

Secretary

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Scope

This document sets out the procedures for the secretary of the United Croquet Club.

Handling correspondence

Most correspondence is now by email.

If you cannot handle it directly, much can be immediately forwarded to the UCC committee or people directly involved.

Consider adding to the agenda for the next committee meeting. Some items can be dealt with by email exchange, and so does not always need to be considered at a committee meeting.

Correspondence received by post can be held for the next committee meeting or scanned/transcribed and emailed to the committee.

When sending email, make clear who you are emailing, eg. To members, committee. Make sure the subject is clear.

Communicating with members

The list of player emails has been converted to a Microsoft Excel spreadsheet. A tool (in Microsoft Word extracts all emails in a format suitable to paste into an email) is available.

When sending an email to a large number of recipients, put the email addresses into the BCC field and put your own address into the TO field.

New member

Present to next committee meeting (or circulate by email)

Enter into club list (Excel) (consider updating phone list)

Enter into Outlook address book

Enter into UCC Players email group

Make name tag for draw

Send welcome pack

(CCA) Enter into CCA Players database

Change of address, email etc

Update club list (Excel) (consider updating phone list)

Update Outlook address list

Update UCC Players email group

(CCA) Update CCA Players database

(CCA) Update Club Contacts document, if applicable

Committee meetings

With many tasks able to be agreed and actioned by email, committee meetings do not have to be held every month.

Club rules

Club rules have been formatted as an A5 booklet. They should be made available to members.

Newsletters

The objective is to produce a newsletter at least every two months during the season.

Newsletters typically include successes of our members, notices of upcoming events.

The newsletter is normally sent in the body of the email. This is easier for recipients to read as they don't have to open up an attachment. Insert a table in the email, set the border to no lines and paste the newsletter into the table. This ensures that the line length does not become too long when users change the window width.

As well as sending by email, print a copy for the notice board.

Also print and deliver or post to members without email.

Legal deposit

A copy of any publication, including newsletters, in New Zealand is mean to be deposited with the National Library. All UCC newsletters since June 2011 have been deposited and can be viewed at natlib.govt.nz.

The easiest way to deposit electronic newsletters is to email to electronic-legal-deposit@dia.govt.nz. There will be no acknowledgement.

Calendar

Some of the annual events are:

Event	Typical date	Note/Rule
Geoffrey Naylor award for the most improved player	March	CCA should notify the start and end dates.
Levy return	May/June	Pay for new members and update details for yearbook
Committee nominations open	Mar/April	UCC: 9 No later than one week before end of summer season
UCC Closing Day	April	
CCA Closing Day	early-mid April	
Committee nominations close	May	UCC: 9 One week prior to AGM
UCC AGM	May	CCA: 7i: Club AGM before CCA AGM
Remits and recommendations received by CCA secretary	Mid May	CCA: 6xi: At least 28 days before CCA AGM
Remits and recommendations sent to clubs	Late May	CCA: 6xi:At least 21 days before CCA AGM
Executive nominations received by CCA secretary	Mid May	CCA: 11i:At least 28 days before CCA AGM
Nominations sent to clubs		CCA: 11i:
CCA AGM	Mid June	CCA: 7i:June
Association/club yearbook listings to CNZ Ads to CNZ	24 June	
Nominations for CNZ life members	30 June	
Yearbook orders to CNZ	30 June	
Remits for CNZ AGM	15 July	
Yearbook drafts sent out by CNZ	15 July	
Yearbook corrections to CNZ	29 July	
CNZ will circulate Life Member nominations	31 July	
CNZ executive nominations to CNZ	31 July	

Event	Typical date	Note/Rule
CNZ executive nominations circulated	15 Aug	
Associations state support for life member nominations	1 Sept	
Yearbooks distributed	5-9 Sept	
CNZ AGM papers distributed	15 Sept	
Levy return	Oct/Nov	Payment for all players

Levies and member returns

For the past several years, the levy and member returns have been handled by the secretary. This task could be transferred to the treasurer.

Levies are collected twice a year. CNZ will initiate this by sending out reminders and details. Coordinate with the CCA treasurer.

The main collection is October/November. Payments are made for all affiliated players at the start of the season. Every player should affiliate, and pay levies, through one club/association. Clubs update their member list on the online database and numbers are reported to CNZ with payment.

Clubs pay CCA and CNZ levies (one payment) and the CCA pays the CNZ levies to CNZ.

Currently, CCA pays both CCA and CNZ levies for players who have never played croquet before (New-to-croquet).

The May/June collection is for players who joined or re-joined during the season. As CCA pays levies for new-to-croquet players, often clubs do not have to pay anything, but CCA still needs to pay CNZ. Payment from clubs is required for players who are rejoining, and did not pay their affiliation fee at the start of the season. The updated online database of members is used for the list of players in the yearbook, so it is important that clubs update the database, including handicaps.

AGM

Generally, the date of the AGM will be in the calendar published on the association website. Send out a formal notice of AGM giving date, time and venue in time for clubs to have remits, recommendations and nomination to the secretary at least 28 days before the AGM

Remind committee members to provide reports.

Send agenda including, if available, or not already sent:

- Reports
- Remits and recommendations
- Copy of minutes of previous year AGM (this is a courtesy copy as some people will have mislaid it)

Business of the AGM

Action	Rules
Receive the annual report	14(b)(i)
Receive the Statement of Accounts and Balance Sheet for the preceding year	14(b)(ii)

Election of committee	14(b)(iii)
Set honorariums	14(b)(v)
Set rules governing the use of lawns	14(b)(vi)
Consider notices of motion and general business	14(b)(vii)
Set subscriptions	11(c)

Before the AGM:

- Make copies of the agenda, including reports and remits and recommendations from CCA.

At the AGM:

- Set up tables for meeting. Include space for chair and secretary.
- Distribute printed agenda, minutes of previous AGM, and any other papers.
- Distribute meeting register when meeting starts.

After the AGM:

- Complete and distribute AGM minutes by email.
- File annual accounts with the [Registrar of Societies](#) (by secretary or treasurer).
- If the secretary changes, update the Registered office and Address for communication with the [Registrar of Societies](#).
- If rules have been changed, update the rules and file with the [Registrar of Societies](#).
- If the meeting approves any remits or recommendations for the CCA AGM, forward these to CCA secretary.
- Follow up on any other actions that may follow from the meeting.

Calculation of the UCC subscription

For the past several years, the CCA levy has been calculated by the secretary as the treasurer was overseas before the AGM. This task should be transferred to the treasurer.

At the 2009 AGM the CCA levy was linked to the CPI, and rounded up to the next 50¢, calculated year-to-year. This meant that, if the CPI was positive, the levy would increase at least by 50¢ each year.

At the 2012 AGM this was changed so that the CCA affiliation fee is based on the NZ cost of living index since 2008 (when the fee was \$10) rather than the change in cost of living since the previous year. It will limit increases in affiliation fees which are otherwise likely to increase by at least 50¢ each year.

CPI is available at <http://www.rbnz.govt.nz/statistics/0135595.html>

Registrar of Societies

The following must be filed with the Registrar of Societies:

- Updated Registered office and Address for communications, if the secretary changes
- The rules of the association, and/or any amendments
- Annual accounts.

The name of the club is *United Croquet Club Incorporated*.

The Organisation number is: 219819.

The Registry key is required for online transactions. This is similar to a password. It is in the file *Registry key for United Croquet Club Inc.txt*.

The Registrar of Societies website is at societies.govt.nz. It can also be accessed from the Companies Office website at companies.govt.nz.

The rules, accounts and address for the association, or any incorporated society in New Zealand, can be downloaded from societies.govt.nz.

CNZ online member database

Club Secretaries have database privileges that allow them to:

- View and amend data on all club players
- View and amend information on the club (address, phone number etc)
- Set access and passwords to any club player
- Assign roles to players, such as club secretary, club handicapper or association handicapper
- Transfer players between clubs within the association.

When moving players between clubs, it is essential to make sure they always belong to at least one Canterbury club. As soon as they do not belong to any Canterbury club, they cannot be seen in the list of Canterbury members. You will then have to ask CNZ to add their new club so you, and the club secretary, can see them again. A player can belong to more than one club, but there will be only one primary club, through which they affiliate.

Club secretaries and handicappers can view and amend details of players where theirs is the primary club.

The membership database is located at: <http://croquet.lateralsolutions.co.nz/>

A. Adding a member

(also applies to club secretaries)

1. Once logged in, click on "members" to go to membership list;
2. Click on green button marked "add new member"
3. Fill in the person's name (first name in first box, middle name – if any – in middle box, surname in third box), contact details, choose "new to croquet" from the dropdown box indicating membership type
4. On the same screen click on "edit" (next to Login details on the 2nd blue bar) and it will show a position to enter the person's email address if they have one. You can choose a password for that person as well should they want to login themselves to see if their details are showing correctly (member access is just to see their own details, nothing else)

5. In the subsequent boxes you can add any qualifications (most will not have any when they first join) and their initial handicap.
6. Next, please make sure you add your club to their details. If you don't they will exist in the database but you will not be able to see them as they are not linked to your club!
7. SAVE
8. Repeat as necessary with more new members

B. Editing an existing member

(also applies to club secretaries)

1. Login
2. Click on "members" in the menu bar
3. Search for the member you are looking for by inserting part or all of their name in the search box.
4. Click on the edit button (the person holding the pencil on the left hand column)
5. Change the information in the member's record
6. SAVE
7. Repeat as necessary

C. Editing a member's handicap

(also applies to club secretaries)

1. Login
2. Click on either "members" or "handicaps" in the menu bar
3. Search for the member you are looking for by inserting part or all of their name in the search box.
4. Click on the edit button (the person holding the pencil on the left hand column)
5. Change the member's handicap by selecting the new handicap from the drop-down box
6. SAVE
7. Repeat as necessary

D. When a member resigns from your club to join another club

(also applies to club secretaries)

1. Login
2. Click on "members" in the menu bar
3. Search for the member you are looking for by inserting part or all of their name in the search box.
4. Click on the edit button (the person holding the pencil on the left hand column)
5. Scroll down to near the bottom of the page, and click the "Add" link next to Clubs.
6. Select their new club from the drop-down list. This lists all New Zealand clubs.
7. SAVE
8. When the secretary of their new club has confirmed they are on their list, you can remove the member from your club following part E.

E. When a member resigns from your club and is not joining another club

(also applies to club secretaries)

1. Login
2. Click on "members" in the menu bar

3. Search for the member you are looking for by inserting part or all of their name in the search box.
4. Click on the edit button (the person holding the pencil on the left hand column)
5. If they are moving to another club in Canterbury or elsewhere
6. Scroll down to the bottom of the page, on the right hand side of the club details there is a red circle with a minus sign – click on this and it will ask you if you are sure you want to remove the club, you do. This will allow the person to remain in the database and may be picked up later by another club.
7. SAVE
8. Check that the person is no longer showing on your club list.

F. If someone passes away

(also applies to club secretaries)

1. Login
2. Click on either “members” in the menu bar
3. Search for the member you are looking for by inserting part or all of their name in the search box.
4. Click on the edit button (the person holding the pencil on the left hand column)
5. In the section where the contact details are, there is a tick-box for deceased. Tick this
6. SAVE

G. If someone is joining your club from another club or association

(also applies to club secretaries)

1. Ring the club secretary of the club they are coming from and ask them to add your club to that member’s record.
2. Check that the person is now on your list
3. Take the old club off that member’s record as per the instructions in part E
4. Edit as per instructions above if required.

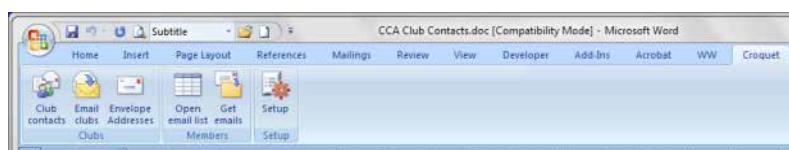
H. Set up access for a club officer

1. Login
2. Click on either “members” in the menu bar
3. Search for the member you are looking for by inserting part or all of their name in the search box.
4. Click on the edit button (the person holding the pencil on the left hand column)
5. Click on the Edit next to Login details
6. Make sure their email address is filled in
7. Enter the password twice
8. To assign a club or association role, click Add next to Roles and complete
9. Click Save Member

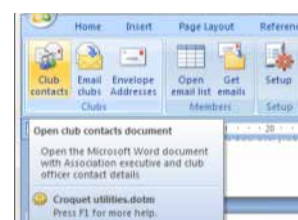
Once you have completed adding / editing all your members, please check that the total matches your own membership list and what is returned with your club levy form.

Croquet utilities

Some Microsoft Word utilities are available to make some tasks easier. They are available through a new custom tab on the ribbon. They are distributed in the file *Croquet utilities.dotm*.



Hover over a button for more information



Club contacts

This opens up the Word document that lists association executive, all Canterbury clubs and their officers.

Email clubs

Gets the list of email addresses for selected association executive and club officers. You can select which officers you want. The list is put in the clipboard and can be pasted into an email.

The current document must be the club contacts document. Each table in the document has been set up with a bookmark to identify it. These must not be deleted.



Envelope Addresses

Opens the Word document with club addresses for printing envelopes.

Open email list

Opens the Excel spreadsheet with Canterbury player email addresses. This is needed only if changes need to be made.

Get emails

Gets all unique email addresses from the Excel spreadsheet and puts them a new Word document. They are separated into blocks of 50 addresses, in case there is a limit on the number of addresses that can be put in one email.

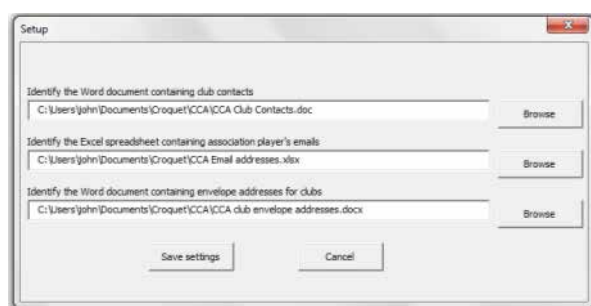
The Excel spreadsheet need not be open.

Setup

Identifies the files for:

- Club contacts
- Envelope addresses
- Email list.

This needs to be done once, or when the name or location of these files changes.



History

Version	Date	Author	Changes
Draft		John Yarrall	New document

Appendix A

Appendix

UCC SOP — Title

[Publish Date]

UCC Secretary Tasks