



# **COUNCIL MANUAL**

## **August 2023**

This Council Manual is distributed to new Croquet Victoria Council Members and is available online for prospective Council members.

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Additional information is available as follows:

## **Croquet Victoria website:**

- Council Member Profiles, contact information for Council Members and Appointed Officers at [croquetvic.asn.au/officers.php](https://croquetvic.asn.au/officers.php)
- Croquet Victoria Constitution, By-Laws, policies, Strategic Plan, Annual Report, and Annual Financial Report at [croquetvic.asn.au/governance.php](https://croquetvic.asn.au/governance.php)
- A revised Budget was voted on at the February 2022 Council Meeting, and is included in the minutes for that meeting – see [croquetvic.asn.au/minutes.php](https://croquetvic.asn.au/minutes.php)
- Dates of meetings are included on the VCC calendar accessible via the front page of the website, [www.croquetvic.asn.au](https://www.croquetvic.asn.au).

Helpful Good Governance guides can be found at:

<https://www.governanceinstitute.com.au/>

<https://www.nfplaw.org.au>

Please take the time to review the information provided. We would appreciate your feedback.

Kate Patrick  
President



# *Croquet Victoria*

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*Victorian Croquet Association Inc*

*A0001560E ABN 91 903 271 264*

## **Welcome to your role as a Croquet Victoria Director**

On behalf of Croquet Victoria, congratulations on being elected as a Director. Thank you for taking on this role.

I will shortly be in touch to suggest a mentor who will help you settle in.

You'll also find your colleagues on Council are a valuable source of advice.

If you have any queries, do contact me.

Regards

Kate Patrick  
President  
Croquet Victoria

# Overview of Croquet Victoria

## Legislative matters

The Victorian Croquet Association Inc (trading as Croquet Victoria) is incorporated under Victorian legislation (currently *Associations Incorporation Reform Act 2012*) and has been since June 1984, with Incorporation Number A0001560E.

The Association registered the business name of 'Croquet Victoria' with the Office of Fair Trading & Business Affairs, Victoria on 26 October 2004, with Registration Number B1793759T. The name Croquet Victoria is used in documents and publications intended for the general public.

The Association has an Australian Business Number 91 903 271 264.

The Association's financial year is 1 April–31 March.

## Structure

Croquet Victoria is a federation of Regional Croquet Associations, currently fourteen, which in turn are associations of croquet clubs or of individual members.

The Croquet Victoria Constitution requires, as a condition of membership, that Regional Croquet Associations be incorporated, and that their constitutions generally conform with the Croquet Victoria Constitution.

Clubs must be affiliated with their local regional association in order to become affiliated clubs and to sign up their members.

Clubs are not required to be incorporated, though this is recommended (incorporation protects club committee members and enables the club to apply for grants in its own right).

## Membership

The Regional Associations are the voting members of Croquet Victoria and are each entitled to appoint a delegate to vote, in person, on its behalf at general meetings of the Croquet Victoria.

Clubs associated with a regional croquet association and their members are all non-voting members of Croquet Victoria.

## Governance

**General Meetings.** The Annual General Meeting of Croquet Victoria must be held within five months of the end of its financial year and is normally held in June each year. At the AGM, the Regional Associations' delegates receive the minutes of the previous AGM and of any General Meetings held since that previous AGM, receive the Annual Report and the Annual Financial Report, elect Life Members, elect office bearers and other members of the Committee of Management, and transact any Special Business (such as amendment of the Constitution, which requires a 75% majority, or By Laws, which requires a 66% majority).

**Council.** The Council is the governing body of Croquet Victoria and is charged with controlling and managing the business and affairs of the association. Council is required to meet at least six times each year and normally meets bi-monthly in June, August, October, December, February and April.

Council comprises fourteen regional directors, one appointed by each Regional Croquet Association, together with nine directors who are members of the Committee of Management (see below). Committee of Management members include the President, Vice-President, Secretary and Treasurer.

The role and term of office of directors are described below, pp 6-9.

**Delegation.** Council has the authority to delegate its powers, with some limitations, and does this by appointing sub-committee, working groups or officers. Terms of Reference for sub-committees and Position Descriptions for appointed Officers are published on the website at [croquetvic.asn.au/governance.php](http://croquetvic.asn.au/governance.php)

**Committee of Management.** The Committee of Management (CoM) consists of the President, Vice-President, Secretary, Treasurer and five ordinary members, all elected for two-year terms.

The President, Treasurer and two ordinary Committee Members are elected in each year of odd number and the Vice President, Secretary and three Committee Members are elected in each year of even number (the procedure for this is detailed in the Constitution, Rule 24.4). Committee members may only serve a maximum of six years in any one position and may not renominate for that position for twelve months. The Committee meets as required, but normally in the months in which there is not a Council meeting. The Committee is empowered to transact all business of the association between Council meetings and General Meetings. In practice, the Committee resolves only matters that relate to previously approved budget items and matters that cannot wait for discussion/decision at the next Council meeting.

Croquet Victoria office-bearers are listed online at [croquetvic.asn.au/officers.php](http://croquetvic.asn.au/officers.php) and in *Mallet News*.

**Appointed Officers.** Officers are listed on the website at [croquetvic.asn.au/contact.php](http://croquetvic.asn.au/contact.php).

**Governance Documentation.** All Croquet Victoria governance documentation, including the Constitution and By Laws; Policies, Regulations & Procedures; Terms of Reference for sub-committees and Position Descriptions for appointees are available from the Croquet Victoria website at [croquetvic.asn.au/governance.php](http://croquetvic.asn.au/governance.php); minutes of Council and CoM meetings, Annual Reports etc. are available at [croquetvic.asn.au/minutes.php](http://croquetvic.asn.au/minutes.php)

## Financial matters

**Signing/authorising of financial transactions.** The Treasurer prepares all financial transactions which are then authorised by two members of Committee, as required by the Constitution. These are currently any two of the Treasurer, President and Secretary.

**Audit.** Although not required under legislation, nor specifically by the Constitution, which only requires the appointment of an Auditor, the association's accounts are audited prior to preparation of the Annual Financial Report, which includes the auditor's report.

**GST.** Croquet Victoria is registered for GST, which means that 1/11 of all receipts is collected for the government, against which it can claim GST paid out in purchases for which it have a tax invoice.

**Affiliation fees.** Fees charged to members comprise three elements;

- Croquet Australia affiliation fees and levies
- Croquet Victoria affiliation fees which are set annually as part of the budget process
- An insurance premium covering Public Liability, player injury, Child Safety, and professional indemnity, for those clubs that participate in the group policy. The details including the process by which these fees are invoiced is available from the website.

**Croquet Victoria funding sources.** The main sources of income for the Croquet Victoria are:

- a) Investment Income generated by Croquet Victoria's Investment Portfolio – this is the single largest source of income. The portfolio is overseen by Croquet Victoria's Investment Advisory Group and professionally managed by JBWere. JBWere management fees are discounted 50% as part of their charity sector work; Croquet Victoria pays about \$29,000 per annum for their service.

- b) Affiliation Fees, see paragraph above – Croquet Victoria affiliation fees are its second largest source of income, set at \$35 per member for the 2023-2024 year, equating to approximately \$95,000.
- c) Government grants. These are frequently related to special projects related, and do not help cover Croquet Victoria running costs. They are available on an ad-hoc basis. In recent years the State Government's Together More Active Foundation grant has contributed \$20,000 a year to help Croquet Victoria buy in professional support.
- d) Sales of croquet merchandise generates an immaterial amount of income.
- e) Tournament income is an immaterial amount in terms of total Croquet Victoria income and in any event is used to cover direct tournament costs - tournaments are expected to break even.
- f) Premises rental for functions has varied markedly over the years, with the plain, practical décor not suited to upmarket functions. Croquet Victoria is currently applying for planning permission to allow it to take external bookings for the hire of the Victorian Croquet Centre for non-croquet related functions.



## **Council Induction Policy**

Joining the board of a sporting organisation, the Council in the case of Croquet Victoria, for the first time can be an exciting and sometimes an overwhelming experience. A comprehensive introduction to the organisation and Council operations allows new members to be properly informed, supported and welcomed to the Council from the time of their appointment.

Croquet Victoria is committed to providing a suitable induction process and informative material for new members of Council, both Regional Directors and the elected members of the Committee of Management.

The process and the materials will be reviewed annually and feedback obtained from recently appointed members.

### **Council induction procedure**

The President is usually responsible for the delivery of the induction process and the Council may also wish to nominate a mentor to assist the newly appointed director. Newly appointed directors will undertake the induction process as outlined below and will be supplied with the necessary information, training and support to contribute appropriately to the Council.

### **Initial contact**

As soon as possible after the Council has confirmed the appointment of a new member the President shall:

- make contact with the new member;
- write a letter of congratulation and welcome;
- provide a Director's Role Description and;
- provide a copy of the Council Role Description and Council Code of Conduct.

The Council Role Description, Council Code of Conduct and Conflict of Interest Policy should be contained in the Council Manual, however it is recommended that these are brought to the new Director's attention upon initial contact.

The President should advise the new Council member that they will be contacted soon to participate in the Council Induction Program.

### **Council Manual**

The Secretary shall forward to the new member a copy of the Council Manual. The Manual will serve as an initial introduction to the Council as well as an ongoing reference. It should provide a broad introduction to the work of the Council, including roles and responsibilities, key policies affecting Council members, and background information about Croquet Victoria, together with information to enable the Council member to locate:

- current Council member profiles;
- relevant organisational documents such as the Croquet Victoria Constitution, By-laws, strategic plan, current year-to-date budget, relevant sponsorship and funding agreements and the most recent annual report;
- organisational chart and contact information for Council members and senior staff;
- meeting schedule and event calendar.

Give the new Council member sufficient time to review the documents and invite them to ask questions.

### **Introductions**

The President shall introduce the new member to other members of the Council (and senior staff, if appropriate) as soon as possible after their appointment and seek to involve the member socially in Council activities.

The President shall nominate a member of the Council to act as mentor to the new member.

### **Inclusion**

Involve all Council members in the induction process and ensure the Council gets to know the new Council member as well as the new Council member getting to know the rest of the Council.

### **Roles and responsibilities**

The mentor should:

- draw the new Council members attention to the roles and responsibilities of the Council and the expectations of them as an individual;
- explain the process of decision making;
- outline the Council performance and evaluation process;
- discuss any questions/concerns the new Director may have.

### **Briefing**

The assigned mentor shall take the new member through the minutes of recent meetings (last 6 months) and brief them on the issues the Council is currently dealing with, or will be looking at in the future.

### **Tour**

The Secretary shall invite the new Council member to take a tour of the Victorian Croquet Centre.

### **Feedback**

Once the new Council member has settled in they should provide feedback on the induction process to the Secretary so that the process can be improved in the future.

### **Authorisation**



Jim Clement  
Honorary Secretary  
17 June 2014



## Director role

This position description combines sections of several approved Croquet Victoria policy documents to provide a single reference document for Directors.

### A DEFINITIONS

#### ***From the Croquet Victoria Constitution:***

'Director' means a member of the Council and includes the Regional Directors and Committee Members.

'Regional Director' means a member of the Council appointed by the Regional Association in accordance with Rule 23.3.

#### **23.3 Regional Directors**

- (a) Each Regional Association shall appoint one Regional Director.
- (b) A Regional Director shall be appointed for a term of two years, which shall commence from the conclusion of the Annual General Meeting. The Regional Directors shall be appointed in alternate years with half the Regional Directors being appointed in odd years and half of the Regional Directors appointed in even years. The Council shall determine which Regional Associations shall appoint the Regional Directors in odd years and which Regional Associations shall appoint the Regional Directors in even years.
- (c) Each Regional Association shall advise the Secretary of its appointed Regional Director within twenty one days prior to each Annual General Meeting.
- (d) A Regional Director must be an Individual Member.
- (e) A Regional Director may be a Delegate.
- (f) In the event of a casual vacancy in the office of any Regional Director, the Regional Association may appoint an Individual Member to the vacant office until the expiration of the Regional Director's term in office.

'Alternate Regional Director' means a person appointed by the Regional Association in accordance with Rule 23.4.

#### **23.4 Alternate Regional Directors**

- (a) Each Regional Association shall appoint one Alternate Regional Director.
- (b) Rule 23.3, with any necessary or incidental amendments, shall apply to the Alternate Regional Directors.

### B POSITION DESCRIPTION

- 1. Position title**      **Croquet Victoria Director**
- 2. Reports to**        Croquet Victoria Annual General Meeting.
- 3. Status**            Appointment of Directors elected by the Croquet Victoria Annual General Meeting is for a term of two years, which shall commence from the conclusion of the Croquet Victoria Annual General Meeting.  
The President, Treasurer and two ordinary Committee Members shall be elected in each year of odd number and the Vice President, Secretary and three Committee Members shall be elected in each year of even number.  

*(Rule 24.4 Terms of Appointment)*

The Regional Directors are appointed in alternate years with approximately half the Regional Directors being appointed in odd years and half of the Regional Directors appointed in even years.  

*(See Annex A - Appointment Schedule)*

- 4. Context**
- A** Croquet Victoria is the peak body responsible for the development of croquet across member clubs and regions in Victoria and southern NSW.
  - B** Croquet Victoria is governed by a Council, which consists of the Committee of Management members and the Regional Directors, all of whom are Directors of Croquet Victoria. The Council shall meet as required, but shall meet on at least six occasions, controls and manages Croquet Victoria's business and affairs.
  - C** All Directors attend Council meetings, which are held bi-monthly, currently (2021) on the third Monday of the month (February, April, June, August, October and December).  
The Committee of Management transacts all business of the Association between Council Meetings and General Meetings. Members attend bi-monthly Committee of Management Meetings, currently (2021) held on the third Tuesday of the month (January, March, May, July, September and November). The Powers of the Committee are set down in Rule 24.1 of the Croquet Victoria Constitution.

- 5. Croquet Victoria values**
- Croquet Victoria is committed to the values of the Australian Croquet Association Inc, including, in summary:
- A** Respect for the rights, dignity and worth of others.
  - B** Being fair, considerate and honest in all dealing with others.
  - C** Being professional in, and accept responsibility for, your actions.
  - D** Making a commitment to providing quality service.
  - E** Being aware of, and maintaining an uncompromising adherence to, croquet's standards, rules, regulations and policies.
- (ACA Code of Conduct)*

- 6. Code of conduct**
- A** The Council recognises the importance and value of Council diversity.
  - B** The Council and its members are expected to promote and encourage equity and inclusiveness throughout the organisation, and to consider age, gender, cultural background and people with a disability in their decision making.
  - C** Directors are expected to act honestly and in the best interests of the members as a whole and not to represent individual constituents.
  - D** Directors are expected to contribute to a positive Council behaviour and culture by showing respect for other Council members' opinions and allowing each member a fair and equal opportunity to contribute to discussion / decision making.
  - E** Directors are expected to disclose actual/potential conflicts of interest and to stand aside during discussion and resolution. *[See Conflict of Interest policy.]*
  - F** Directors are expected to behave responsibly particularly regarding confidential information. *(Extract, Croquet Victoria Code of Conduct)*

- 7. Purpose and objectives**
- Purpose**
- A** To work with other Directors to assist the President, Vice President, Secretary and Treasurer in the execution of their roles and responsibilities. *(Croquet Victoria By-Laws 7.6)*
  - B** To ensure and actively promote ethical behaviour and decision making. Council members are expected to act with integrity to ensure that the reputation of Croquet Victoria is managed, protected and enhanced. *(Croquet Victoria Code of Conduct)*
- Objectives**
- C** To work with other Directors to achieve the current Strategic Plan, and to monitor and support progress towards the objectives of the Plan.
  - D** To work with other Directors to generate new or increased income streams.

- E** To participate in the development and implementation of a Croquet Victoria Business Plan that supports and guides the Council and CoM in their work.
- F** To work with Regional clubs to assess how they are aligning themselves with the current Croquet Victoria Strategy, and ensure that the clubs have access to required resources.
- G** To further develop the 3-way communication channels between the CoM, Council and Regional Clubs.

**8. Directors' responsibilities**

- A** Directors are required to comply with the following legal duties including to:
  - i act in good faith and for a proper purpose
  - ii exercise due care and diligence
  - iii ensure the organisation does not continue to carry on its business whilst insolvent
  - iv meet the requirement of various federal and state laws that directly impact on the organisation.
- B** Directors are expected to review Council papers before Council meetings and acquaint themselves with the issues confronting the Council, and to use the information to make informed decisions on behalf of Croquet Victoria.
- C** Directors are expected to be able to use electronic devices to produce regional reports and access electronic information when required to do so. (Assistance/training will be provided by the Croquet Victoria, if requested).
- D** Regional Directors are specifically responsible for reporting to Council on achievements, issues and concerns in their Region, so that Council decisions are informed by knowledge of the state of croquet across the regions.
- E** Provide Curriculum Vitae to the Croquet Victoria website.  
*(Extract, Croquet Victoria Code of Conduct)*

**9. Skills and experience**

- A** Preferably relevant experience and proven ability in committee work, especially in Executive, Senior or working group roles.
- B** Ability to use social media as a way of promoting croquet and clubs
- C** Effective written and verbal communication skills, including the preparation of electronic reports (training will be made available if required).
- D** Organisational and planning skills, including the ability to work under pressure and to deadlines.
- E** Ability to become a 2 or 3-way communication channel for the Region
- F** Enthusiasm and willingness to co-operate.
- G** Understanding of croquet as a sport (even if not a current croquet player).

**10. Voting rights**

Each Director present at a meeting of the Council is entitled to one vote and in the event of an equality of votes on any question, the chair may exercise a casting vote.

Where an appointed Regional Director is also a Committee Member, that Director has only one vote at Council Meetings.

*(Croquet Victoria Constitution Rule 26.3 (c))*

## Years of appointment of Regional Directors

<b>Region</b>	<b>Even Year</b>	<b>Odd Year</b>
Ballarat & District		<b>X</b>
Bayside	<b>X</b>	
EMCA		<b>X</b>
Geelong	<b>X</b>	
Goldfields		<b>X</b>
Goulburn Valley		<b>X</b>
Gippsland	<b>X</b>	
MVCA	<b>X</b>	
NDCA	<b>X</b>	
NEDCA		<b>X</b>
SEMCA		<b>X</b>
SWCA		<b>X</b>
WMCMA	<b>X</b>	
Wimmera	<b>X</b>	

## Council Code of Conduct

The Council should ensure and actively promote ethical behaviour and decision making as set out in the Code of Conduct. Council members are expected to act with integrity to ensure that the reputation of Croquet Victoria is managed, protected and enhanced.

- The Council recognises the importance and value of Council diversity. The Council and its members are expected to promote and encourage equity and inclusiveness throughout the organisation and consider age, gender, cultural background and people with a disability in decision making.
- Directors are expected to act honestly and in the best interests of the members as a whole and not to represent individual constituents.
- Directors are expected to contribute to a positive Council behaviour and culture by showing respect for other Council members' opinions and allowing each member a fair and equal opportunity to contribute to discussion / decision making.
- Directors are required to comply with the following legal duties including:
  - o *act in good faith and for a proper purpose*
  - o *exercise due care and diligence*
  - o *ensure the organisation does not continue to carry on its business whilst insolvent*
  - o *meet the requirement of various federal and state laws that directly impact on the organisation*
- Directors are expected to disclose actual/potential conflicts of interest and to stand aside during discussion & resolution.
- Directors are expected to behave responsibly particularly regarding confidential information.
- Directors are expected to review Council papers before Council meetings and acquaint themselves with the issues confronting the Council.

# Conflict of interest policy

## INTRODUCTION

Croquet Victoria is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

## PURPOSE

This policy has been developed to provide a framework for all members in declaring conflicts of interest.

## DEFINITION

For the purposes of this policy, a conflict of interest is a situation in which a member, either as a player or as a member of a club or region, has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties as a Director, Appointed Officer or Sub-Committee member of Croquet Victoria.

## POLICY

Croquet Victoria places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned and documented in the minutes of all appropriate meetings.

A member who believes another member has an undeclared conflict of interest should, if the member with the perceived conflict of interest denies such conflict, specify in writing the basis of this potential conflict.

Unless provided otherwise in a policy specific to the appointment or sub-committee, a member with a conflict of interest shall not initiate or take part in any discussion on that topic (either in the meeting or with other members before or after the meetings), unless expressly invited to do so by unanimous agreement by all other members present.

Where a member has a conflict of interest, that member shall leave the meeting while the matter is dealt with and neither debate nor vote on the matter. The minutes of the meeting are to record the fact and timing of the member's leaving and re-joining the meeting.

Members are not barred from engaging in business dealings with Croquet Victoria, provided that these are negotiated at arm's length without the participation of the member concerned.

## AUTHORISATION



Honorary Secretary  
Victorian Croquet Association Inc.  
Adopted 19 August 2014

# **ELECTRONIC COMMUNICATION POLICY**

*To be read in the context of the Croquet Australia Social Media policy  
<https://croquet-australia.com.au/wp-content/uploads/2022/06/Social-Media-Policy-V2.pdf>*

## **BACKGROUND**

Electronic communication using a range of tools is essential for sharing news and information with our members. An electronic communication policy is important to ensure that all members of the croquet community can communicate effectively, and that the risks of inappropriate communication are minimized.

## **SCOPE**

This policy applies to all forms of electronic communication, written, verbal and visual, including but not restricted to phone calls, texting, email, online meeting media such as Skype, web publication, Facebook and other social media.

## **PRINCIPLES**

- 1 Communication within and by Croquet Victoria will be timely, appropriate and related to croquet matters.
- 2 We expect our members and staff to conduct themselves appropriately when
  - using electronic communication to share information or
  - posting croquet-related material on the Web or via social media
- 3 The provisions of the Croquet Victoria Code of Ethics and the Croquet Australia suite of Integrity policies apply.

## **APPROPRIATE COMMUNICATION**

- 1 Public communication by members via media managed by Croquet Victoria or by individual clubs and regions affiliated with Croquet Victoria:
  - should be restricted to croquet-related matters
  - must not offend, intimidate, humiliate or bully another person
  - must not be misleading, false or injure the reputation of another person
  - should respect and maintain the privacy of members
  - must not bring the sport of croquet into disrepute.
- 2 Coaches and others who work with children and young people are expected to ensure that electronic communication with children and young people under 18 is not of a private nature and is Cc'd in each case to a responsible adult.
- 3 If Croquet Victoria is notified of material published in breach of this policy, action will be taken to delete it.

## **WEBSITE**

- 1 The Croquet Victoria website will include current information on matters relevant to the sport and the development of croquet. This may include
  - policies, constitution, rules and by-laws
  - committees and officials
  - competitions and social events
  - club and regional resources
  - photographs and videos
  - promotional material.
- 2 Offensive content or photographs are not to be published.
- 3 Members posting identifiable photographs of individuals are expected to obtain the permission of the individual concerned, and, in the case of a child under 18, the permission of his or her parent or guardian.
- 4 Members have the right to request that contact information held on the member database not be published in the annual Croquet Victoria Address Book.
- 5 Contact information is not to be published in conjunction with any photograph of a child under 18.

- 6 Croquet Victoria will seek feedback from members to improve the information available on the site.

### **PHONE CALLS, SMS and EMAIL**

- 1 Croquet Victoria recognises that its staff and officials, committee members, coaches and team managers use phone calls, SMS and email to provide information about competition, training, officially organised social events, and other club or regional business.

We recommend that:

- SMS messages are short and focused
  - email communication is used when more information is required or provided
  - where members do not use email, they should be able to receive and provide information via the phone
  - where contact is via phone, the caller should identify themselves and their position
  - communication to children or young people under 18 are copied or advised to a club officer.
- 2 Group emails to members' personal email addresses should be sent Bcc, unless the email addresses are readily available online or permission has specifically been given.
  - 3 Senders of group emails should indicate who the message is being sent to.

### **SOCIAL MEDIA**

- 1 On social media sites managed by Croquet Victoria members and staff should:
  - treat postings, blogs, status updates and tweets as public comment.
  - ensure that postings (written, photos or videos) are family-friendly.
  - avoid disclosing personal information about others
  - ensure they do not make statements that
  - are misleading, false or likely to injure a person's reputation.
  - might bring the sport of croquet into disrepute.
- 2 Croquet Victoria will not tolerate abusive, discriminatory, intimidating or offensive statements. The responsible site manager will remove offending posts. Repeat offenders will be blocked from accessing the site.

### **NON-COMPLIANCE**

- 1 Disciplinary action  
Members, officials and staff may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member.  
Rule 13 of the Croquet Victoria Constitution applies.
- 2 Other sanctions  
It is noted that
  - Cyber bullying (ie bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.
  - Anyone who publishes false or misleading comments about another person may face legal action.

### **AUTHORISATION**



Date adopted 16 October 2017  
Victorian Croquet Association Inc



# Overview of croquet in Victoria

## Structure

Croquet Victoria is an association of regional associations which in turn are associations of clubs. There are currently 14 regions and 88 clubs. The four metro regions have a total of 21 clubs between them, the nine country regions have 67 clubs.

A list of regions and clubs with links to their webpages is available on the Croquet Victoria website at [croquetvic.asn.au/clubs.php](https://croquetvic.asn.au/clubs.php).

Croquet Victoria's Constitution and Bylaws are online at [croquetvic.asn.au/governance.php](https://croquetvic.asn.au/governance.php)

## Membership

Membership numbers total 2946 (26 July 2023); 30% of the members belong to clubs in metro regions and 70% belong to clubs in country regions. Club numbers range from 5 in the smallest clubs to over 70 at some of the bigger clubs. Two thirds of all clubs have fewer than 40 members and a quarter have fewer than 20. About half the clubs in country regions have fewer than 30 members.

Up to date membership figures and an indication of online activity are available at [croquetvic.asn.au/membersbyclub.php](https://croquetvic.asn.au/membersbyclub.php). A survey of clubs is also conducted in January each year, and includes information about club members, facilities, courts, and current issues. The data are available at <https://www.croquetvic.asn.au/vcaadmin/surveydata.php>. These pages are password protected, access is available via the Secretary.

According to data collected from clubs in early 2023, about 80% of members are over 65, and about two-thirds are women.

## Recruitment and publicity

The draft Croquet Victoria Strategic Plan for 2022 to 2026 [see next section] aims to recruit significantly more members over the next five years, across a wider range of ages.

The Croquet Victoria Marketing and Publicity Subcommittee has developed a resource pack 'Growing Croquet in Victoria' which includes materials to help regions and clubs with recruitment and development. The pack has been distributed to regions via attendance at regional association meetings and are available via [croquetvic.asn.au/GrowingCroquet](https://croquetvic.asn.au/GrowingCroquet). Other publicity resources include bookmarks, a trifold leaflet, a youth-oriented poster, and branded ballpoints. These are available from the Marketing Merchandise Officer for Croquet Victoria – write to [marketing@croquetvic.asn.au](mailto:marketing@croquetvic.asn.au) (Heather Dawn). A Merchandise Order Form is downloadable from the [Croquet Victoria Resources](#) web page.

## Capability

The Strategic Plan also aims to develop more active coaches, referees and tournament managers over the next five years.

Up to date lists of accredited coaches and referees are available at [croquetvic.asn.au/coach](https://croquetvic.asn.au/coach) and [croquetvic.asn.au/referee](https://croquetvic.asn.au/referee). These webpages also include information on arrangements for organising training for coaches and referees.

## Coaching

In 2021 Croquet Australia began rolling out a new coaching system.

Over 70% of the clubs in Victoria have at least one coach who is currently accredited. However the availability of coaches is quite uneven. South Western CA and Wimmera CA have no certificated coaches, and most small clubs do not have a accredited coach.

## Referees

All regions have accredited referees in both GC and AC. As at 26 July 2023, 44 clubs have accredited GC referees, and 36 clubs have accredited AC referees. In general, smaller clubs are less likely to have members who are referees.

### **Tournament managers**

Training for tournament managers has now been piloted using a grant from Sport and Recreation Victoria, and a handbook for tournament managers is available online, along with supplementary resources. See [croquetvic.asn.au/TournamentManagement](https://croquetvic.asn.au/TournamentManagement). Anyone interested is encouraged to contact our Tournaments and Fixtures Committee ([vcacroquetevents@gmail.com](mailto:vcacroquetevents@gmail.com)).

Croquet Australia has also launched a project to develop a national approach to training tournament managers.

### **Playing croquet**

Across the state, fewer than half of all registered members are involved in competition. Other members presumably play socially – though some are former players who have retained their membership.

Currently around 1100 members compete in Golf Croquet and 250 compete in Association Croquet. Ricochet is played by about 230 members at about 20 clubs. Gateball is also played at a small number of clubs. The vast majority of recent recruits to croquet play Golf Croquet.

Coordinators of Ricochet and Gateball are listed among the Croquet Victoria Officers and are happy to advise if clubs would like to develop their play in one of those codes. The positions of Coordinator Association Croquet and Coordinator Golf Croquet are currently vacant.

### **Club resources**

Responses to the 2023 survey of clubs indicated that about 80% had access to at least two A courts. However responses to this survey have not been complete this year, with data missing from 14 clubs. In last year's survey it appeared that seventeen clubs have lights. Most clubs were reasonably satisfied with their playing surface; only two said their courts were poor and none that they were very poor. About one third of the clubs responding said they had were solely responsible for maintaining their courts; the remainder used a greenkeeper at least some of the time, or had help from their LGA or landlord. Nearly half the clubs responding said they were solely responsible for maintaining their clubhouse.

### **Planning for the future**

Croquet Victoria has a ten-year plan from 2020 for croquet infrastructure across the Croquet Victoria area. This includes specifications for regional, district and local facilities, and proposals for new and extended facilities. Detail is provided on the Croquet Victoria website at <https://croquetvic.asn.au/PlanningForCroquet>.

Croquet Victoria has started on the implementation of a five year plan for the period 2022 to 2026 – see next page.

# Strategic Plan 2022 – 2026

## Background

Council's Strategic Plan 2015-2020 concluded in December 2020. In mid-2019 a working group was tasked with developing proposals for the next Strategic Plan.

In February 2020, Council endorsed goals and strategies to be included in this plan. COVID then intervened and work was suspended.

Council decided in mid-2020 to introduce a plan for a Recovery Year in 2021, and to start the next full five year plan in January 2022.

## Strategic Plan 2022 to 2026

Council has now endorsed this plan.

*Vision: To extend the public recognition, the development and the sustainability of croquet as a sport and a recreational activity for people of all ages and abilities.*

The plan encompasses Croquet Victoria's current activities and new initiatives for the future. It is based on a set of strategic priorities and goals for Croquet Victoria over the next five years, relating to

- capability and sport development
  - support the growth of all forms of mallet sports
  - grow croquet as a sport as well as a recreational activity
- governance and management
  - maintain commitment to good governance
  - support and develop leadership and effective and inclusive governance
- membership, recruitment and participation
  - build membership and participation
  - extend the demographics of participants in croquet
- financial sustainability, funding and sponsorship
  - use its financial resources wisely, diligently and sustainably in pursuit of its goals
  - enable investment in the development of croquet at club and regional level
- image
  - continue to enhance the image and build the profile of croquet in Victoria
  - croquet to be recognised as a sport by the wider community

For each of these strategic priority areas and goals, the plan sets out actions, responsibilities, and outcome measures.

The 2022 [implementation plan](#), presented to Council in June 2022, includes planned activities and target outcomes designed to progress towards the overall goals and outcomes set in the Strategic Plan. Council will review progress on the implementation plan at six monthly intervals and re-set the implementation plan early in each calendar year.

Planning documentation is available on the Croquet Victoria website at <https://croquetvic.asn.au/PlanningForCroquet> .