrition not only keeps the body in good condition it ensures clear decision making is maintained over long periods

Croquet Tasmania recommends reminding players about nutrition, hydration and slip, slap, slop in the conditions of tournaments and social days.