

Minutes of Croquet Victoria Council Meeting
held at Victorian Croquet Centre, 65 Nobel Banks Drive Cairnlea 3023
Monday 19 June 2017

1 Attendance

1.1 Present:

1.1.1 Directors:

Jim Clement(President), Kate Patrick (Vice-President, Western Metro Croquet & Malletsports Regional Director), Mike Cohn (Immediate Past President), Sarina Ceva-al-Hewitt (Secretary), Jim Saunders(Treasurer), James Lynch (Member), Trish Watts (Member), Lynne Roberts (Member) Lorraine Gutcher (Member, Gippsland Regional Director), Brian Reither (Ballarat and District), Brian Foley (Bayside), Patrick Hartley (Eastern Metro), Jim Saunders (Geelong), Kenn Boal (Goulburn Valley), Janet Richardson (Murray Valley), Lois Kirk (Northern District), Maurice Ceva-al-Hewitt (North Eastern District), Janet Leckie-Brunton (South East Metro), Barb McKean (South Western), Denise McMillan (Wimmera).

1.1.2 Observers:

Sandra Kastanaras (Administrator), Bruce Warlow (Auditor), David Ross (Ringwood Croquet Club), Val Saunders (Belmont Croquet Club), Margaret Kelson (Warrnambool Croquet Club), Gwen Hamilton (Ballarat Alexandra Croquet Club), Heather Strano (Macedon Ranges Croquet Club), Wilma Freeman (Sale Croquet Club), Ken Amooore (Essendon Croquet Club), Tom Leckie-Brunton (Frankston Croquet Club) and Ruth Duffy (Corowa Civic Croquet Club),

1.2 Apologies:

Nil

2 Opening

The President opened the Meeting at 11.02 am, thanking Brian Rowe for his 2½ years service as Croquet Victoria Treasurer and Ruth Duffy for her service as a Committee of Management Member. The President welcomed new Directors, Lynne Roberts, Maurice Ceva-al-Hewitt and Lois Kirk.

3 Minutes of Previous Council Meeting

Resolved on the motion of Mike Cohn and Brian Foley 'that the Minutes of the VCA Council Meeting distributed 1 May 2017 be accepted as a true and accurate record'.

4 Financial Report

Attached as Annex A

Resolved on the motion of Brian Reither and Mike Cohn 'that the Financial Report be accepted'.

4.1 Bank Signatories:

Resolved on the motion of Mike Cohn and Kate Patrick 'that all Financial Institutions that VCA deals with be advised that the only eligible signatures be two (2) of the following: President Jim Clement, Secretary Sarina Ceva-al-Hewitt or Treasurer Jim Saunders. The change to be effected as soon as practicable for each Financial Institution'.

5 Consent Items

5.1 Correspondence:

Attached as Annex B

5.2 Reports:

5.2.1 President's Report

Attached as Annex C

5.2.2 Secretary's Report:

Attached as Annex D

5.2.3 CoM Minutes: Distributed 23 May 2017

5.2.4 M & P Report:

Attached as Annex E

5.2.5 Sub Committee Minutes Received:

M & P: 2 May 2017, 5 June 2017

Association Croquet Selection Sub-Committee: 23 April 2017

Golf Croquet Selection Sub-Committee: 14 May 2017

IAG: 17 May 2017

Resolved on the motion of Janet Leckie-Brunton and Kenn Boal 'that Consent Items be accepted'.

6 Business Arising from Consent Items

6.1 Correspondence:

6.1.1 Eaglehawk Croquet Club:

The President spoke to correspondence received from Eaglehawk Croquet Club seeking a review of the process leading to the recent disaffiliation of the Club by Northern District.

Council agreed that Eaglehawk Croquet Club be contacted to ascertain what action could be undertaken to provide the review they sought.

Action Secretary

6.2 Reports:

6.2.1 President's Report:

Nil

6.2.2 Secretary's Report:

Nil

6.2.3 CoM Minutes:

Nil

6.2.4 M & P Report:

Kate Patrick spoke to the M & P Report, noting that there was now a link to the Croquet Facility Guide on the Community Sports Infrastructure section of the Sport and Recreation Victoria website.

6.2.5 Sub-Committee Minutes:

Nil

7 VCC

7.1 Venue Management Services:

Attached as Annex F

7.2 VCC Roof Repairs/Cracks in wall:

Refer Secretary's Report

7.3 Repair to broken sewerage pipe:

Refer Secretary's Report

7.4 Repairs to concrete footpath:

Refer Secretary's Report

7.5 VCC Tournament Winners:

Attached as Annex G

11.22 am Brian Rowe left the Meeting

The President noted that all the information contained in this Tournament Winners Report is now available on the VCA website.

Resolved on the motion of Kenn Boal and Brian Foley 'that this Report no longer be presented to Council'.

7.6 Catering at VCC:

Whilst the current system is working well for events that finish before the evening, where events continued into the evening it was felt that options to provide something more substantial for an evening meal should be sought.

Action President, Secretary and Administrator

8 VCA

- 8.1 Appointed Officers:** **Attached as Annex H**
The President recommended that the duties of the State Handicappers for Association Croquet and Golf Croquet could be assumed by the State Coordinators for the relevant code.
Resolved on the motion of Kate Patrick and Brian Reither 'that State Coordinators for Association Croquet and Golf Croquet seek a member to take on the Handicapper Role for each code'.
All nominees for Appointed Officer positions were endorsed by Council.
- 8.1.1 State Coordinator of Coaching:**
As no nomination for this role was received, the President called for nominations from the floor.
The Council agreed that Ruth Duffy (Corowa Civic Croquet Club) take on this role.
- 8.2 Sub-Committees:** **Attached as Annex I**
- 8.2.1 Golf Croquet Selection Sub-Committee**
Resolved on the motion of Jim Saunders and Mike Cohn 'that the election for Golf Croquet Selection Sub-Committee membership be deferred until August'.
- 8.2.2 Marketing & Publicity Sub-Committee:**
All nominees for this Sub-Committee were endorsed by Council.
- 8.2.3 Referees Laws & Rules Sub-Committee:**
All nominees for this Sub-Committee were endorsed by Council.
- 8.2.4 Tournaments & Fixtures Sub-Committee:**
The following members were elected to this Sub-Committee, Jim Saunders and Kerri-Ann Organ. The remaining members of this Sub-Committee are the State Coordinators of Association Croquet, Golf Croquet and Gateball.
- 8.2.5 Investment & Advisory Group**
All nominees for this Sub-Committee were endorsed by Council.
- 8.3 Appointment of Disciplinary Tribunal /Appeal Panel pool:**
The President requested Directors to canvas members that could be called upon to act as required.
- 8.2 DHHS Mandatory Board Quotas:** **Attached as Annex J**
Resolved on the motion of Kate Patrick and Kenn Boal 'that a three member Working Group be established to investigate how VCA can meet the requirements of this quota'.

Resolved on the motion of Kenn Boal and Trish Watts 'that Terms of Reference for the Working Group be accepted with the following amendments:
Composition - The MBQWG consist of three members, appointed by Council, with membership listed in Council Minutes.
Responsibilities -
The MBQWG is to examine all aspects of Department of Health & Human Services requirements for mandatory board quotas and make recommendations to Council on how to achieve these requirements'.
- 8.3 Victorian Premier's 'Active April' campaign:** **Attached as Annex K**
Council members to discuss the potential for this campaign within their Region and provide feedback once 2018 guidelines are known.
- 8.4 Strategic Plan Implementation:** **Attached as Annex L**
Resolved on the motion of Kate Patrick and Maurice Cevaal-Hewitt 'that Council approve the Implementation Plan'.
- 8.5 Workplace Health & Safety:** **Attached as Annex M**
Resolved on the motion of Mike Cohn and Trish Watts 'that the Workplace Health & Safety Policy and the Workplace Injury Management & Return to Work Policy be adopted'. Monthly meetings with employees to be scheduled so as to remain informed as to potential Workplace Health & Safety issues.

Action President, Secretary and Court Director

Statements to be developed to cover members, players and volunteers, copy to be available in Tournament Office to be read out before event.

8.6 Action List:

Attached as Annex N

8.6.1 SEDA Project:

Directors to canvas for ideas for additional projects that could be undertaken by SEDA students.

8.7 President's Service Award:

Resolved on the motion of Brian Reither and Kate Patrick 'that the President's Service Award be presented to Dot Dickson'.

9 ACA

9.1 World Events Report: Refer President's Report

10 Further Business:

Lorraine Gutcher advised that the Cairnlea Challenge would be renamed.

SWCA are holding a Ricochet Tournament on 16/17 September 2017

The President advised that the National Coaching Coordinator would be asked to provide Ricochet Coaching endorsements, if there was an interest.

Opportunity to include Ricochet in Malletsports Banner to be investigated.

11 Close: 12.30 pm

12 Next Meetings:	CoM	10.30 am Tuesday 18 July 2017
	Council	10.30 am Monday 21 August 2017
Attachments:	Annex A	Financial Report
	Annex B	Correspondence
	Annex C	President's Report
	Annex D	Secretary's Report
	Annex E	Marketing & Publicity Report
	Annex F	Venue Management Services Report
	Annex G	VCC Tournament Winners
	Annex H	VCA Appointed Officers
	Annex I	VCA Sub-Committees
	Annex J	DHHS Mandatory Board Quotas
	Annex K	Victorian Premier's 'Active April' campaign
	Annex L	Strategic Plan Implementation
	Annex M	Workplace Health & Safety
	Annex N	Action List

FINANCE REPORT

1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 31 May 2017 are attached.
- b. The Budgeted VCC trading loss for the year to 31 March 2018 is \$187,365.
- c. The Auditor has agreed the final accounts for 2016/17, see Annual Financial Report for 2016/2017.

2 VCA Bank Accounts

- a. The bank account balances at month end are as per the Balance Sheet.
- b. The monthly change in cash held:
 - i. Total Banks accounts 30 Apr \$106,038
 - ii. Total Banks accounts 31 May \$ 63,853
- c. This represents a decrease in cash held \$ 42,185
- d. The JBWere portfolio holds in:
 - i. Cash \$ 44,854 (last month \$339,697)
 - ii. Fixed Interest (Dom.&Int.) \$914,741 (last month \$709,696)
- e. Note JBWere recommended to the IAG in May that cash be moved to fixed interest, this was accepted, see point d) above.
- f. There are no immediate overall cash concerns.

3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,848,924 (last month \$3,896,747) as at 31 May 2017.
- b. The change from last month's report is a decrease in portfolio market value of \$47,823 (last month increase \$31,014).
- c. This is not a concern and represents the usual fluctuations in share values.



Brian Rowe,
Honorary Treasurer
6th June 2017

Victorian Croquet Association Inc. <i>65 Nobel Banks Drive</i> <i>CAIRNLEA VIC 3023</i> Profit & Loss [Budget Analysis] April 2017 through May 2017			
	Selected Period	Budgeted	Last Year
INCOME			
VCA AFFILIATIONS			
AFFILIATION VCA	\$0.00	\$90,327.27	
Club Affiliation	\$0.00	\$1,860.00	
Regional Association	\$0.00	\$472.73	
Cairnlea Contribution Fee	\$0.00	\$900.00	
Total VCA AFFILIATIONS	\$0.00	\$93,560.00	
ACA AFFILIATIONS/INSURANCE			
ACA Affiliaton	\$0.00	\$69,000.00	
Player Insurance ACA	\$0.00	\$9,000.00	
ACA Income	\$703.64	\$0.00	\$0.00
Total ACA	\$703.64	\$78,000.00	\$0.00
MERCHANDISE/PENNANT			
Books/Manuals	\$219.09	\$1,920.00	\$205.45
Badges	\$0.00	\$115.00	
Clothing	\$18.19	\$520.00	\$72.72
Gauges	\$113.64	\$500.00	\$18.18
Association Pennant	\$110.00	\$120.00	\$0.00
Golf Croquet Shield	\$163.62	\$200.00	\$0.00
Total MERCHANDISE/PENNANT	\$624.54	\$3,375.00	\$296.35
TOURNAMENTS			
Bronze/Silver Medal A & G	\$0.00	\$1,750.00	\$509.09
Country Week Swan Hill/Cobram	\$0.00	\$370.00	
Selectors Inviational A & G	\$0.00	\$1,900.00	\$595.45
Gateball	\$531.81	\$1,650.00	\$477.28
VicGoldCup SilverBron Shields	\$0.00	\$550.00	
Women's Championship A & G	\$0.00	\$600.00	
Men's Championships A & G	\$0.00	\$650.00	
Seniors A & G	\$0.00	\$900.00	
Divisional Champs A & G	\$0.00	\$220.00	
Handicap Champs A & G	\$0.00	\$650.00	
Victorian Open Singles A&G	\$0.00	\$1,100.00	
Victorian Open Doubles A&G	\$0.00	\$1,000.00	
Womens Invitational A & G	\$0.00	\$170.00	
Golf Croquet Regionals	\$790.95	\$550.00	\$145.46
Golf Croquet Australia Day	\$0.00	\$780.00	
WCF International Events	\$2,000.00	\$0.00	\$0.00
One Day Challenge	\$0.00	\$900.00	
Total TOURNAMENTS	\$3,322.76	\$13,740.00	\$1,727.28
MSV			
MSV	\$0.00	\$5,000.00	\$181.82
CATERING/BAR			
Bar Sales	\$6,646.75	\$0.00	\$3,382.72
Coffee/Milk/Sugar/Tea	\$0.00	\$500.00	\$384.55
Total CATERING/BAR	\$6,646.75	\$500.00	\$3,767.27
PREMISES/COURTS/RENT			
Courts	\$250.00	\$4,000.00	\$595.46
ACA Courts Hlre	\$3,240.00	\$14,000.00	\$2,681.82
Premises	\$2,459.09	\$20,000.00	\$2,340.91
Caretakers Rent	\$1,800.00	\$11,700.00	\$1,800.00
Advertising	\$0.00	\$500.00	
Total PREMISES/COURTS/RENT	\$7,749.09	\$50,200.00	\$7,418.19
SRV DEP GRANTS			
SRV Dep Grants	\$0.00	\$12,000.00	\$6,000.00
Total SRV DEP GRANTS	\$0.00	\$12,000.00	\$6,000.00

INTEREST BANK/JB WERE			
Bank Interest	\$100.76	\$800.00	\$95.21
JB Were Investment	\$24,938.36	\$147,000.00	\$0.00
Total INTEREST BANK/JB WERE	\$25,039.12	\$147,800.00	\$95.21
Total INCOME	\$44,085.90	\$404,175.00	\$19,486.12
EXPENSES			
ACA AFFILIATIONS/INSURANCE			
ACA Affiliation	\$0.00	\$69,000.00	
ACA Insurance - Player	\$0.00	\$9,000.00	
ACA Expenses	\$224.98	\$0.00	\$0.00
Total ACA	\$224.98	\$78,000.00	\$0.00
ADMINISTRATION VCA			
Bank Charges	\$39.40	\$500.00	\$36.76
Merchant Fees	\$154.12	\$800.00	\$191.90
Honorariums	\$0.00	\$3,000.00	
JB Were Management Fees	\$6,757.71	\$25,000.00	\$0.00
MYOB Support	\$0.00	\$1,000.00	
Legal Fees/Employsure	\$630.05	\$2,000.00	\$1,488.60
IT/Photocopying/Hire Equip	\$0.00	\$2,500.00	
Postage VCA	\$0.00	\$600.00	
Presentations / Gifts	\$0.00	\$1,500.00	
Profesional Development	\$86.36	\$2,000.00	\$0.00
Stationery	\$471.64	\$3,000.00	\$404.56
Telephone at Cairnlea	\$438.12	\$2,000.00	\$438.53
Advertising	\$0.00	\$1,500.00	\$1,400.00
VicSport	\$0.00	\$440.00	
Audit Fees	\$0.00	\$4,800.00	
Workcover	\$39.71	\$2,000.00	\$0.00
Total ADMINISTRATION VCA	\$8,617.11	\$52,640.00	\$3,960.35
COMMITTEES			
State Co-Ordinator of Coaching	\$0.00	\$2,000.00	
Fixtures & Tournaments	\$284.07	\$500.00	\$348.80
Croquet Scores Online	\$0.00	\$1,000.00	
Marketing & Publicity	\$1,145.69	\$11,860.00	\$0.00
Selectors AC & GC	\$0.00	\$500.00	\$45.45
State Co-Ordinator GC Ref	\$0.00	\$300.00	
State Co_Ordinator AC Ref	\$29.98	\$300.00	\$48.36
Junior Scholarship	\$0.00	\$5,000.00	
Referees - Admininstration	\$0.00	\$300.00	\$303.64
Total COMMITTEES	\$1,459.74	\$21,760.00	\$746.25
MSV			
Printing Newsletter	\$311.50	\$3,000.00	\$623.00
Postage Newsletter	\$179.01	\$2,000.00	\$349.77
Total MSV	\$490.51	\$5,000.00	\$972.77
COUNCIL/COM travel			
Travel/Expenses	\$886.13	\$6,000.00	\$525.63
Total COUNCIL/COM travel	\$886.13	\$6,000.00	\$525.63
SRV DEP GRANTS			
SRV Grants	\$0.00	\$12,000.00	
Total SRV DEP GRANTS	\$0.00	\$12,000.00	
DEPARTMENT OF AGING			
Seniors Grant	\$0.00	\$2,000.00	
TOURNAMENTS			
Bronze/Silver Medal A & G	\$0.00	\$1,000.00	\$186.69
Country Week Swan Hill/Cobram	\$0.00	\$500.00	\$36.35
Gateball	\$0.00	\$900.00	\$325.76
Tournament Manager Training	\$0.00	\$1,500.00	
Mens Championships A&G	\$0.00	\$700.00	
Womens Championships A&G	\$0.00	\$700.00	
Selectors Invitation A&G	\$18.18	\$900.00	\$606.92
Seniors A & G	\$0.00	\$400.00	
Div Champs A&G	\$0.00	\$400.00	
Handicap Champs A&G	\$0.00	\$700.00	
Women's Inviational A&G	\$0.00	\$200.00	
Vic Open Singles A&G	\$0.00	\$1,500.00	

Vic Open Doubles A&G	\$0.00	\$1,500.00	
Golf Croquet Regionals	\$572.73	\$500.00	\$200.00
ACA Gold Medal	\$0.00	\$300.00	
WCF International Events	\$0.00		\$575.00
Total TOURNAMENTS	\$590.91	\$11,700.00	\$1,930.72
MERCHANDISE/PENNANT			
Books/Manuals	\$0.00	\$200.00	
Badges	\$0.00	\$50.00	
Clothing	\$0.00	\$2,000.00	
Hoops, Gauges etc	\$286.25	\$2,000.00	\$0.00
Association Pennant	\$0.00	\$200.00	\$37.09
Golf Croquet Shields	\$145.45	\$100.00	\$100.00
Total MERCHANDISE/PENNANT	\$431.70	\$4,550.00	\$137.09
WAGES			
Administrator	\$8,822.00	\$56,700.00	\$8,434.36
Bar Staff	\$808.01	\$0.00	\$793.00
Caretaker	\$8,747.41	\$45,000.00	\$6,748.75
Superannuation	\$1,662.09	\$10,200.00	\$1,457.83
Total WAGES	\$20,039.51	\$111,900.00	\$17,433.94
VCC BUILDING			
Alarm	\$150.00	\$800.00	\$0.00
Cleaning Materials	\$590.27	\$3,500.00	\$362.20
Cleaning/Carpets/Windows	\$0.00	\$4,000.00	\$1,180.00
Fire Extinguishers	\$152.00	\$250.00	\$49.00
Gardens	\$500.00	\$6,500.00	\$750.00
Insurance - Cairnlea	\$8,682.73	\$7,100.00	\$7,751.82
Regns. Subs. Licences	\$0.00	\$1,000.00	
Electricity	\$2,323.31	\$11,000.00	\$1,882.87
Gas	\$232.32	\$1,000.00	\$132.83
Rates - Council/65	\$3,307.00	\$12,000.00	\$2,666.00
Rates - Council/65A	\$367.00	\$1,000.00	\$331.00
Water Rates	\$0.00	\$18,000.00	\$3,447.82
Repairs & Maintenance	\$9,425.45	\$100,000.00	\$3,211.66
Sanitary Bins	\$0.00	\$350.00	
Waste Disposal	\$895.53	\$4,500.00	\$768.32
Other/Equipment	\$1,696.73	\$0.00	\$148.51
Total VCC BUILDING	\$28,322.34	\$171,000.00	\$22,682.03
CATERING/BAR			
Bar Expenses	\$1,653.05	\$0.00	\$1,197.49
Coffee/Milk/Tea/Sugar	\$123.41	\$1,600.00	\$253.20
Miscellaneous	\$0.00	\$350.00	\$0.00
VMS Marketing Expenses	\$6,000.00	\$5,000.00	
Total CATERING/BAR	\$7,776.46	\$6,950.00	\$1,450.69
VCC COURTS			
Court Consulting	\$0.00	\$200.00	
Fuel Mower	\$0.00	\$1,700.00	\$272.73
Chemicals	\$0.00	\$6,500.00	\$300.00
Fertiliser	\$0.00	\$10,000.00	\$346.00
Line Paint Only	\$0.00	\$1,500.00	
Renovation Scarify Top Dress	\$0.00	\$5,000.00	\$103.45
Turf Machinery Repairs	\$0.00	\$8,000.00	\$1,274.76
GreenKeeper	\$7,287.00	\$47,250.00	\$7,030.34
VCC Courts Contingency	\$0.00	\$2,000.00	
Laser Top Dress \$4k per court	\$0.00	\$16,000.00	
Lights	\$0.00	\$500.00	
Total VCC COURTS	\$7,287.00	\$98,650.00	\$9,327.28
STATE TEAMS G & A			
State Team Payments/Team Entry	\$0.00	\$9,000.00	
Total STATE TEAMS G & A	\$0.00	\$9,000.00	
CROQUET EQUIPMENT			
Mallets/Hoops/Balls	\$409.09	\$500.00	\$163.64
Total CROQUET EQUIPMENT	\$409.09	\$500.00	\$163.64
Total EXPENSES	\$76,535.48	\$591,650.00	\$59,330.39
Operating Profit	(\$32,449.58)	(\$187,475.00)	(\$39,844.27)
OTHER			
Net Profit/(Loss)	(\$32,449.58)	(\$187,475.00)	(\$39,844.27)

**Appendix 2 to
Annex A to
Croquet Victoria Council Meeting Minutes
19 June 2017**

Victorian Croquet Association Inc. <i>65 Nobel Banks Drive CAIRNLEA VIC 3023</i> Balance Sheet As of May 2017	
Assets	
Current Assets	
Bank Accounts	
Bendigo	\$18,993.03
CBA	\$4,309.49
CBA Online Saver	\$40,551.36
Total Bank Accounts	\$63,853.88
Total Current Assets	\$63,853.88
Withholding Credits	
Accounts Receivable	\$24,141.20
Total Withholding Credits	\$24,141.20
Other Current Assets	
JBWERE - Investment A/c	\$3,848,924.73
Fixed Assets	
Cairnlea - Land/Building	\$5,290,354.22
Plant & Equipment	
Plant and Equipment	\$193,671.63
Accumulated Depreciation	(\$116,287.48)
Total Plant & Equipment	\$77,384.15
Total Fixed Assets	\$5,367,738.37
Total Assets	\$9,304,658.18
Liabilities	
Current Liabilities	
Accounts Payable	\$8,276.30
Total Current Liabilities	\$8,276.30
Player Insurance	(\$305.45)
Tax Payable	
GST Collected	\$42,805.70
GST Paid	(\$38,898.69)
Payroll Liabilities	\$2,392.00
Superannuation Liabilities	\$875.54
Total Tax Payable	\$7,174.55
Total Liabilities	\$15,145.40
Net Assets	\$9,289,512.78
Equity	
Reserves	
General Reserve	\$7,703,572.44
Asset Revaluation Reserve	\$569,407.47
Retained Earnings	\$1,037,210.45
Current Earnings	(\$20,677.58)
Total Equity	\$9,289,512.78

**Annex B to
Croquet Victoria Council Meeting Minutes
19 June 2017**

Correspondence List

5.1	In:	
	Email:	
	15 April 2017	Briars Heritage Croquet Club-notification of impending affiliation with SEMCA
	21 April 2017	Shepparton Croquet Club, feedback from their attendance at Child Safety information evening.
	26 April 2017	Request for information re staging a world event from Budleigh Salterton Croquet Club
	4 May 2017	CC of Wallbridge & Gilbert email seeking quotation for scope of works from roofing plumber.
	24 May 2017	Vicsport - Small Group Workshop documentation
	29 May 2017	WCF - acknowledgement of Worlds Final Report
	5 June 2017	Quote to print VCA combined history from Barker & Barker
	16 June 2017	Eaglehawk Croquet Club re suspension
	Various	ebulletins, Seniors Festival listings, AC & GC Squad acceptances, advice of Regional Directors and Regional Delegates, Annual Report contributions
	Hardcopy:	
	Out:	
	Email:	
	14 April 2017	VCA Regional Secretaries re Notice of Motion for Special Business for AGM
	2 May 2017	VCA Club Secretaries (Victorian) WWCC Clarification
	29 May 2017	Notification of Final Report re Worlds forwarded to relevant Associations
		Notification to NSW located clubs of NSW WWCC Review
	30 May 2017	DHHS - Seniors Festival collated listing
	31 May 2017	Notification of SVSR 2017 Midyear Progress Report
	2 June 2017	Printers - seeking quote for printing of history
	Various	Requests for quotes for scope of works, (roof and footing stabilisation) Confirmation of nominations received, confirmation of notification of Regional Directors/Delegates, confirmation of Seniors Festival listings.
	Hardcopy:	Croquet Facility Guides to CEO's of Municipal Associations in Victoria

President's Report

Vale Bill Keddie: I regret to Advise that Bill Keddie, Croquet Victoria Life Member, former Vice-president and former State Director of Refereeing, passed away on Friday, 5th May 2017. On behalf of all members of Croquet Victoria, I expressed our condolences to Ria. In accordance with Bill's wishes there was neither a funeral nor a memorial service.

Insurance Cover for Croquet Club Visitors: As directed by Council at the April meeting, I again queried Regional Insurance Brokers regarding cover for visitors/potential members and received the following reply after the query was passed to the underwriter:

"Sportscover have confirmed that there are no restrictions surrounding the number of visits a member or potential member has. We do recommend each club keeps a record/sign in book for visitors to complete upon their arrival."

Further to this, any person who is covered by this policy and is injured should complete a claim form and forward to Regional Insurance Brokers as soon as possible, regardless of whether they have sought medical attention. This will preserve their benefits if they later seek medical attention. Copies may be downloaded from the Croquet Victoria website at the Links & Resources tab.

Optus Tower Lease: I have formally notified the agents for Optus that we are no longer interested in leasing part of our property for the mobile phone tower.

2017 WCF World Championships: The final report on these events has been sent to WCF and ACA, with receipt acknowledged. We are still awaiting payment, by ACA, of our 28th March 2017 invoice for the \$10,597 + GST that it cost to stage the events. This would have been higher if we had not obtained \$32,054 in sponsorships. All grants have been acquitted and copies of the report sent to the two major sponsors, Sport & Recreation Victoria and Brimbank Council.

Catering at VCC: The new arrangements satisfied most players at the ACA GC Doubles & Singles Championships, held Saturday 6th to Sunday 14th May 2017. We have since purchased a glass-fronted cold food cabinet (refrigerator) on castors which can be wheeled into the clubroom area to allow players to retrieve their ordered lunches without the need to enter the kitchen. We are also obtaining a quote for a basic microwave oven to allow players to heat meals brought from home.



Jim Clement
President

Secretary's Report

VCC:

Roof repairs: Quotes sought for both roof leak repairs

Two contractors have scheduled appointments to visit Cairnlea to date after receiving scope of work for roof. We already have a third quote for this work.

Stabilisations of footings: Finding a contractor to undertake the work to stabilise the footings prior to repairing the cracks in the wall has been more difficult. To date Mainmark (specialists in this type of work) is the only specialist contractor who has agreed to visit Cairnlea. Another firm has agreed also to make an appointment to inspect the footings.

Blocked sewer drain: A quote has been accepted for repairs to address a blocked sewer drain.

Uneven Concrete paths: Discussion is underway as to repair the concrete or replace uneven concrete paths with turf.

VCC Court Dividers: Information placed on website.

VCA History: A5 version of combined histories 'A History of Croquet in Victoria 1866-2014' now available on website. ISBN (10) purchased. One ISBN applied to this combined history. Quote already received of \$21.00 per booklet. Awaiting other quotes.

Tribunal Pool: Requests for nominations for appointment to this pool to provide members for a Disciplinary Tribunal or Appeal Panel forwarded to Clubs 4 May 2017.

WWCC: Revised definition of 'direct contact' forwarded to clubs on 2 May 2017.

Seniors Festival: The collated information was forwarded to Chris Reidy of DHHS on 30 May 2017 as per timeline.

Keilor Retirement Village Croquet Club: This club has folded and is no longer a member of WMCMA.

The Briars Heritage Croquet Club: This club became affiliated with SEMCA on 27 May 2017. Their webpage is now set up.

Walla Walla Croquet Club: This New South Wales located club has affiliated with NEDCA and now has a webpage on the VCA website, already actioned by their Secretary and we anticipate that they will pay affiliation fees to VCA in the next round of invoicing.

Wet Day Procedure: Amended and replaced on website, and is attached.

Action List:

Serial 38 - No nominations received for VCC Working Group

Serial 51 - We are still seeking two ideas as possible projects for students who have recently finished Year 12 .

Regional Reports to Council: Please find set out below the revised schedule for the Regional Reports to Council.

August 2017:	Ballarat, Bayside and Geelong
October 2017:	MVCA, NDCA, SEMCA
December 2017:	NEDCA, SWCA and WMCMA
February 2018:	Wimmera



Marketing and Publicity Sub-Committee Report

The sub-committee has met twice since last Council meeting.
We can report some progress and some frustration.

1. Development of new / upgraded croquet facilities

On 22 May the *Croquet Facility Guide* was posted to the CEOs of all Victorian local government authorities, with an individualised cover letter. Thanks to Sarina and Maurice for their work on this.

The document has already been discussed at a sports planning forum in Albury. It contributed to a decision by the Albury Council to include croquet in two sports infrastructure plans they are developing. Locals are arguing that it would be appropriate for Albury to have the capacity to host regional croquet events, given its location on the border between Victoria and NSW.

Copies of the *Croquet Facility Guide* have also been requested by two clubs who are seeking local government support for upgrading their facilities.

Sport and Recreation Victoria promised over two months ago to publish a link on their website to the Croquet Victoria page where the *Croquet Facility Guide* can be downloaded. We are still waiting on this. We have recently been assured that the link will go up in the week of 12 June, but the local authority sporting infrastructure funding round has just closed, so it will have to inform planning towards the next round.

2. New initiatives

2.1 Recruitment

LUNCHTIME SOCIAL CROQUET

Gippsport, the Gippsland Regional Sports Assembly, is planning to promote lunchtime croquet for workgroups, in collaboration with Morwell and Drouin Croquet Clubs.

We have sent Gippsport a package of images for use in publicity on the web and social media. These images were gathered during the publicity campaign associated with the Worlds, and formatted for a social media campaign using our 2016/17 budget.

Gippsport will send us pre-publication copies of their materials, and they have undertaken to provide updates on the programs, which hopefully will provide a model for other areas.

ACTIVE APRIL

Updated information about Active April 2018 will be available later in the year (hopefully before the October Council meeting). A background paper has been provided for this meeting.

HERALD-SUN PROMOTIONAL COMPETITION

47 entrants in this competition gave permission to the Herald Sun to pass on their contact details, including email addresses and postcodes. We have written to the entrants providing the details of the croquet club/s nearest to them, and we have also notified the clubs that they may be approached by potential new players.

2.2 Publicity resources

PROMOTIONAL ITEMS

We are collecting information about the cost and availability of items which might carry croquet branding and which could be provided as give-aways or on-sold to clubs to use for gifts or prizes. We hope to be able to provide recommendations for CoM to consider in July.

CLUB BROCHURES AND LEAFLETS

Nine clubs have sent us publicity material they are happy to share with other clubs, including leaflets, flyers, postcards, business cards, and bookmarks. These will shortly be made available via the *Growing Croquet* section of the VCA website (croquetvic.asn.au/GrowingCroquet).

TRIFOLD LEAFLET and BOOKMARKS

Sandra now has a supply of the Croquet Vic trifold leaflet and bookmarks. Clubs wanting more copies please contact her.

2.3 Publicity for croquet

We continue to facilitate a flow of croquet news on the Croquet Vic website and Facebook page.

We have also established communication with the Australian Sports Commission Clearing House for Sport, resulting in the publication of some items linked to the Croquet Vic website.

2.4 Policy and planning

SOCIAL MEDIA POLICY

CoM requested that we draft a policy on the use of social media, for consideration at a future meeting. We are currently working on this document.

SPONSORSHIP

We are developing a proposal about sponsorship for consideration at the July meeting of CoM.

CLUB STRATEGIC WORKSHOPS

We are collating information about club interests and suggestions for the July meeting of CoM.

3. Social media survey

So far twenty-eight clubs have responded to the recent survey about communication and use of social media. The survey has just been re-sent. The survey data will help VCA support clubs in using social media, and will also provide input for VCA's update reports to Sport and Recreation Victoria.

Please could Directors encourage the clubs in their regions to respond to this survey?

4. Strategic plan: draft marketing and publicity milestones for 2017

For 2017, the draft milestones for items we contribute to include:

Club strategic planning	30 clubs decide on a planning priority
Publicity for allied health workers	10 clubs have contacted a local health professional
Flyers	CV flyers used by 40 clubs
Videos	3 videos on Youtube
Social media	All clubs surveyed. 20 clubs active online including Facebook.
	20 clubs have publicity officers and local media contacts.
Tournament results	80% of tournament results published in some format.

If these milestones are approved at this meeting, we would be pleased to do what we can to help clubs and/or regions who are working towards achieving them.

5. Initiatives awaiting responses

We are waiting on contacts from:

- Chloe Saltau of The Age. We are seeking a meeting to discuss the publication of croquet competition results.
- The Australian Teachers of Media organisation. We have invited them to collaborate with us in running a video competition promoting croquet.
- Head of Sport and Recreation Victoria, who is due to notify Croquet Victoria of the \$40,000 grant that Minister Eren has advised we will be receiving to fund a ten-year infrastructure plan.

FOR INFORMATION

Kate Patrick
Convenor, Marketing and Publicity sub-committee

**Annex F to
Croquet Victoria Council Meeting Report
19 June 2017**

Venue Management Services: Status Report

The contract with Venue Management Services to manage functions/events at the Victorian Croquet Centre was signed on 1st June 2017.

At this time, Venue Management Services have commenced the development of a marketing campaign (as planned).

Venue Management Services have a start date for delivery of events of 1st September 2017, from which time VCA may not deliver any previously-uncommitted hires to customers directly, but must refer queries to VMS.

There is a probationary period to 28th February 2018, after which the contract may be reviewed.

The Administrator and I will be liaising with VMS on procedural matters in the coming two months.

Mike Cohn
Immediate Past President, and Nominee

Tournaments at VCC

Completed:

Victorian Golf Croquet Regional Championships; 22-23 April 2017

Section 1:

Winner: Darren McLoughlin (GVCA)
Runner-up: John Murfett (SWCA)

Section 2:

Winner: Maurice Cevaal-Hewitt (NEDCA)
Runner-up: Colleen Coutts (MVCA)

Section 3:

Winner: Judy Newman (EMCA)
Runner-up: Andrew Davis (GVCA)

Valerie Lefel

Aggregate Shield:

Winner: GVCA
Runner-up: NEDCA

MacRobertson Shield; 18 Apr-4 May 2017

Winner: Australia
Runner-up: England

Victorian Gateball Championships; 28-30 April 2017

Teams:

Winner: Canberra
Runner-up: BrunswYK

John Bradley Pairs Trophy:

Block A:

Winners: Glen Whitehead & Hillary White
Runners-up: Bryan Johnson & Gilon Smith

Block B:

Winners: Chas Quinn & Greg Deakin
Runners-up: Alec & Maxine Maclachlan

Final:

Winners: Alec & Maxine Maclachlan
Runners-up: Chas Quinn & Greg Deakin

ACA Golf Croquet Open Doubles; 6-9 May 2017

Final:

Winners: Brett McHardy & Janine McHardy (Forrest Park)

Runners-up: David Wise & John Arney (Norwood)

Y:

Winners: Gordon Giles & Geoff Hull (Wynnum)

Runners-up: Andre Daniel-Dreyfus & Brian Rowe (Essendon)

Plate:

Winners: Ross & Helen Rillie (Headland Buderim)
Runners-up: Ron & Ros Johnstone (Sutherland)

ACA Golf Croquet Open Singles; 10-14 May 2017

Finals (X):

Winner: Lester Hughes (Williamstown)

Runner-up: Geoff Hull (Wynnum)

Plate:

Winner: Patricia Watts (Kew)

Runner-up: John Arney (Norwood)

Queensland Association Croquet Mens Singles; 20-21 May 2017

Winner: Kevin Beard (Essendon)

Queensland Golf Croquet Doubles Championships; 27-28 May 2017

Winners: Kevin Beard (Essendon) & John Levick
(Newcastle)

Queensland Association Croquet Open Singles; 3-6 June 2017

Winner: Kevin Beard (Essendon)

Upcoming:

VCA Opening Day

Golf Croquet Mens/Women Championships

Golf Croquet Victoria V Victoria A

ACA Golf Croquet Gold Medal, Men/Women Championships, Interstate Shield.

**Annex H to
Croquet Victoria Council Meeting Minutes
19 June 2017**

VCA Appointed Officers	
VCC Courts Director	Jim Saunders
VCA State Coordinator of Golf Croquet	Lorraine Gutcher
VCA State Coordinator of Association Croquet	John Grieve
VCA State Coordinator of Gateball	Philip Brown
VCA State Coordinator of Coaching	Ruth Duffy
VCA State Coordinator of Referees Association Croquet	Brian Foley
VCA State Coordinator of Referees Golf Croquet	John van der Touw
VCA State Handicap Recorder	Ian McKee
VCA State Handicap Recorder - Deputy	Trish Watts
Malletsports Editor	Rosalie Newman
VCA Auditor	Bruce Warlow
VCA Webmaster	Gareth Bushill
VCA Historian	Vacant

VCA Sub-Committees

Sub-Committees	
Marketing & Publicity (5)	Helen Worladge
	Janet Richardson
	Sarina Cevaal-Hewitt
	Kate Patrick
	Heather Strano
Referees, Laws & Rules (8) including State Coordinators of AC & GC Referees)	Trish Watts
	Nancy Hatherell
	Ian McKee
	Brian Foley
	John Van der Touw
	Vacant
	Vacant
	Vacant
Tournament & Fixtures (5 including State Coordinators of AC, GC and Gateball)	Jim Saunders
	Philip Brown
	Lorraine Gutcher
	John Grieve
	Kerri-Ann Organ
Investment & Advisory Group (3)	David Ross
	Alan Notley
	Vacant
VCC Working Group (3)	Vacant
	Vacant
	Vacant

Mandatory Board Quotas

Background

As previously advised, the Department of Health & Human Services, which includes Sport & Recreation Victoria, has advised that from 1st July 2019, sporting organisations will require a 40% female membership of boards to be able to access SRV and VicHealth grants.

Vice-president Kate Patrick attended a Vicsport organised forum on this on 28th March 2017 and Secretary, Sarina Cevaall-Hewitt and myself attended a Vicsport small group workshop on 17th May 2017, which was also attended by representatives of Archery Victoria, Aquatics Victoria and Badminton Victoria, all of which have formal board structures.

Outcome of Small Group Workshop

Aquatics Victoria and Badminton Victoria declared themselves on the way to achieving mandatory quotas, with board members being briefed on the requirements. Archery Victoria stated that there was difficulty in filling all its board positions, let alone mandating board gender quotas.

Tennis Victoria has established a Nominations Committee to examine and document deficiencies in its Directors' Skill Matrix, to document and circulate the skills required of candidates at the next election and to report to delegates on how nominees meet those requirements. Something like this may be an option for Croquet Victoria.

However, for Croquet Victoria, there is the additional problem of the two methods of filling Council positions;

- the election of 50% of Committee of Management directors each year by delegates and
- the appointment of 50% of the remaining 13 directors each year by Regional Associations.

Recommendation

It is recommended that Council establish a small Mandatory Quotas Working Group, under terms of its *Appointees, Sub-Committees and Working Group Policy*, to examine this matter and make recommendations to Council. A draft terms of reference paper for such a working group is attached.



Jim Clement Dip Bus (Gov) FICDA
President

MANDATORY BOARD QUOTAS WORKING GROUP

TERMS OF REFERENCE

Authority

1. The Mandatory Board Quotas Working Group (MBQWG) was established by Council at its meeting of 19 June 2017. These Terms of Reference are issued under the authority of the Croquet Victoria Appointees, Sub-Committees and Working Groups Policy - 17th June 2014, as amended 14th December 2015.

Composition

2. The MBQWG consists of three members appointed by Council, with membership listed in Council minutes.

Duration

3. Unless otherwise decided by Council, the term of the working group will expire on 30th June 2019.

Responsibilities

4. The working group is to examine all aspects of Department of Health & Human Services requirements for mandatory board quotas and make recommendations to Council on how to achieve these requirements.
5. Formal liaison with persons and entities outside Croquet Victoria is to be through, or arranged through, the Secretary in the first instance.

Reporting

6. The working group is to report to the Croquet Victoria Council bi-monthly and is to provide a copy of minutes of meetings to the Secretary within seven (7) days of each meeting.

Premier's Active April

Background

It was suggested at the May Council meeting that Croquet Victoria might undertake a state-wide collective publicity effort via engagement with Premier's Active April. CoM considers that this program could be a valuable complement to involvement with the Seniors' Festival in October.

Premier's Active April is a campaign which challenges all Victorians to do 30 minutes of physical activity a day during April. It is organised by Sport and Recreation and follows through the Victorian Government's commitment to get more people active and healthy. Schools, workplaces and seniors groups are all targeted. See <https://www.activeapril.vic.gov.au/>.

Registered participants are asked to log their daily activity in a mobile or web app and chart their progress throughout the month. They can create and join teams, track the progress of team members, and check out events, special offers and tips on healthy eating and being active. They receive regular e-bulletins over a three-month period. In 2017, over 112,000 people participated.

Sponsorship / partnering and Active April

Sport and Recreation regularly invites State Sporting Associations to contribute to Active April, either as sponsors or as associates. In the past:

- *Sponsors* have provided an offer or incentive to every individual participant – eg free passes to recreation facilities, ticket offers, and cut rate membership or entry.
- *Associates* have provided prizes and advertised events for participants to attend.

Sport and Recreation then circulate newsletters and web based information to participants highlighting offers, incentives and forthcoming events.

The 2017 Active April program is currently being evaluated, and there may be some changes in the expectations of sponsors and partners for 2018. SSAs will be advised of the 2018 program in August or September this year.

Advantages of participating

The main advantages of participating for Croquet Victoria are:

- Broad age range of Active April participants
- Large and increasing number of participants
- Potential for coordinated recruitment across Victoria
- Capacity to define the activities we wish to advertise.
- Premier's Active April team undertakes advertising and provides advertising resources.

Possible involvement of Croquet Victoria

Potential involvement by Croquet Victoria might include:

1. Promoting Active April to members through our existing communications channels
2. Promoting Come and Try days or sporting clinics to Active April participants
3. Providing passes to a school holiday program (at Cairnlea?) as prizes
4. Providing an article for Active April e-news on any new initiative we may wish to showcase.

To be effective, participation would need commitment from clubs and regions across Victoria. It could be helpful to appoint a coordinator as with the Seniors' Festival.

It is recommended that Council members discuss the potential of Active April in their regions, and decide whether to participate at a later meeting when the 2018 guidelines are known.

FOR INFORMATION

Victorian Croquet Association Strategic Plan 2015 – 2020: Implementation Plan

1. BACKGROUND

June 2015 - at its meeting in June 2015 Council agreed to a process for updating and streamlining the VCA Strategic Plan. A key feature of this process is grassroots consultation. If the Strategic Plan is to be useful in directing the development of croquet in Victoria, it needs to be owned and implemented across our organisation.

August 2015 - in further preparation for determining objectives for the future, the August 2015 Council meeting discussed the key issues facing croquet at the moment. **The issues Council most strongly identified were:**

1. the ageing membership of VCA
2. the public image of croquet as a game for elderly people
3. public ignorance about croquet.

Other issues raised included low membership numbers; lack of resources for club development; vulnerability to attrition as a result of relying on long-standing AC players to take responsibility; lack of commitment among social members; rigidity and resistance to change; shortage of coaches; difficulties in recruiting young members. These are issues of capability – they also need to be tackled if croquet is to develop.

October 2015 - A draft of the revised Strategic Plan was presented to Council, setting out the priorities agreed at the August meeting and listing possible goals and activities against each priority. Council discussed this document informally.

The major agreed change was to set only one priority for increasing membership, focused on recruiting working age adults.

2. APPROVED STRATEGIC PLAN

Council adopted the Strategic Plan at its meeting on 14th December 2015. It includes:

- A vision for Croquet Victoria in 2020
- A small number of priorities: governance, membership, image, and capability.
- A summary of current status for each of these priorities
- Goals relevant to each priority, amended in line with the Council discussion in October 2015
- Strategies for achieving the goals, also amended in line with the Council discussion in October
- For each goal, measures of achievement in 2020.

3. WAY FORWARD

CoM has now considered and recommends the attached draft implementation plan. This sets out proposals for

- leadership: who might take responsibility for leading each strategy
- participants: who else needs to participate
- activities: what needs to be done in 2016, 2017 and 2018
- milestones: what might be achieved in 2017 and 2018 (green highlights).

4. NEXT STEPS

It is recommended that

1. Council approve this Implementation Plan
2. Directors identify what their region could contribute towards achieving the milestones set out for 2017
3. The relevant officers and committees appointed at this meeting be asked to incorporate the activities and milestones for 2017 and 2018 into their planning.
4. The Secretary and Vice President liaise to ensure that reports are progressively submitted to Council on each line item in the plan, so that Council can monitor progress on each section in the course of the year.

Kate Patrick

FOR DISCUSSION

Goals for 2020	Strategies	Leadership Responsibility	Other Participants	Activities - what needs to be done					Measures of achievement by 2020
				2016	2017	2018	2019	2020	
Governance - coordinator President									
Board & Committee members aware of responsibilities	Courses/ sessions provided by appropriate authorities	President; Secretary	Council members; club/regional office bearers	Workshop for Council members	Reports to regions by Directors. Induction Package developed	Annual regional induction workshops for new club and regional committee members			A majority of VCA Council/Board members and Club Office Bearers to have attended course/session
					All Directors have reported to their regions. Pilot of local briefing sessions for committee/ Regional members.	4 Regions conduct briefing sessions locally	All Regions conduct induction sessions		

Brown highlighted cells show activities funded by a grant from Sport and Recreation Victoria. Green highlighted cells are milestones including target numbers.

Goals for 2020	Strategies	Leadership Responsibility	Other Participants	Activities - what needs to be done					Measures of achievement by 2020
				2016	2017	2018	2019	2020	
Membership									
More members in the 30-60 yo age group	Tackle conservatism at club level	President with regional directors; CoM; Marketing and Publicity sub- committee	Club presidents and committees	Plan club workshops; develop supporting resources	Club planning workshops.	Workshops continue	Collect and share information on effective new initiatives		A majority of clubs have agreed on o target membership numbers o a recruitment plan 300 new members aged between 30 and 60.
	More flexible activities, eg beginner courses, playing times and competitions outside working hours				Clubs develop plans with target numbers and recruitment strategies	Clubs begin to enact plans			
	More provision for sociable activities at club level, eg liquor licences				30 clubs have decided on a priority.	20 clubs are enacting a plan	Collect and share information on effective new initiatives		
						30 new younger members			
	Clubs link with local health workers	Marketing & Publicity	Clubs and Regions	Publish material for allied health workers	10 clubs make contact with health workers, distribute material	Feedback sought from participating health workers. 4 stories published.			
	VCA/ regions support recruitment with publicity resources			Publish a range of flyers	CV flyers used by 40 clubs	10 clubs prepare own new flyers			
				Club Video Comp	3 videos on Youtube	VCA Video			

Brown highlighted cells show activities funded by a grant from Sport and Recreation Victoria. Green highlighted cells are milestones including target numbers.

Goals for 2020	Strategies	Leadership Responsibility	Other Participants	Activities - what needs to be done					Measures of achievement by 2020
				2016	2017	2018	2019	2020	
Image									
Croquet presence in social media	Clubs actively use social media	Secretary	Club and Regional Secretaries	Clubs sign up to Facebook	Clubs surveyed re use of social media; workshops provided if requested				A majority of clubs have <ul style="list-style-type: none">o an active presence in social media and links with local mediao links with local government planning
	Develop media relationships			Clubs begin to designate publicity officers		More clubs and regions designate publicity officers			
Position croquet as a sport in media	Publicise local champions	Regional Directors			80% of tournament results notified via Croquetscores, Web or Facebook 20 clubs active online inc on Facebook 20 clubs have publicity officers and local media contacts	40 clubs active online 30 clubs have publicity officers and local media contacts 3 regions have publicity officers			
Croquet seen as part of future planning for sports in community	Link with state and local government to incorporate croquet in sports planning.	Secretary	Council Members	Develop resource on Croquet Facilities	Publish on website; link from SRV. Send to local authorities. Meet MAV committee to discuss resource Consult Bowls Vic, Tennis Vic	One region engaged in a pilot joint development initiative with local government, other sports			Stories on Victorian croquet are published by mainstream media at least four times a year
					SRV funded facilities project				

Brown highlighted cells show activities funded by a grant from Sport and Recreation Victoria. Green highlighted cells are milestones including target numbers.

Goals for 2020	Strategies	Leadership Responsibility	Other Participants	Activities - what needs to be done					Measures of achievement by 2020
				2016	2017	2018	2019	2020	
Capability									
More members locally active eg as referees, coaches, tournament managers New clubs with 3-4 courts More clubs with lights	Encourage members to train as coaches, referees, tournament managers	Coordinator Coaching with ACA Director Coaching; Referee Coordinators T&F Committee	Club committees Elite players Players involved in competition	New ACA coaching system rolled out	4 instructor coaches trained at sessions in country and at Cairnlea.	Instructors run 8 training sessions in country and metro regions.			All clubs can access support from a designated accredited coach A majority of clubs have two members recently accredited as coaches Pool of at least 10 tournament managers for state and regional events 20 additional GC referees and 10 additional AC referees Five new clubs in regional areas with access to 3-4 courts Eight more clubs with lights
				Tournament Manager doc drafted					
					1 pilot training session for TMs; 2 follow up sessions				
				Referee network refreshed	Metro refresh plus visits to 4 regions to refresh / train / examine referees (GC and AC)	Metro refresh plus visits to 5 regions to refresh / train / examine referees (GC and AC)			
					5 new GC refs, 5 new AC refs	All refs refreshed. 5 new GC & 5 new AC refs			
	Develop coach network for recruitment	Coordinator Coaching	Qualified coaches		Initial training in new system				
					20 coaches accredited in new system. 20 coaches invited to make contact with each other	40 coaches accredited in new system. 10 coaches help each other run introductory courses			
	VCA lend equipment to developing clubs	VCA Administrator	Regional Directors	Notify Regional Directors of available equipment	Additional equipment donated for borrowing.				
					Most equipment lent out				
Link with state and local govt to get new clubs and improved facilities	Secretary	CoM Council Members	Apply for state facility planning support	Facility planning project One pilot development project with local government					

Brown highlighted cells show activities funded by a grant from Sport and Recreation Victoria. Green highlighted cells are milestones including target numbers.

Workplace Health & Safety Compliance

As resolved by Council at its 24th April 2017 meeting, Croquet Victoria has entered into a five year contract with Employsure Pty Ltd for management of our workplace health and safety obligations.

The contract was signed on 27th April 2017 and a visit by an Employsure WHS advisor arranged for Tuesday, 9th May 2017, when the advisor, Peter Steen, flew in from Queensland.

I conducted Peter on a tour of VCC and its facilities, during which he met and talked to our three employees, Sandra, Lubi and James. Peter expressed his amazement at our facility, stating that it was by far the most impressive of the dozen “club” facilities with which he is involved on behalf of Employsure.

On 11th May, I received electronic copies of Peter’s report, hardcopies being received later, which contained:

- One (1) High level risk issue – the use of domestic ladders in a commercial environment, on which he had commented in our tour and which had been corrected on that day by removing the ladders from the property. A commercial/industrial grade ladder will be purchased after consultation with Sandra & Lubi.
- Fourteen (14) Medium level risk issues – the majority of which were related to the absence of records and registers.
- Two (2) Low level risk issues – which were the lack of policies/procedures covering working in extreme weather conditions and contractor management.

Two of the Medium level risk issues were:

- the lack of a statement on the Croquet Victoria policy on Health and Safety, and
- the lack of a Workplace Injury Management & Return to Work Policy.

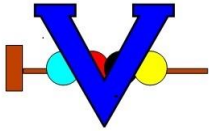
Drafts of these are attached and I request Council endorsement of these two documents.

Other issues raised in Peter’s report are being addressed and I will continue to report to Council.



Jim Clement Dip Bus (Gov) FICDA
President

Attachments: Health & Safety Policy Statement
Workplace Injury Management & Return to Work Policy



HEALTH AND SAFETY POLICY STATEMENT

Victorian Croquet Association Inc and its officers recognise that the health and safety of all workers and visitors is of the utmost importance and vital to the success of our business. As such we aim to continuously improve health and safety in the workplace through consultation and increased health and safety awareness of management and workers.

Through the co-operative efforts of management and workers, we are committed to:

- providing a safe environment for all workers and visitors to our workplace
- providing and maintaining buildings, plant and equipment in safe working condition
- supporting the on-going training and assessment of workers
- developing, implementing and monitoring safe work practices
- continuously improving the standards of health and safety in the workplace
- managing risks in the workplace and
- providing information, instruction and supervision.

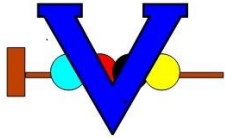
The focus of Victorian Croquet Association Inc's health and safety management system is preventing hazards. We will develop a framework for health and safety management and a plan for systematic risk assessment and control of hazards, to progressively improve safe behaviours and safe systems of work across the business.

Jim Clement
President

on behalf of Victorian Croquet Association Inc

Date: May 2017

Review date: May 2020



Victorian Croquet Association Inc
A0001560E ABN 91 903 271 364
trading as Croquet Victoria

WORKPLACE INJURY MANAGEMENT AND RETURN TO WORK POLICY

Croquet Victoria is committed to the prevention of illness and injury to its employees by providing a healthy and safe working environment. The purpose of this policy is to support our injury management program which provides a framework for a coordinated and integrated approach to workplace injury and illness. Croquet Victoria recognises that management and workers have a social and economic interest in the promotion of a safe return to work for its employees.

Across all of Croquet Victoria's operations, we develop, implement and maintain effective Workplace Injury Management Procedures that are compliant with our legislative requirements. This is achieved by:

- appointing a workplace based Return to Work Coordinator;
- ensuring an injury management plan for injured employees with a significant injury is created;
- ensuring that contact is made with the injured employee as soon as practicable after the injury;
- ensuring that returning to work as soon as possible is normal expectation;
- ensuring that participation in return to work program does not disadvantage employees in any way;
- providing access to accredited rehabilitation providers, where required, to ensure the provision of quality rehabilitation services. An employee may however choose their own rehabilitation provider;
- consult with their employees and the representatives regarding the rehabilitation program; and
- cooperating with any onsite reporting and rehabilitation requirements.

Jim Clement
President

Date:

Review date:

Adopted by VCA Council 19 June 2017

**Annex N to
Croquet Victoria Council Meeting Minutes
19 June 2017**

Croquet Victoria Action List

Serial	Item	Responsible Person or Committee	Date Initiated	Subsequent Reference in Minutes/ Action taken	Anticipated Completion Date	Actual Completion Date
38	VCC Working Group	CoM	20/06/2106	17/10/2016 15/11/2016 12/12/2016 17/01/2017 13/02/2017 21/03/2017	19/06/2017	
24/42	Guidelines for Tournament Managers previous Item 24, prospective TM's may come from this	Jim Clement John Grieve	19/07/2016	15/08/2016 17/10/2016	Ongoing	
43	2017 Regional Workshops package	CoM	19/07/2016	15/08/2016	Ongoing	
47	VCA History	Anne McKee Sarina Cevaall-Hewitt	2014	20/09/2016 17/10/2016 15/11/2016 12/12/2016 17/01/2017 13/02/2017 16/05/2017	Ongoing	
49	Victorian Child Safety Standards	Jim Clement Kate Patrick Sarina Cevaall-Hewitt	20/09/2106	17/10/2016 15/11/2016 12/12/2016 13/02/2017 24/04/2017		

50	VCC Building Cracks	Sarina Cevaall-Hewitt	17/10/2016	15/11/2016 12/12/2016 17/01/2017 13/02/2017 24/04/2017 16/05/2017		
51	Design of project for SEDA graduates	CoM	15/11/2016	21/03/2017 24/04/2017 16/05/2017		31/12/2017
54	Detailed Plan to support Strategic Plan implementation	Kate Patrick	15/11/2016	12/12/2016 17/01/2017 13/02/2017 24/04/2017 16/05/2017		
57	Venue Management Services - Summary & Draft Agreement	Brian Rowe/Mike Cohn	12/12/2016	17/01/2017 13/02/2017 24/04/2017 16/05/2017		
58	Request to ACA proposing change in management of 18-20 Handicaps in Association Croquet	President/Secretary	12/12/2016	ACA 2/2/2017	Next ACA Meeting	