



STARTING A NEW CROQUET CLUB

Practical steps

1. Find possible areas for play - ascertain costs involved (rental, renovations, etc).
2. Gauge public interest - advertise and hold a public meeting to ascertain interest in a club. If interest at the public meeting is there, elect a Steering Committee.
3. Steering Committee to:
 - Organise initial playing sessions for interested locals. Equipment may be borrowed from neighbouring clubs or from Croquet Victoria via the relevant Regional Association, see croquetvic.asn.au/contacts
 - Decide if they wish to become incorporated – this is recommended as it provides protection for the committee and enables the club to apply for grants in its own right.
 - Draft a Constitution; the Consumer Affairs model rules may provide an acceptable basis, with a locally determined Statement of Purposes (see appended example) and date of financial year. See <https://www.consumer.vic.gov.au>.
 - Formulate a draft budget and cashflow forecast to guide discussion in setting club fees
 - (If incorporating) hold a preliminary meeting to finalise the constitution.
 - Organise, advertise and hold Inaugural General Meeting.
4. Hold Inaugural General Meeting. At meeting:
 - If incorporating:
 - Discuss and adopt constitution including Statement of Purposes
 - Minute resolution to incorporate association with Consumer Affairs Victoria (must be minuted).
 - Review draft Budget
 - Set club fees (Joining, Membership and Playing Fees)
 - Elect Committee
5. Secretary to:
 - If incorporating:
 - Apply for incorporation (application form at <https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations>)
 - Apply for ABN (can be done online at <http://www.ato.gov.au>)
 - Apply to appropriate Regional Croquet Association (croquetvic.asn.au/contacts) for affiliation – include a list of initial members with contact details.
Send a copy of your constitution if it has been approved.
The Region will then apply to Croquet Victoria for affiliation, registration and insurance of members.
6. Treasurer to: organise bank account, in conjunction with committee (signatories must be endorsed at a committee meeting and recorded in the minutes).
7. Contacts
 - Croquet Victoria – 65 Nobel Banks Drive Cairnlea Vic 3023, <http://www.croquetvic.asn.au>
 - Administration Officer – Sandra Kastanaras administration@croquetvic.asn.au 03 8361 8887
 - Secretary – Sarina Cevaal-Hewitt secretary@croquetvic.asn.au 03 5156 8149
 - Regional Associations: see croquetvic.asn.au/contacts
8. Costs (2019/2020 figures)
 1. Affiliation with Regional Association. Set by each Regional Association.
 2. Affiliation with VCA - \$28 per club
 3. Member registration with VCA / ACA - \$70 per member
 4. Member insurance with VCA/ACA - \$4 per member
 5. Possible annual regional levy - say \$2 to \$5 per player. Set by Regional Association.
 6. Incorporation fees - \$37 or \$214.70 dependent on constitution. Set by CAV.

EXAMPLE STATEMENT OF PURPOSES

For clubs which are incorporating

The purposes of the association are—

1. To provide an open, friendly and encouraging club environment that promotes a variety of mallet sports to players of all ages and skill levels.
2. To secure a continuing place for mallet sports within the diversity of sports and recreational activities available to the community within the City/Shire of
3. To adopt in principle the purposes of Croquet Victoria (the Victorian Croquet Association Inc).
4. To apply and abide by the laws, regulations and rules of all forms of mallet sports, such as Association Croquet, Golf Croquet, Ricochet and Gateball, as approved by Croquet Australia, in all competitions and matches conducted by the Association.
5. To develop and maintain guidelines for the appropriate management of the affairs of the Association.
6. To carry out any other activities which would facilitate the achievement of these purposes.