



MILLSWOOD CROQUET CLUB INCORPORATED

ESTABLISHED IN 1922

REGULATIONS

Regulations may only expand on the constitutional clauses, neither contradict, nor alter the intent of the Constitution. Regulations are generally more operational and internal in nature. They define the details of the authority that is the Constitution.

The Regulations can be altered by the Management Team (MT), requiring a $\frac{2}{3}$ affirmative majority. Please refer to Clause 22. for details.

2019 EDITION

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1. THE ANNUAL GENERAL MEETING

- 1.1. The AGM must be held as outlined in the Constitution, Clause 12.1.
- 1.2. Fourteen (14) clear days notice of such meeting will be given by the Secretary to each Member of the Club. Such notice is to be in writing and to be emailed, posted or handed in person to each Member.
- 1.3. Notice of the AGM will also be placed on the Club's notice board by the Secretary at least twenty-eight (28) days before the AGM.
- 1.4. Any Notices of Motion to the AGM must be in writing on the prescribed form and in detail and delivered to the Secretary at least twenty-one (21) days prior to the start of the AGM.
- 1.5. Procedures for conducting the AGM are described in the Constitution, Clause 12.2.
- 1.6. The order of business will be:
 - 1) Welcome
 - 2) Declaration of a quorum
 - 3) Present
 - 4) Apologies
 - 5) Confirmation of the minutes of the previous AGM and of any SGMs held since that AGM
 - 6) The President's Address
 - 7) Consideration of the accounts and reports of the Treasurer and of the Auditor's Report when one is required
 - 8) Consideration of any reports from the MT
 - 9) That Business of which Notice has been received
 - 10) The election of the MT Members
 - 11) The appointment of an Auditor if required.
 - 12) Annual appointments
 - 13) Annual Presentations
 - 14) Close
- 1.7. All MT Member positions will be subject to re-election at each AGM.
- 1.8. A retiring MT Member will be eligible to stand for re-election without nomination.
- 1.9. No other person will be eligible to stand for election unless a Full Club Member has nominated that person at least twenty-one (21) days before the AGM by delivering the official Nomination Form to the Secretary, duly signed by the nominee and the proposer.
- 1.10. Notice of all persons seeking election to the MT will be given to all Members of the Club with the notice calling the meeting at which the election is to take place, fourteen days (14) prior to the advertised date of the AGM.
- 1.11. If only one nomination to a particular office is received, the nominee may be

declared elected.

- 1.12. Nominations for any office may be made from the floor of the meeting if no nominations were received under the above Clause. If more than one nomination is received from the floor, a vote will be conducted by secret ballot.
- 1.13. The term of office for the President will be for two (2) years, unless Members vote otherwise.
- 1.14. At the end of the President's term of office, that person may become a MT Member as Immediate Past President for a further year. After then, that person may be elected to any position on the MT.

2. THE MANAGEMENT TEAM

- 2.1. The Management Team may consist of the following natural persons:
 - The President
 - The Secretary
 - The Treasurer
 - The Lawns Manager
 - The Social Manager
 - The Facility Manager
 - The Immediate Past President
 - The Vice-President
 - The Association Croquet (AC) Representative
 - The Golf Croquet (GC) Representative
 - The AC and GC Coordinator as AC and GC Representative substitutes.
- 2.2. The AC Coordinator's sole role on the MT is to replace the AC Representative when that Member is unable to attend MT meetings.
- 2.3. The GC Coordinator's sole role on the MT is to replace the GC Representative when that Member is unable to attend MT meetings.
- 2.4. The Powers and Duties of the MT are described in the Constitution Clause 10.
- 2.5. The Proceedings of the MT are described in the Constitution Clause 10.9.
- 2.6. MT Members may be disqualified as described in the Constitution Clause 10.13.
- 2.7. The MT will meet at least monthly to manage the affairs of the Club.
- 2.8. At least forty-eight (48) hours notice of any extra MT meetings will be given by the Secretary, in writing or announced personally, to each Member of the MT.
- 2.9. The MT's first responsibility will be to maintain the lawns and equipment and for the daily management of the Club and it will have power to carry out all acts and deeds as appear essential for such daily management.
- 2.10. The MT, in consultation with the Members, will have management of all the

Club properties in accordance with the Objectives of the Club.

- 2.11. The MT will consult Members before spending the Club money other than for those expenditures necessary for the day to day running of the Club.
- 2.12. Club Members at AGMs may allocate a certain sum for the MT to use in case of emergencies.
- 2.13. The MT is empowered to set Membership subscriptions and a pro-rata subscription for new Members who join during a year.
- 2.14. Attendance at MT meetings will be in person and not by proxy.
- 2.15. The MT will have power to settle all disputes, and its decisions will be final.
- 2.16. The MT will be empowered to fill casual vacancies on the MT, except for the position of President, which must be decided at a GM.
- 2.17. Where the Constitution is silent on any matters relating to the affairs of the Club, the MT shall make a determination, providing that any determinations do not contradict the Constitution or the intent of the Constitution.
- 2.18. Minutes are to be handled according to the requirements of the Associations Incorporation Act 1985 (SA). Refer to Clause 17 of the Constitution.

3. MINUTES

It is a requirement of Section 51 of the Act that the minutes of all proceedings of AGM and SGM meetings and meetings of the MT will be:

- 3.1. recorded.
- 3.2. confirmed by Members who attended the meeting, at a subsequent meeting or via email. Following this, the minutes are to be signed off by the Member who presided, either by hand, or electronically, as a correct and proper record of the meeting.
- 3.2. kept securely in the Clubrooms or in possession of an appropriate position holder, and they must not be altered at any time.
- 3.3. Minutes of the AGM and SGM are public documents and are to be made available to Members of the Club.
- 3.4. Minutes of the MT meetings are the property of the MT.

4. SUB-COMMITTEES

- 4.1. The MT may delegate authority to sub-committees. Sub-committees will be formed for a specific purpose and for a specified time.
- 4.2. Each sub-committee will elect its own chairperson from among its members and will be responsible for the keeping of records of all meetings.
- 4.3. Each sub-committee will report its findings to the Management Team as required.
- 4.4. Any money raised by a sub-committee will be paid into the general funds of the Club.

5. VOTING

- 5.1. Subject to the Constitution all Members of The Club who are entitled to vote

- will have one vote on all matters.
- 5.2. Members may vote in person, or by proxy, or by written absentee vote as approved by the MT.
 - 5.3. Honorary Life Membership. Suitable recipients will be decided by the MT. Voting is to be electronic with all Full Members to respond in same by two weeks from the advertised date. A non-response will be counted as a yes vote. (MT amendment April 2024 meeting).
 - 5.4. MT nominees in a contested vote will be elected after a secret ballot shows a simple majority of Members entitled to vote, vote affirmatively.
 - 5.5. If only one nomination is received, that nominee may be declared elected. If a poll is called for, a secret ballot will be held immediately.
 - 5.6. Nominations from the floor of a GM for any unfilled positions must be voted on by secret ballot with two-thirds ($\frac{2}{3}$) of Members entitled to vote, vote affirmatively.
 - 5.7. All other motions will be proposed and seconded before a vote can be taken by a show of hands with a simple majority in favour, unless a secret ballot is requested by at least five (5) Full Members.

6. MEMBERSHIP CATEGORIES

Subject to Clause 5. of the Constitution:

- 6.1. There will be various Membership categories which may include: -
 - Full Member
 - Associate Member
 - Junior Member
 - Beginner Member
 - Encouragement Member
 - Non-playing Member
- 6.2. **Full Membership provides:**
 - 6.2.1. A Full Membership subscription entitles the Member to full voting rights plus eligibility to stand on the Management Team and any sub-committees.
 - 6.2.2. Full Membership subscription registers the Member with Croquet SA which provides the Member with a National Registration number, covers the Member under Croquet Australia's Public Liability Insurance plus provides the Member with all distributed information from Croquet SA.
 - 6.2.3. The Full Member may stand for selection for all Club teams if eligible and the Member may compete in all Club competitions except for invited events and the Classic Night Tournament (except at the discretion of the AC or GC Coordinator).
 - 6.2.4. The Full Member will have access to the Club lawns for play or

practise at any time the lawns are not booked for other purposes including lawn maintenance and will have all other Membership rights without exclusion.

6.3. **Associate Membership provides:**

- 6.3.1. Associate Members must be Full Members of another Croquet SA or other State's affiliated Club and will produce proof of such membership to the MT.
- 6.3.2. If an Associate Member is not 'paid up', they are not an Associate Member. The Associate Member will have access to the Club on playing days at the discretion of the AC or GC Coordinator.
- 6.3.3. Associate Members may participate in Club teams and competitions only with the approval of the MT and their 'parent' Club, provided that they do not take the place of a Millswood Full, Beginner or Junior Member. The AC or GC Coordinator must receive a signed "clearance form" from the 'parent' Club for each competition requested, as described in the Croquet SA Playing Regulations.
- 6.3.4. Associate Members may not be on the Management Team or any sub-committees and they will have no voting rights.

6.4. **Junior Membership provides:**

- 6.4.1. Upon payment of the Club's approved Junior Membership subscription by the due date, the Junior Member will have access to the Club on playing days and may practice at The Club on days when the lawns are not booked for other purposes including lawn maintenance.
- 6.4.2. Membership will be restricted to all persons under the age of twenty-five years.
- 6.4.3. The Junior Member may compete in all Club competitions.
- 6.4.4. The Junior Membership subscription registers the Member with Croquet SA which provides a National Identification card and ID number and provides the Member with Croquet Australia's Public Liability Insurance cover.
- 6.4.5. The Member may stand for selection for all Club teams if eligible.
- 6.4.6. The Junior Membership subscription will allow all Membership rights without exclusion, except for those Members under the age of 18 years, who will have no voting rights and who may not stand for the MT or any sub-committee.

6.5. **Beginner Membership provides:**

- 6.5.1. Upon payment of The Club's Beginner Membership subscription by the due date, Beginner Membership entitles the Member to all playing and voting rights and eligibility to stand on the MT and any

sub-committees.

- 6.5.2. Beginner Membership subscription provides the Member with Registration with Croquet SA, Croquet SA's Affiliation fee levy to Croquet Australia, Croquet Australia's Public Liability Insurance coverage, payment of the State Team levy, and all disseminated information from Croquet SA.
- 6.5.3. The Member may stand for selection for all Club teams if eligible.
- 6.5.4. The Member may compete in all Club competitions except for invited events and the Classic Night Tournament (except at the discretion of the AC or GC Coordinator) and have access to the Club for play or practice at any time the lawns are not booked for other purposes including lawn maintenance and will have all Membership rights without exclusion.
- 6.5.5. Beginner Membership subscription will be for a period of six (6) months after which the Beginner Member must pay a pro-rata Full Membership subscription.
- 6.5.6. Beginner Members may borrow a Club mallet for a six (6) month period and are not required to wear the Club uniform unless they play in one of the Club teams.

6.6. **Encouragement Membership provides:**

- 6.6.1. Upon payment of the Encouragement Membership subscription by the due date, Encouragement Membership entitles the Member to all playing and voting rights and eligibility to stand on the MT and any sub-committees.
- 6.6.2. Encouragement Membership subscription provides the Member with Registration with Croquet SA, Croquet SA's Affiliation fee levy to Croquet Australia, Croquet Australia's Public Liability Insurance coverage, payment of the State Team levy, and all disseminated information from Croquet SA.
- 6.6.3. The Member may stand for selection for all Club teams if eligible.
- 6.6.4. The Member may compete in all Club competitions except for invited events and the Classic Night Tournament (except at the discretion of the AC or GC Coordinator) and have access to the Club for play or practice at any time the lawns are not booked for other purposes including lawn maintenance and will have all Membership rights without exclusion.
- 6.6.5. Encouragement Membership subscription will be for a period of six (6) months after which the Member must pay a pro-rata Full Membership subscription.
- 6.6.6. Encouragement Members may borrow a Club mallet for a six (6)

Month period and are not required to wear the Club uniform unless they play in one of the Club teams.

6.7. **Non-playing Membership provides:**

- 6.7.1. A fee discount on all designated Club social functions.
- 6.7.2. Social Members will have no playing or voting rights and will not be registered with Croquet SA.
- 6.7.3. Social Members will not be eligible to be on the MT or any sub-committees, nor be eligible to be selected for Club teams.
- 6.7.4. Completion of a Social Membership Application form does not imply Club Membership in any other capacity.

7. APPLICATION FOR MEMBERSHIP

- 7.1. Application for Membership is described in Clause 5. of the Constitution.
- 7.2. Membership application forms will be displayed on the notice board and then taken to the Club's next MT meeting for approval by the MT.
- 7.3. Acceptance of new Members in any handicap range may be temporarily closed at the club's discretion.

8. NEW MEMBERS

- 8.1. New Members will receive a welcoming letter and a Club information sheet as soon as practicable after approval of Membership by the MT.
- 8.2. New Members will be given a key to the Club premises, which will be returned at end of their period of Membership.
- 8.3. New Members will be shown a copy of the Club Constitution and Croquet SA's Member Protection Policy.
- 8.4. New Members are required to fill out a Croquet SA Registration form.
- 8.5. New Members are required to fill out an Emergency Contact form.

9. FEES AND CHARGES

- 9.1. Membership fees, visitor fees and fees for the use of the overhead floodlights will be set by the MT and to be made known to members via email or GM.
- 9.2. Entry fees for Club competitions, Gala Days, Croquet Days, Invitation Days, social events and other events and tournaments will be set by the MT.
- 9.3. All Full, Beginner and Junior Members may use the lawns and equipment for play and practice free of charge, except that, if playing or practising at night, the appropriate floodlight fees will be paid, as set by the MT.

10. VISITORS

- 10.1. Playing visitors must be 'signed in' to the Visitor's book.
- 10.2. Playing visitors may come to The Club only 6 times in any twelve-month period.
- 10.3. Playing visitors will be charged a Visitor fee as determined by the MT.
- 10.4. Visitors will abide by the Rules and Policies of the Club while visiting.

11. REPRESENTATIVE TEAMS

- 11.1. Whenever possible two teams should be entered in the same section for Pennant competitions. If this occurs the teams are to be an 'A' team and a 'B' team based on index/handicaps.
- 11.2. Teams will be selected on rankings in the first instance.
- 11.3. When only one team is entered in a section, all players wishing to play should be given an opportunity to play some matches, at the discretion of the Coordinator, and the team leader.
- 11.4. All Members wishing for team selection should put their names forward.
- 11.5. Members putting their names forward as reserves will be treated as such.
- 11.6. Players wishing to play in a higher division than their ranking, will be selected as reserves in the first instance.
- 11.7. All players in teams are expected to be punctual, as per the conditions of play. Failure to comply will result in a 1st warning. A 2nd warning may have team membership consequences for the offender. Warnings to be issued by the MT after the Team Leader raises the problem. The MT will discuss the issue, and they will decide on an appropriate course of action which the President will communicate with the offending member/s.
- 11.8. Players are expected to advise their Coordinator or Team Leader of dates they expect to be unavailable during the season.
- 11.9. The Coordinators will choose team leaders for specific teams.

12. CLUB UNIFORM

- 12.1. Players representing the Club in team competitions and gala days are expected to wear the Club uniform.
- 12.2. On Saturday, Tuesday and Thursday playing days Members are encouraged to Wear Club uniform.
- 12.3. Shoes must be worn and must be of a broad flat-sole with no extreme sole pattern. Sandals (not thongs) may be worn at the Member's own risk.

13. SEASONS

- 13.1. The summer playing season will start on the first Saturday on or after October 1st.
- 13.2. The winter playing season will start on the first Saturday on or after May 1st.

14. USE OF FLOODLIGHTS

- 14.1. Use of the floodlights will be in accordance with the guidelines set by the South Australian Planning Commission and the Unley City Council.

Monday – Friday and Sundays	6.00 pm – 10.00 pm
Saturdays and Public Holidays	6.00 pm – 10.30 pm

The Millswood Classic Night Tournament is exempt from these regulations for safety reasons as players leave the premises late at night.

- 14.2. Members using the floodlights must between them pay the fee set by the MT.

15. COACHING

- 15.1. Coaching of players will preferably be carried out by an accredited Club Coach.
- 15.2. Coaching will be free of charge to all Members.
- 15.3. A coaching fee may be charged by accredited coaches for the coaching of players who are not Club Members. This will include a visitor fee payable to the Club.
- 15.4. Coaches who are not Members of The Club may coach at the Club only with permission of the MT. Participating Members will be expected to pay between them the coaching fee.

16. HANDICAPS AND HANDICAPPING

- 16.1. Croquet Australia's handicapping guidelines for Association Croquet and Golf Croquet will be adopted by the Club.
- 16.2. The Club will appoint annually an AC Club Handicapper and a GC Club Handicapper
- 16.3. The Club will supply Handicap cards to Members who need them.
- 16.4. Members who may wish to have their handicap changed other than by the AHS, must approach either their AC or GC club Handicapper, who must follow the guidelines established by Croquet Australia. If the member still feels aggrieved, then they must take their grievance to the MT through their MT Representative. The MT in conjunction with either the AC or GC Club Handicapper, as applicable, will review the matter and a decision will be made which will be binding on the member.

17. CLUB COMPETITIONS

- 17.1. All eligible Members may play in the Club Championships and the winner of each handicap range may represent The Club in Croquet SA's Champion of Champions Competitions, unless otherwise agreed by The AC or GC Coordinator, subject to this event being held.
- 17.2. Members of more than one Club must nominate which Club they will represent in the Champion of Champions Competition.
- 17.3. All Members except Non-playing Members are entitled to play in intra-Club competitions.
- 17.4. At Club Gala Days, Members may only compete with the approval of the AC or GC Coordinators and must pay the playing fee.
- 17.5. Members who work full-time may play in The Classic Night Tournament. Others may only compete with the approval of the AC or GC Coordinator.
- 17.6. Club Members may compete in The Club's Invitation Events only with approval of the AC or GC Coordinators.

18. CLUB PLAYING DAYS

- 18.1. Starting and finishing times for designated playing days will be decided between the Members and will be advertised at the Club.
- 18.2. On Saturdays, GC Members are requested to stay for the 1.00pm meeting and AC Members are requested to arrive in time for the 1.00pm meeting.