

## ASSOCIATION CROQUET - MANAGING AN EVENT

The AC Folder contains all the relevant documents for the AC Events.

### What AC Event Coordinators will do:

- Advertise each event by distributing a flyer, advising the details of the competition.
- Collect and collate the entries and check registration status of competitors
- Arrange the playing programme (accommodating player reasonable requests if possible).
- Send details of the draw to entrants and the managing club as soon as possible after the close of entries.
- Set up competition on Croquet Scores.
- Leave all necessary paperwork at SACA (result sheets, AHS 1 forms etc.).
- Publish results on the Croquet SA website and in Hoop Points.

### What Clubs need to do:

Agree to manage 1 or 2 events each year.

### Before and during the event:

**Provide the name and email address of person who will receive a copy of the playing programme and who will be at venue to enter results on croquet scores.**

Arrange for 1 or 2 members to attend each day of the event to act as Managers.

- Bring key to open up and with the assistance of players, prepare courts – install hoops, centre peg, corner pegs and flags and set out balls on court.
- Allow players to have extended practice on any court once all courts are dressed.
- See that games start on time. Keep games moving if it is an event with 3 or more sessions per day.
- A 5 minute warm-up is allowed before the start of the *first* game of the day. Play must begin at the scheduled starting time.
- A player who has a bye in the first round of the day is entitled to an extended warm-up before play in their first round of the day.
- Act as referees if no referee is present.
- **Please call your players in for welcome and announcements at least 10 minutes before scheduled start of play.**
- When extreme heat conditions are expected, remind players to take appropriate precautions and ensure there is always cold water available outside near the lawns. Implement the CroquetSA heat policy if necessary.
- Collect entry fees on Day 1, taking note of online payment receipts numbers. Ensure payments balance against the number of competitors and leave money and list of players in the safe.
- Get the timers from the drawer and ensure that players are aware that clocks are their responsibility.
- Ensure players put starting handicap & index on AHS 1 form
- Ensure players record results on sheets after each game.
- Enter scores on croquet scores, preferably after each round, and print progress sheets at the end of each day. (Computer & printer in clubrooms can be used to do this.) Each Club will have their own login email and password which will be linked to their specific event.
- Ensure dishes are washed, dried and put away and kitchen is left tidy.
- At the end of each day ensure all equipment is put away and shed is locked. Turn off lights and air conditioners, set alarm, lock clubrooms and padlock gate on way out.

**At the end of the event:**

- Ensure players complete final handicap & index on AHS 1 form at end of competition.
- Leave AHS 1 sheet in mailbox for AC Handicapper.
- Place results sheet in AC Events mailbox at end of competition.
- **If the Manager feels that a player's handicap is wrong and warrants a change, the manager should contact the player's Club Handicapper and the State Handicapper after the event and inform her/him of this, giving reasons for the change. The Club Handicapper may then disallow, authorise or modify the change if it is seen to be warranted. The Club Handicapper should advise the State Handicapper and the Tournament Manager of the outcome of the request.**

Separate arrangements will be made for special events.

**Any queries to: Roger Buddle: 0409 846 344 or Di Helier: 0418 840 740**