



WCF Administration Regulations

Effective Date:
10th November 2011
Version: v4

1. Introduction

The World Croquet Federation (WCF), through its Council of Member associations, is responsible for the adoption of WCF Statutes to which all subsequent Regulations and policies are subservient.

Day-to-day administration of the WCF is undertaken by the WCF Management Committee in accordance with WCF Statutes, Regulations and policies.

These Administration Regulations control how the WCF Management Committee operates in undertaking its responsibilities, and derive principally from Statutes 105, 106 & 107. They apply to all members of the WCF Management Committee (MC).

This document is in three parts: a first section describes the high-level principles behind how the MC operates, how the Secretary-General (S-G) is elected and so on. Appendix 1 gives more detail of how these principles are implemented today. Appendix 2 describes the Terms of Reference for the principal roles: Council, MC, President, S-G, Treasurer etc.

2. Management Committee principles of operation

- 2.1 The decisions taken by the MC are subservient to WCF Statutes and Regulations;
- 2.2 Membership of the MC and the election process are defined by Statute 105;
- 2.3 The President shall act as Chairperson of the MC – the S-G in his absence;
- 2.4 The MC will normally seek consensus on all issues, but should a vote be necessary then a simple majority of the current MC membership will be required, e.g. if 8 or 9 members, a proposal attaining 5 Yes votes is carried;
- 2.5 Communications shall be mainly by electronic means – email and conferencing – and formal decision-making shall be by email vote. The process is elaborated in Appendix 1;
- 2.6 As soon as a majority have approved or declined a proposal, the decision is taken and can be published and/or acted upon;
- 2.7 Where the opportunity arises, a face-to-face MC meeting may be held. Whether quorate or otherwise, no binding formal decisions shall be made at these meetings. Absent members shall have the opportunity to comment on the issues raised by email prior to a decision being reached;
- 2.8 Cabinet responsibility: MC members are free to express dissenting opinions in public, but should not actively campaign against MC decisions;
- 2.9 Correspondence received by the S-G will be acknowledged promptly and dealt with according to the Correspondence Policy in Appendix 1;
- 2.10 The MC will operate according to a policy of openness and transparency, according to the Statement of Intent in Appendix 1;
- 2.11 Internal discussions of the MC will be subject to the Privacy of Discussions policy in Appendix 1, while the conclusions will be openly recorded according to 2.10.

3. Appointment of Secretary-General

The S-G is elected by the MC (Statute 105.8). In practice, the information in Appendix 2 is used to construct an Advertisement / Job Description when the post is about to fall vacant, and applications are requested from across the croquet-playing community. Once the stated end-date has passed, the candidates are considered by the MC and a decision made through the normal MC process.

4. WCF Committees and MC Groups

- 4.1. Unless otherwise stated in the Statutes or agreed by the MC, all WCF Committees are subservient to the MC and their decisions or recommendations must be ratified by the MC before they can be acted upon and/or published as MC policy.
- 4.2. Groups may also be formed from time to time within the MC to deal with specific topics. Current groups include: Development, Tournament, and Regulations.



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Appendix 1 - Working Procedures

The following paragraphs are not prescriptive, but instead describe the way the MC currently operates to implement the principles above.

1. DISCUSSION AND DECISION-MAKING PROCESS

The bulk of MC work is conducted via email, using numbered topics for most significant items. The process is iterative, based on cycles of a week or so. Sometimes, several cycles of debate and comment will be required before a formal vote, and other times few cycles and rapid consensus can be achieved, obviating the need for an extra voting cycle. The following is therefore the template process:

1	An issue is raised in the form of a question, a motion, a complaint or a suggestion
2	S-G gives each topic an identifier (such as "100", "101"...) used to identify each email on the topic
3	S-G sets out the end date for each cycle
Step 4	Initial debate – The first week-long cycle of discussion on the topic, to formulate potential solutions.
5	S-G summarises key points and main contenders for best way forward.
Step 6	Revised proposal – A second week-long cycle is given for each person to respond with their comments on the revised proposal. If a person makes no response during this cycle and has not already told the S-G they will be unavailable for the week, then they will be taken to be content.
Step 7	Formal vote – If a clear majority support the proposal or the same option, with few comments raised, all of which can be incorporated without changing the nature of the proposal, then this will be taken as a decision of the MC "by consensus" (and the process moves straight to Step 8). However, where there remains a range of views or substantive comments that change the proposal materially, the S-G will update the proposal and circulate again for a further week, calling this time for a formal vote. If a person makes no response and has not already told the S-G they will be unavailable for the week, then they will be taken to have abstained.
Step 8	Outcome – S-G reports the decision to the MC members, or (exceptionally) may revert to Step 6 or 7 for a further cycle of debate or voting if no clear decision has been reached. Where a formal vote was taken, the actual voting will be shown in the record.

The number of iterations through Steps 5 & 6 depends on how easily agreement is reached between MC members –this process may take between 2 and 4 weeks typically.

2. MANAGING THE DISCUSSION AND DECISION PROCESS

During this process, the S-G is responsible for:

- Putting a topic on the agenda of the MC
- Setting the timetable and issuing the identifier
- Summarising the debate and potential solutions at the start of each cycle
- Arranging an email and/or Skype decision process
- Expressing the views of anyone unable to make the Skype call or contribute to the final email round
- Once a decision is reached, ensuring it is implemented, the interested parties are advised, and
- Recording and/ or publishing the topic and solution on the WCF website.

When the MC has a Skype, or face-to-face, meeting the S-G is responsible for taking the minutes.

The S-G will manage the process with the prime goal of reaching decisions – irrespective of whether by email, Skype or face-to-face.

MC members should advise the S-G in advance if they are going to be away from their email for periods of a week or more.



3. PRIVACY OF MC DISCUSSIONS

3.1 Formal records

These are always to be expressly agreed by the MC before publication.

Formal records include:

- a. approved minutes of the MC and Council, and draft minutes once agreed by the MC as correct
- b. details of MC voting on issues decided by email
- c. publications which include any internal email dialogue between MC members (i.e. they may be published, but only once the MC has verified they are reasonable and accurate, and are given in context)
- d. press releases or other formal announcements.

Formal records may include any issues of particular sensitivity, such as a disciplinary matter of an individual, or a dubious application for membership from a country - and in those cases the MC might decide to exclude the details (e.g. replace "Fred" or "CountryName" with "a player" and "a country") - or even exclude the item altogether.

3.2 Less formal communications

These may be published by the S-G or President without prior approval of the MC provided:

- **there are no details given of either MC discussions or of the voting**
- **there are no details given of who said what, who took which position or who voted for or against any proposal.**

This means simple communications such as news items or blog posts may include a statement of what has been agreed, but may not go into any details of how the MC arrived at this agreement.

3.3 Records of email discussion

It is not feasible to minute the large volume of email items on many debates; instead the **S-G may periodically report top-level conclusions either formally or informally**, whilst recording details of the voting history and maintaining an archive record of the discussion.

4. STATEMENT OF INTENT RE. PUBLIC IMAGE & COMMUNICATIONS

- We make a point of being open and transparent wherever we can.
- We tell people what we're planning to do. We do it. We then tell them that we've done what we said we would.
- We listen, and are responsive.

5. CORRESPONDENCE POLICY

- 5.1 As a matter of principle, every item of correspondence to WCF should be replied to promptly, even if only to acknowledge it.
- 5.2 Where it is from a WCF Member, the issue should be dealt with promptly (if the answer is already known) or be debated by the MC until there is a resolution, which the S-G should report back to the Member.
- 5.3 If the answer will be of wider interest, the MC should consider whether to write to all Members conveying the query and outcome, or to make a news item etc.
- 5.4 Where the correspondence is from an individual, concerns the WCF itself and a straightforward answer is possible (for example, clarification of policy, pointing out a problem with web site, etc), it should be given.
- 5.5 Where the correspondence is from an individual, concerns the WCF itself and a straightforward



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- answer is not possible (for example, suggestions of improvement to WCF events) the S-G will circulate the item to the MC for consideration.
- 5.6 Where the correspondence is from an individual and concerns events or issues within the domain of a WCF Member, the individual should be referred to the relevant national body, and no specific opinion should be offered by the S-G (i.e. the MC does not interfere in affairs within a Member's domain).
 - 5.7 Where the correspondence is from an individual and is a complaint about a WCF event, the MC should be consulted to decide whether to refer the complainant back to their national body, the event host or whether the MC should act. Complaints from an individual with no 'locus standi' (someone not directly involved in the issue) will generally not be considered.
 - 5.8 Where the correspondence is from an individual and is a question of eligibility to represent a nation in international competition, when it is a matter of understanding and applying the Statutes and Regulations, the S-G will reply referring them to the appropriate information. If there are "unusual circumstances" (WCF Statute 303.4 or Sports Regs, Appendix B, 2.3), the S-G will refer it to the MC for consideration.

6. CONSULTATION

Consultation with Council fits within the Council decision-making process in Statutes 920 onwards and can be classified into 4 categories.

1. Business as Usual: the MC has discussed an issue through its normal processes, an issue which concerns implementation of an existing WCF policy. A decision is reached and implemented – Members are advised either directly by email or via the monthly Newsletter. No specific Consultation is required, although Council is entitled to question any MC decision, or suggest alternatives, at any time.

The bulk of activities covered by the MC are in this category.

2. Recommendation for Ratification [RfR]: the MC has discussed an issue and makes a specific recommendation to Council. The recommendation, together with supporting material, is put to Council for a vote starting at Cycle 3 in the Council process (if there were a clamour of problems raised, the recommendation can be revised and taken back to Cycle 2 for further consideration).

Most proposals which extend or alter WCF policy will be in this category, and the MC's aim is to provide a clear recommendation to Council as often as possible.

3. Recommendation for Consideration [RfC]: the MC has discussed an issue and has a recommendation ready for Council. It might contain alternatives, or the issue might be contentious with a range of views held by MC members. The recommendation and options, together with supporting material, is put to Council for consideration, starting at Cycle 2 in the Council process. If all responses in Cycle 2 favour the same option, then it can be approved immediately "by consensus" without the need to run through Cycle 3.

Larger proposals, or those where there is less certainty on the best option, will be in this category.

4. Early-stage input: the MC has discussed an issue and shaped a number of questions to ask the Membership. Perhaps this affects Members particularly, or the WCF as a whole, rather than day-to-day operation through the MC - or it may be a new area where input from Members will help the MC consider all options. Council is given supporting material and asked to submit their thoughts and inputs on the topic, ahead of the MC formulating a proposal.

This category of Consultation will be reserved for cases where early-stage input will help guide the MC to develop a specific proposal and recommendation for Council.

It is anticipated that the bulk of matters will be Business as Usual or RfR. Council has elected the MC from within the croquet community to manage the WCF for them on a day-to-day basis and indeed this is what they are expected to do, without consulting with Members on each and every issue. The MC will decide through its normal decision process which issues will be handled in each of the above 4 ways.



Appendix 2 – The Structure of the WCF

To guide future revisions of the Statutes and Regulations, the intended split of responsibilities between Council, the MC, and various specific roles can be clarified:

Guiding Principles

The Guiding Principles on how the WCF is to be managed were set out in the Consultation in 2009 and have been updated in the light of feedback:

- the WCF is constitutionally run by its Members, through Council. As such Council is responsible for approving policies, priorities, budgets and plans.
- the WCF is in practice run by the MC implementing agreed policy, i.e. making things happen. This includes playing a significant role in proposing policy, budgets and motions for approval by Council.
- the MC needs to be able to act day-to-day with delegated authority, but must consult with Council on issues where it is unable to come to a clear decision. The MC will always be accountable to Council for its actions and Council is always entitled to question and challenge any decision made by the MC.
- sub-committees and individual members of the MC (elected, *ex-officio*, or co-opted) have key roles to play and need to act with delegated authority from the MC. The MC is responsible for ensuring each such role has clearly defined terms of reference, and that these are followed. These sub-committees and individuals are accountable for their actions to the MC.

Terms of Reference for Council

1. To set and approve WCF policy
2. To approve amendments to the Statutes
3. To ratify or make amendments to any Regulations proposed by the MC
4. To approve the annual reports of the MC
5. To respond to Consultations raised by the MC
6. To confirm the Minutes of Council Meetings
7. To approve the accounts of the previous financial year and the budget for the coming year
8. To appoint an independent examiner of the accounts
9. To approve the International Sporting Calendar, for the year(s) ahead, on proposal from the MC
10. To approve proposals for new event types that would expand the International Sporting Calendar
11. To consider proposals and vote on motions
12. To approve applications for Membership
13. To approve revisions of Member status
14. To approve, revise or remove any penalties imposed under Statutes 204 or 205.
15. To elect for 4 year terms the President and members of the MC
16. To appoint or dismiss a Treasurer
17. To fix the date for future Council Meetings.

Note: the "International Sporting Calendar" is the part of the 10 Year Schedule that is populated with confirmed bids – the Calendar is the list of actual events, the Schedule is the proposed future programme.



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Terms of Reference for the President

1. To chair Council email discussion and voting cycles
2. To chair Council Meetings
3. To chair and direct the MC
4. To be responsible for driving the MC to deliver WCF policy
5. To be the outward senior face of the WCF - the figurehead at international meetings

Terms of Reference for the Secretary-General

1. To manage the activities of the MC according to the Statutes and Administration Regulations
2. To manage the MC email process for discussing and agreeing proposals and actions
3. To assist Council by operating the email decision-making process for discussing and voting on proposals and motions, preparing and circulating proposals as necessary
4. To communicate the activities of the MC to Council, and alert Council promptly to contentious or novel issues
5. To manage Consultations with Members through Council
6. To receive ideas and proposals and ensure they are appropriately handled
7. To communicate the activities of the WCF to Members and the wider croquet-playing public through channels such as regular Newsletters, the WCF website, etc.
8. To support Council and the President in the preparation for, and holding of, Council Meetings; to record the Minutes of these meetings
9. To manage the WCF website, in person or by directing the WCF webmaster.

Terms of Reference for Treasurer

1. To manage the finances of the WCF according to the Financial Regulations
2. To prepare the annual budget for approval by Council
3. To guide Council and the MC in all financial matters, and propose finance policy
4. To maintain a record of the non-financial assets of the WCF
5. To prepare annual audited accounts
6. To manage the WCF's investments according to the approved investment policy.

Terms of Reference for the Management Committee

The MC shall settle urgent questions and have general administrative powers to carry out the work of the WCF and manage its financial affairs on a day-to-day basis, subject to the direction of Council. The role includes condensing issues into a manageable size in order to facilitate Council considering them efficiently and in reasonable timeframes. Its terms of reference are:

1. To implement policy and actions in pursuit of the agreed direction given by Council
2. To present to Council an annual plan for the following year including a budget
3. To manage the operating funds according to the budget
4. To inform Council regularly of progress, activity and issues
5. To prepare proposals and make recommendations as part of formal Consultations to Council
6. To distribute to relevant sub-committees the tasks they are to execute, to oversee their activity, to take decisions concerning the reports of these sub-committees, and to forward them to Council
7. To present to Council recommendations for the admission, the striking off the rolls, or expelling of Members, as well as for any sanctions which might be imposed
8. To monitor the Statutes with a view to identifying possible improvements for proposal to Council
9. To maintain and approve all WCF Regulations, subject to ratification by Council
10. To manage a rolling 10 Year Schedule of events, to solicit bids against this plan once approved by Council, to assess bids and reach formal agreement with the host Member, and to ensure the event is organised according to Statutes and Regulations
11. To publish the International Sporting Calendar for the year(s) ahead
12. To gain Council approval for any novel event types not already included in an approved 10 Year Schedule, before soliciting bids



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13. To promptly alert Council should the MC consider that the sporting interests of the WCF are not adequately defended in a particular territory
14. To appoint or dismiss the Secretary-General.

Note: In the 2009 Consultation responses from Members, there were suggestions that both the Treasurer and S-G be elected by Council or by the MC – rather than the Treasurer by the Council and the S-G by the MC. The rationale for the current situation is that the Treasurer must be someone Council is absolutely happy to take financial guidance from, while the S-G must be someone the MC are happy they can work closely with on a daily basis. However, if it was felt better to change the current situation, this is not an issue with the MC.

Terms of Reference for the WCF Event Lead role

For each event, a member of the MC will be appointed as the WCF Event Lead – if possible it will be someone from the host country. Their role is to ensure the following are completed satisfactorily:

- Liaison with host national body and host club(s)
- A simple budget is produced for the event's impact on WCF finances, and entry fees agreed
- A competent manager, tournament director and tournament referee are appointed
- The event be organised to comply with WCF Sports Regulations, particularly:
 - The balls to be used are approved by the WCF and the hoops meet WCF specification
 - A format approved by the WCF is followed, including seeding using accepted data and method
- The trophy is delivered to the club for the start of the event, and after the presentation, its engraving and whereabouts remain known to the WCF MC, and the winner signs the Trophy Form before taking possession.

End of WCF Administration Regulations

Revisions

21.03.07 Version 1	Original
12.10.09 Version 2	Deletion of article relating to WCF Statute 105.9 following changes to that Statute by WCF Council vote.
01.04.10 Version 3	Amendment to Article 1.10 to facilitate longer discussions to take place.
10.11.11 Version 4	Re-write to incorporate revised MC operating model and updated Statutes