



*To lead the sustainable growth of polocrosse in Australia*

# NOTICE TO MEMBER STATES CALL FOR NOTICES OF MOTIONS AND NOMINATIONS FOR ELECTED DIRECTORS

**Polocrosse Australia Limited**

ACN 657 299 664

---

**To:** Polocrosse Australia Member States

**From:** Kate Grills – National Executive Officer, Polocrosse Australia

**CC:** Michael Templeton – Polocrosse Australia Chair (President), Polocrosse Australia Board of Directors & Treasurer, Member State Presidents, Member State Executives Officers, and Polocrosse Australia Life Members

**Date:** Monday 3 February 2025

**Re:** **Call for Notice of Motions and Nominations for Elected Directors – 2025 Polocrosse Australia Annual General Meeting**

---

The directors of Polocrosse Australia Limited (**Polocrosse Australia**) are proposing to hold the 2025 Annual General Meeting (**AGM**) as follows:

**Date:** Saturday 22 March 2025  
**Time:** 10.00am AEDT  
**Place:** Nandina function room, [Majestic Roof Garden Hotel](#)  
55 Frome Street, Adelaide, South Australia 5000

## **1. CALL FOR NOTICES OF MOTIONS**

In accordance with [Polocrosse Australia Constitution dated 17 February 2022](#), voting members are requested to provide notices of motions for the 2025 Polocrosse Australia AGM.

### **Notice of motions process**

Notices of motions must be submitted in writing using the 2025 Polocrosse Australia notice of motions form set out in **appendix A** of this call for notice of motions and nominations for elected directors and must be signed by the proposers, who must be a voting member of Polocrosse Australia.

Notices of motions must be received by the national executive officer (**NEO**), **by 5:00pm (AEDT) Thursday 20 February 2025**, being no less than 28 days prior to the annual general meeting to be held on Saturday 22 March 2025. Further details of submissions process are set out in section 3 below.

## **2. CALL FOR NOMINATION FOR ELECTED DIRECTOR**

In accordance with the [Polocrosse Australia Constitution dated 17 February 2022](#), voting members are requested to provide nominations for elected directors of Polocrosse Australia to be voted on at the 2025 Polocrosse Australia AGM. These positions will take effect from the conclusion of the AGM on **Saturday 22 March 2025**.

Details on:

- the available elected director positions;
- the eligibility requirements;
- director duties & sports governance training; and
- the nomination and submission process,

are set out below.

### **Available elected director positions**

Three elected director positions are available to be voted on at the 2025 Polocrosse Australia AGM.

The terms of appointment of the following current elected directors are due to expire at the end of the 2025 Polocrosse Australia AGM:

1. Michael Templeton (Chair);
2. Brian Johnson; and
3. Callum Hughes.

The individuals elected to fill these positions will generally serve a term of two years (see clause 14.5(a) of the Constitution).

**Note:** Callum Hughes was retained by the Polocrosse Australia Board as an elected director in March 2024 following the resignation of Susan Rose. Callum's tenure as elected director expires at the conclusion of the 2025 annual general meeting of Polocrosse Australia.

### **Eligible candidates**

Nominations for the elected director positions are requested from voting members for individuals who, if elected as a director to the Board of Polocrosse Australia must:

1. be a financial member of Polocrosse Australia;
2. be at least 18 years of age;
3. hold a director identification number (director ID) obtained through [Australian Business Registry Services](#).
4. not be a direct employee of Polocrosse Australia, the IPC, a member state, or an affiliate member;
5. not be a director of the Company who has served more than ten consecutive years as a director, including where one or more of the years is as an appointed director (clause 14.8);
6. not have been the NEO of the Company within the previous three years; and

7. when nominating, declare any position the nominee holds in a member state, including as office bearer, director, representative or paid appointee.

**Note:** Items 4, 5 & 6 above are each a disqualifying position under clause 14.3(a) of the Constitution. If a person elected as a director holds a disqualifying position and/ or holds any position listed in item 7 of a member state at the time they are elected, they must resign from that position within 2 months (clause 14.3(c) and 14.4(b)).

### **Director duties & sports governance training**

The directors of Polocrosse Australia are responsible for overseeing the affairs of the organisation. If elected, you must be able to guide, monitor and stay up to date on the management of the organisation.

It is important to understand that as part of this, Polocrosse Australia directors have legal duties, including those applicable to companies limited by guarantee under the *Corporations Act 2001* (Cth). These include, but are not limited to:

- Care and diligence – exercise their powers and discharge their duties with the care and diligence that a reasonable person would have if they were a director of a company in the company's circumstances and occupied the office held by, and had the same responsibilities as, the director.
- Good faith – exercise their powers and discharge their duties in good faith in the best interests of the company and for a proper purpose.
- Improper use of position – not to improperly use their position to gain an advantage for themselves or someone else, or to cause detriment to the company.
- Improper use of information – not to improperly use information obtained through your position to gain an advantage for themselves or someone else, or to cause detriment to the company.
- Disclosure – material personal interests must be disclosed in a wide range of circumstances.
- Insolvency – prevent insolvent trading by the company.

In recognising the important leadership role directors hold and that their decisions can have a key impact on the organisation, elected director nominees are expected to have foundational knowledge in sports governance, which includes having an understanding of legal duties, responsibilities and what is required overall to make an effective contribution to the Board of Polocrosse Australia.

It is preferred that all nominees have completed the Australian Sports Commission's online sports governance education courses;

1. ["The Start Line"](#) – Sports governance foundation course
2. ["The Defence"](#) – Risk education for directors
3. ["The Spirit of the Game"](#) – Organisational culture

If a nominee has not completed the course and is successful in being elected to the Board of Polocrosse Australia, they must complete the course within 2 months of being elected.

## **Nomination Process**

Nominations must be submitted in writing using the 2025 elected director of Polocrosse Australia nomination form (nomination form) set out in appendix B of this call for notice of motions and nominations for directors and must be signed by the nominee and the proposing member state or member state representative of the nominee (who must be a voting members of Polocrosse Australia).

All completed nomination forms must be accompanied by details of the nominee's relevant experience and an election statement not exceeding 750 words. In addition, nominees are required to attend the Polocrosse Australia forum on the evening of Wednesday 5 March where nominees will present themselves to the voting members.

Although not mandatory unless elected, it is preferred at this stage, that nominees also submit a copy of the certificate of completion for the [Australian Sports Commission's online director education courses](#) and an appropriate quality headshot photograph (preferably in JPEG format) for use.

Nominees for elected director positions **must provide written consent** to become a director prior to their election in accordance with the Corporations Act (clause 14.4(f)). As such, they **must complete, sign and submit the written consent to act as a director and disclosure form** that forms part of the nomination form. This form is reproduced in appendix C of this notice to member states call for notice of motions and nominations for elected directors.

## **3. NOTICE OF MOTIONS AND NOMINATION OF ELECTED DIRECTOR SUBMISSIONS PROCESS**

All notice of motions and nominations for the positions of elected director must be lodged with Polocrosse Australia's national executive officer (Kate Grills) **by 5:00pm (AEDT) on Thursday 20 February 2025** by one of the following delivery methods:

- **By Email (preferred):** addressed to Polocrosse Australia National Executive Officer - Kate Grills at [neo@polocrosse.org.au](mailto:neo@polocrosse.org.au)
- **Post:** addressed to Polocrosse Australia National Executive Officer – attention: Kate Grills, c/- PO Box 12, Holbrook, NSW, 2644.

**Note:** It is the responsibility of senders to ensure that their nomination reaches the national executive officer before the deadline for nominations. You may call 0455 440 062 to check.

National Executive Officer  
**Polocrosse Australia Limited**

For further information relating to this Call for Notice of Motions and Nominations for Directors, please contact the National Executive Officer Polocrosse Australia on 0455 440 062 or [neo@polocrosse.org.au](mailto:neo@polocrosse.org.au).

---

## **Definitions**

**Elected director** means a director elected under clause 14 of the Constitution, including when applicable, the chair.

**Member state** means a state association admitted as a member to the Company under clause 5.3 of the Constitution.

**Voting member** means, in relation to a general meeting, those member states present and entitled to vote in accordance with clause 5.1 the Constitution.



*To lead the sustainable growth of polocrosse in Australia*

## Appendix A

# 2025 Notice of motion form

---

### *Personal details*

Full name

Email

Nominating member state representative

---

### *Motion details*

Please provide details of your motion:

Signature

Date



***To lead the sustainable growth of polocrosse in Australia***

## Appendix B

# 2025 Elected Director of Polocrosse Australia nomination form

### Personal details

**Full name**

## Member number

## Address

## Mobile

## Email

### Nomination details

Please provide details of your polocrosse or general sport experience and qualifications at all levels:

Please provide details of work-related experience, governance experience or other experience you consider applicable:

Election statement:

*This needs to address the following areas:*

- *The reason for your nomination*
- *Your primary value add to the board and wider polocrosse community*
- *Key strategic priorities*

*Maximum 750 words*

---

### ***Nomination support***

The nomination must be signed by a member state representative

**Nominated by member state**

**Full name of nominating member state representative**

**Nominator's signature**

**Date**

---

### ***Certificate of nominee***

Nominees for elected director (including the chair) positions on the Board must declare any position they hold in a member state, including as office bearer, director, representative or paid appointee. If the nominee is elected, they must resign from any such position in the member state within 2 months of being elected to the Board -

*Polocrosse Australia Constitution 14.4 (b)*

***Please list any positions you currently hold.***



I **agree** to be nominated for the position of director of Polocrosse Australia.  
If elected will undertake the duties of the position in accordance with the  
Constitution and the Corporations Act.

I am a financial member of Polocrosse Australia

My ASIC director identification number is  
*obtained through Australian Business Registry Services*

I wish to nominate for election to the following position/s of;

Chair of Polocrosse Australia (also known as the President)

Director of Polocrosse Australia

**Nominee signature**

**Date**

At this time, if you choose, please submit an appropriate quality headshot photograph (preferably in a .jpeg format) and a copy of your certificates of completion for the Australian Sport Commission's online director education courses with your submission.

This form must be completed and received by the National Executive Officer by 5:00pm (AEDT) on Thursday 20 February 2025.



*To lead the sustainable growth of polocrosse in Australia*

## Appendix C

# Consent to act as Director and disclosure form

### The Board of Directors

#### Polocrosse Australia Limited ACN 657 299 664 (Polocrosse Australia)

---

In accordance with section 201D of the Corporations Act 2001 (Cth) (Act), I hereby notify my consent to act as a Director, if elected or appointed, to the Board of Polocrosse Australia. If my election or appointment is successful, I request you to table at the next meeting of Polocrosse Australia and record in the Company register the following information:

**Full name**

**Address**

**Business occupation**

**Former names**

**Date of birth**

**Place of birth**

Directors are required to comply with section 191 of the Act – disclosure of material personal interests. Matters in which I have, or may have, a relevant or material personal interest in relation to the Company (including details of other directorships, securities in the Company or any related body corporate, contracts relating to such securities, interests in contracts to which the Company is a party, actual or potential conflicts of duties or interests)

I understand that as a Director of the Company I will be assuming a range of legal responsibilities and I agree to act honestly and diligently in my performance of those legal responsibilities.

I acknowledge that whilst as an elected Director agree to be bound by the Constitution and the policies.

**Signature**

**Date**

**Note:** Any changes in relation to the above information must be advised to the Company in writing within fourteen (14) days of becoming aware of the change. Delay in advising of any change may result in a fine from the Australian Securities and Investments Commission.