



# GERALDTON CROQUET CLUB BY-LAWS

When amendments are made, these By-Laws should be immediately amended at the relevant point.

## 1. MEMBERSHIP ENTITLEMENTS

On being accepted as a member, that member is entitled to:

- 1.1 to be affiliated to the West Australian Croquet Association
- 1.2 have option to purchase a club key
- 1.3 have access to details on all club and association competitions
- 1.4 have access to minutes of all club and association meetings
- 1.5 have access to coaching at club and association level
- 1.6 have access to information and assistance from referees
- 1.7 be included in the club and state handicapping system
- 1.8 be eligible to visit and play at other clubs in the state and Australia wide
- 1.9 have access to the club's library facilities
- 1.10 be covered by player insurance through Croquet Australia
- 1.11 have access to Croquetwest member protection facility.
- 1.12 become part of the wider croquet community throughout WA, Australia and countries throughout the world
- 1.13 be eligible for concessions for any social activities arranged by the club and the Association

## 2. ROLE STATEMENTS

### 2.1 MANAGEMENT COMMITTEE

#### 2.1.1 PRESIDENT

- a. In ensuring the well being and objects of the club, the President shall, in addition to constitution 15.1, be an ex officio member of all sub-committees.
- b. Represent the club at functions, or delegate another officer to attend, when invited.
- c. See that all other officers are responsibly carrying out their duties.
- d. Visit other clubs to represent the club.

#### 2.1.2 VICE PRESIDENT

- a. Attend, where possible, all meetings and presentations etc to support the President
- b. Become acquainted with the President's duties.
- c. Assist the President in every way
- d. Chair meetings the President is unable to do so.
- e. Offer assistance to the incoming Vice President to assist when in the transition into the position.

### 2.1.3 SECRETARY

As per Constitution and

- a. attend all committee and General Meetings when possible
- b. have custody of the Constitution ensuring that there is always an up to date copy in the clubhouse.
- c. have custody of the Common Seal
- d. maintain the Constitution and By-Law documents in an up to date condition.
- e. Update Honour Boards annually.
- f. Maintain Working With Children Check records and complete administrative tasks as required for WWCC.

### 2.1.4 TREASURER

As per Constitution

### 2.1.5 CAPTAINS

- a. In consultation with the committee, prepare a yearly calendar of events, including intraclub tournaments, pennants competitions and Presentation Day. ( Consider Croquetwest calendar of events to avoid clashes that may impact on our club members.)
- b. Club Day Management
  - Welcome new players to club days.
  - Encourage players to become familiar with rules of the game.
  - Ensure etiquette of the game is followed.
  - Attend club play at least once per week where possible and if not, ensure tasks are covered by experienced deputy(ies) at all other times.
  - Be responsible for playing day draws, endeavouring to ensure a fair competition and taking into consideration the well being of each member.
  - On club playing days, arrange or cause to be arranged all courts and equipment as required.
  - Be conversant with the club's playing rules and implement changes as advised by the Management Committee
  - Liaise with Club Handicapper of the relevant code to ensure that fair handicapping supports play. The Captains have the discretion when to include beginner's scores in the handicap system.
- c. Club Competitions
  - Manage or coopt a manager for all competitions for the code you represent.
  - Keep records of all competitions played and arrange for engraving of trophies, and provision of prizes for the annual presentation day.
  - Provide for the recording of match results and ensure that results during competitions are displayed as soon as possible.
  - Encourage all members to participate in club competitions and activities.
- d. Report to the Management Committee.

### 2.1.6 ORDINARY MEMBERS

Roles and Responsibilities of Ordinary Members

- a. to participate in the good governance of the club.
- b. to attend all meetings where possible and contribute ideas, suggestions and advice.
- c. participate in decision making.
- d. to complete any 'actions' as assigned.
- e. to assist in the development of croquet in Geraldton.

## **2.2 OTHER CLUB POSITIONS**

### **2.2.1 HOUSE CAPTAIN**

- a. Responsible for preparing a cleaning roster
- b. Arrange members to help with other cleaning duties, such as annual spring clean and stocktaking of items in the clubhouse.
- c. Purchase all hospitality and cleaning requirements.
- d. Establish a group who can be responsible for catering for club functions when so requested by the Management Committee.

### **2.2.2 PUBLICITY OFFICER**

- a. Manage the club's website and other electronic media in consultation with the committee
- b. Where possible and appropriate, publicize the activities of the club.
- c. Support activities of the club's Sport Promotion Officer
- d. Report to the Management Committee as required

### **2.2.3 CLUB COACH**

- a. Be responsible for all coaching programs in the club
- b. Be responsible for conducting coaching workshops for club coaches
- c. Support the activities of the Sport Promotion Officer
- d. Report to the Management Committee as required

### **2.2.4 COORDINATOR GREENS AND GROUNDS**

- a. Consult with City of Greater Geraldton Grounds Manager re watering, reticulation efficiency, fertilizing, soil wetta applications, pest control applications, weedicide applications and verticutting.
- b. Monitor lawn health – weed removal, rotate court use
- c. Court Lining – responsible for ensuring lines are regularly refreshed.
- d. Hoops – responsible for ensuring hoops are refurbished when needed and are relocated on courts so as to prevent excessive wear.
- e. Ensure the surrounds are kept tidy.
- f. Clubhouse maintenance
- g. Stocktake – arrange for an annual stocktake of items in the storeroom.
- h. Report to the Management Committee

### **2.2.5 ANNUAL CLUB TOURNAMENT MANAGER**

In consultation with the Management Committee, set a date for the next years tournament. Confirm this approximate date with CroquetWest.

In consultation with the Management Committee decide what competitions are to be held and proceed to advertise and complete all tasks as directed in the Official Rules Book for each code.

### **2.2.6 HANDICAPPERS FOR EACH CODE**

- a. Club Handicappers are responsible for ensuring new members are issued with a handicap card and provided with assistance.
- b. Monitor standard of play and adjust handicaps if necessary to be fair to all.
- c. Keep records of members' handicaps if required.

### 2.2.7 SPORT PROMOTION COORDINATOR

- a. Promote the sport to the wider community with the view to improving its image.
- b. Promote the games of croquet to the membership
- c. Liaise with the Club Coach as required
- d. Liaise with the Publicity Officer as required
- e. Liaise with members of the wider croquet Community as required
- f. Co-ordinate booking and playing of visiting groups
- g. Be the Club's liaison with Council's Club Development Officer, the Dept of Sport and Recreation, and Midwest Sports Federation.
- h. Responsible for organising and conducting club membership growth opportunities.

### 2.2.8 FUNDRAISING COORDINATOR

- a. Form a Fundraising Committee
- b. Arrange fundraising events from time to time to finance club needs as prioritised by the Management Committee.
- c. Be responsible for applying for raffle permits when required.

## 3. MAKING OR CHANGING BY-LAWS – (See constitution 22)

## 4. APPOINTMENT OF AUDITOR

The club will appoint an independent auditor annually to audit the club's financial records prior to the AGM.

## 5. ALTERING REGULATIONS

The procedure is as follows:-

- 4.1 A motion in writing from any member of the club at a general meeting, or by a member of the committee at a committee meeting, debated at the meeting, a simple majority is required to resolve the question.
- 4.2 If the motion is passed at a committee meeting, it must be ratified at a general meeting.

## 6. QUORUM AT MEETINGS

Absence from meetings:-

Club members who will be away for periods of four or more weeks may apply to the committee for leave of absence. Members on leave of absence do not count towards the numbers required for a quorum

## 7. MEMBERSHIP

Members from the previous financial year are deemed financial from 1st September until 21<sup>st</sup> October unless they have advised that they are not rejoining.

## 8. VISITORS

Visitors may play on club days for 5 times in any calendar year, before being required to join the club. At the discretion of the Management Committee.

Green fees for visitors will as stated on the fees list on display on the club noticeboard.

## 9. BEGINNER TUITION

After a come'n'try opportunity, a prospective new member may be offered and charged a nominal fee for tuition sessions and they can then apply to join the club. The tuition fee will be deducted from the membership fee for that year.

## **10. CLUB COLOURS and DRESS CODE**

The Club colours are tomato red and gold.

The dress code for the members of the Geraldton Croquet Club for club days is white and/ or coloured sports or casual wear.

## **11. LONG SERVICE AWARDS**

Long Service Awards to be given after 15 years of volunteer service to the club.

## **12. SETTLEMENTS OF DISPUTES**

Any member entering a protest must submit the same, within 48 hours, from the time when the dispute arose. The said protest will be referred to the management committee, and then to a general meeting, or special general meeting, if required, depending on the nature of the protest. The said protest to be accompanied by a fee; of an amount to be determined from time to time. If the protest is found to be of a frivolous nature, the aforesaid sum shall be forfeited to the funds of the club. All members involved in this protest may address these meetings personally, or by a written statement. Any decision by the meeting will be binding to all parties.

## **13. ELECTIONS**

In the inaugural year, the positions of President, Treasurer, Golf Croquet Captain, Committee Member 1, Committee Member 2, Publicity Officer, AC Handicapper, Fundraising Coordinator, Coordinator of Greens and Grounds, shall be elected for two years.

The positions of Vice President, Secretary, Association Croquet Captain, Committee Member 3, House Captain, GC Handicapper, Club Coach, Annual Club Tournament Manager, and Sport Promotion Officer shall be elected for one year.

Hereafter, all positions shall be elected for two year terms.

# PLAYING REGULATIONS

## 1. CLUB PLAY

- a. Use of timer clocks on club days....45 mins per game, except when the score is drawn – one more hoop is to be played. In the last round of the day it is the players choice to time games or not. Clocks are stopped when a game is held up.
- b. New members need to have instruction from GC Handicapper when they start to use the handicap card on a club day. There should also be assistance with all other processes regarding handicaps.
- c. The captains have the discretion when to include beginners scores in the handicap system...see captains role
- d. Games played with beginner non members will not be use for handicapping.
- e. Results of games of three players i.e., two v one will be used for handicapping.
- f. Bumper Board – you may challenge any player ranked up to four positions above you. Level singles games, first to 7, untimed game.
- g. Handicap Cards - handicaps 0 -12, will be used on prescribed club days.
- h. Random draws are done with all names in 15 mins prior to scheduled starting time.

## 2. CLUB TOURNAMENTS AND COMPETITIONS

- a. Tournament Regulations to be reviewed annually.
- b. **Practice before play is allowed once the courts have been dressed and are free. (Register of Resolutions 16.4.13)**
- c. Game length, timed or untimed.
- d. Green fees to be paid.
- e. GC – use of pegs for scoring.
- f. Brief Conditions of Play statement to be displayed on the Calendar of events (so that players can plan ahead and make informed choices about what they will enter)
- g. If a player is unable to continue during a tournament, the player, or partner in a doubles game, may hit one ball in and then concede the game
- h. A player unable to continue in a competition game.  
If after the commencement of any local competition(not tournaments) should be stopped due to illness of a player or unforeseen circumstances, the game shall be pegged down and play recommenced at the earliest convenient time for all players in the game.  
This does not do away with the right to concede or forfeit a game.

## 3. PENNANTS – Yet to be documented

## **CLUB POLICIES**

### **1. Membership of Midwest Sport Federation**

The club continue its membership with this organisation.

### **2. Weather Policy**

The club follows the Croquetwest weather policy whilst competing in tournaments.

### **3. Member Protection Policy**

Club members have access to Croquetwest Member Protection Policy  
See Croquetwest website for more information

