



# CROQUET VICTORIA

Victorian Croquet Association Inc  
A0001560E ABN 91 903 271 264

## LAWNS PROJECT WORKING GROUP TERMS OF REFERENCE

### AUTHORITY

1. These terms of reference are issued under the authority of the Croquet Victoria Appointees, Sub-Committees and Working Groups policy 17 June 2014, as amended 14 December 2015 and 23 April 2018.

### MEMBERSHIP

2. The Lawns Project WG is to consist of at least 3 and up to 5 members, at least one of whom should be a member of Council. These numbers do not include the President or Secretary, who will be ex officio members.
3. Clubs and Regions will be invited to provide nominations for membership of the WG. Nominees are to provide a statement of their relevant experience and capability.
4. Members of the WG are appointed by Council and may be members or non-members of Croquet Victoria. The WG may propose additional members for co-option, to be endorsed by Council.
5. The WG will appoint its own convenor and secretary.

### DURATION

6. Unless otherwise decided by Council, the term of the WG will expire following the December 2025 meeting of Council, or when Council has considered the final report of the WG, whichever is sooner.

### RESPONSIBILITIES

7. The LP WG is responsible for
  - Identifying and engaging an appropriate specialist to undertake assessment, testing and production of individual management plans for lawns at selected clubs
  - Developing and publicising a process and criteria to determine which clubs will be prioritised for the turf specialist assessment, including their capacity and willingness to follow through a management plan
  - Seeking submissions from member clubs wishing to have their courts assessed
  - Selecting the clubs to participate
  - Reaching agreement with the selected specialist on the work to be done and the price to be paid, within budget provision
  - Overseeing the completion of all contracted work
  - Updating Council on the progress and outcomes of the project

### PROCEDURES

8. The WG will meet as necessary face to face or via teleconferencing
9. Minutes of meetings will be provided to the Secretary, Croquet Victoria, within 7 days of each meeting.
10. The WG will report to Council at each meeting.