

# SOUTHPORT CROQUET CLUB INC.

## By-Laws

September 2018

<b>1 APPLICATION .....</b>	<b>3</b>
<b>2 COLOURS .....</b>	<b>3</b>
<b>3 BADGE .....</b>	<b>3</b>
<b>4 PLAYING ATTIRE .....</b>	<b>3</b>
<b>5 LAWS OF THE GAME .....</b>	<b>3</b>
<b>6 MEETINGS .....</b>	<b>3</b>
<b>7 MANAGEMENT COMMITTEE .....</b>	<b>3</b>
<b>8 DUTIES .....</b>	<b>4-5</b>
<b>9 DELEGATES .....</b>	<b>6</b>
<b>10 HANDICAPPING .....</b>	<b>6</b>
<b>11 USE OF LAWNS AND FACILITIES .....</b>	<b>6</b>
<b>12 CONFIDENTIALITY .....</b>	<b>6</b>
<b>13 COMPLAINTS .....</b>	<b>6</b>
<b>14 CODES OF CONDUCT .....</b>	<b>6</b>
<b>15 ANNUAL MEMBERSHIP FEE INCREASE .....</b>	<b>6</b>

## **APPLICATION**

1) These by-laws complement and are to be read in conjunction with the constitution of Southport Croquet Club Inc. (*the association*).

## **2 COLOURS**

1) The association's colours shall be red and white.

## **3 BADGE**

1) The association badge shall be a round brooch with a scalloped golden edge, a large red 'S' on a white background, with crossed croquet mallets and a set of balls in first choice of colours superimposed.

## **4 PLAYING ATTIRE**

1) Dress on club playing days shall be appropriate sports attire in predominantly red and white colours. Footwear must have a sole suitable for use on croquet lawns.

2) Dress when participating in any form of inter-club competition shall be official Southport Croquet Club uniforms.

## **5 LAWS OF THE GAME**

1) Play and the laws of the games shall be governed by the rules set out in the official rulebooks approved by Croquet Association Queensland Inc.

## **6 MEETINGS**

1) Management committee meetings:

a. As per clause 22(2) in the association's constitution, the management committee must meet at least once every three months to exercise its functions.

b. To ensure efficient governance and prompt decision-making, the management committee aims to meet at least once per month during regular competition.

2) General meetings:

a. The association aims to host a general meeting at least once every three months during regular competition.

## **7 MANAGEMENT COMMITTEE**

1) The management committee of the association should consist of the following positions:

a. President;

b. Vice president;

c. Secretary;

d. Treasurer;

e. Captain;

f. Immediate past president;

2) There shall be a management sub committee comprising of any of the following members elected at the AGM:

- a. Vice captains of Association, Ricochet, Golf Croquet and Gateball
- b. Providedore
- c. Senior coach
- d. Minute (Assistant) secretary
- e. Assistant treasurer
- f. Publicity and promotions officer
- g. Gold Coast Tweed regional delegates
- h. Grounds maintenance supervisor
- i. Tournaments and events coordinator

## **8 DUTIES**

1) President:

- a. preside at meetings;
- b. supervise the conduct of the affairs of the club;
- c. represent the club when necessary;
- d. present an annual report on the activities of the club.

2) Vice president:

- a. assume the duties of the president in the president's absence and assist the president in carrying out their duties;
- b. assist other committee members with their duties as required.

3) Secretary:

- a. attend all meetings;
- b. attend to correspondence;
- c. conduct the affairs of the club under the supervision of the president;
- d. prepare and maintain the register of members.

4) Treasurer:

- a. maintain a proper record of the financial transactions of the club in accordance with the constitution;
- b. receive and pay club monies in accordance with the constitution;
- c. submit a financial statement at each monthly meeting of the club;
- d. prepare and submit a financial statement to the annual general meeting in accordance with the constitution.

5) Captain:

- a. control all play. The captain's decision is final;
- b. together with the president and one other member, the captain has the power to arrange all games and matches and competitions;
- c. members shall present themselves for play 15 minutes before starting time or advise the captain that special circumstances will delay their arrival.

6) Immediate past president:

- a. support the president and the management committee by providing guidance and advice in the running of the club that is consistent with the club's history, while being supportive of valuable opportunities for change.

7) Vice captains of Association, Ricochet, Golf Croquet and Gateball

- a. assist the club captain in the arrangement of games and matches and competitions in the respective mallet sports codes.

8) **Provedore:**

- a. oversee the catering for club activities in collaboration with the management committee;
- b. oversee stock control for the catering activities of the club.

9) **Senior coach:**

- a. oversee the instruction and assistance provided to new members;
- b. advise and assist all members to improve their standard of play.

10) **Minute (Assistant) secretary:**

- a. keep minutes at the sub management operations committee meetings;
- b. support the secretary as required in the completion of administrative duties for the club.

11) **Assistant treasurer:**

- a. support the treasurer as required in the completion of financial management duties for the club.

12) **Publicity and promotions officer:**

- a. develop media releases concerning upcoming events, interesting personalities and organisation and individual highlights or achievements and submit these for publication as appropriate;
- b. oversee the implementation of marketing strategies to promote mallet sports and the club to the community;
- c. develop the club's sponsorships through regular liaison with sponsors;
- d. arrange for appropriate promotion of sponsors and arrange for sponsorship signage to be developed and maintained.

13) **Gold Coast Tweed Regional delegates:**

- a. represent the club at meetings and events of Gold Coast Tweed Regional Croquet Association on behalf of the club;
- b. provide a report to the club following attendance at all Gold Coast Tweed Region meetings and events.

14) **Grounds maintenance supervisor:**

- a. Liaise with contractors engaged for the maintenance and preparation of the courts in collaboration with the management committee;
- b. provide reports to the management committee regarding the maintenance of the grounds;
- c. call for and manage volunteers to assist with watering and other maintenance work as necessary.

15) **Tournaments and Events Coordinator**

- a. co-ordinate the scheduling and draws of tournaments while liaising with the Captain and Vice-Captains of each code as appropriate;
- b. liaise with the Tournament Manager during the running of the tournament to ensure smooth programming in a timely manner;
- c. organise and delegate responsibility for entering results into web-based programs ie Croquet Scores and Gateball Scores;
- d. oversee the delivery of results and changes to handicaps and index for players to the Croquet Association of Queensland handicapper.

## **9 DELEGATES**

- 1) Delegates to attend meetings of other affiliated clubs or associations shall be elected at a general meeting of the club.
- 2) Delegates shall be reimbursed for approved out of pocket expenses incurred due to attendance at such meetings.

## **10 HANDICAPPING**

- 1) The handicapping shall be decided by a committee comprising the president, captain and vice captain and their decisions shall be forwarded to Croquet Association Queensland Inc.

## **1 USE OF LAWNS AND FACILITIES**

- 1) The management committee must approve use of the association's lawns and facilities for any non-club activities.
- 2) A member of the management committee must be present for the duration of any non-club activities.

## **12 CONFIDENTIALITY**

- 1) What transpires at club meetings shall be regarded essentially as private and not discussed outside the club membership.

## **13 COMPLAINTS**

- 1) All complaints shall be made in writing to the club secretary.

## **14 CODES OF CONDUCT**

- 1) The codes of conduct published in the *Member Protection Policy* of the Australian Croquet Association apply at all activities of Southport Croquet Club.

## **15 ANNUAL MEMBERSHIP FEE INCREASE**

- 1) The membership fee shall increase by no less than the increase in the Consumer Price Index for each year, to an amount rounded up to an even dollar at the discretion of the management committee.