

SACA ASSOCIATION CROQUET - MANAGING AN EVENT

What the AC Event Coordinator will do:

- Advertise each event by distributing a flyer, advising the details of the competition and the closing date.
- Collect and collate the entries and check registration status of competitors.
- Set up a competition on Croquet Scores, and add the managing club details for access.
- Arrange the programme, accommodating player requests **if possible**.
- Send details of the schedule to entrants as soon as possible after the close of entries.
- Send files to the managing club:
 - Playing schedule
 - AHS 1 form
 - Results score sheet
 - Entrant details in case contact is needed
 - Managing AC Event document
- Advise the Treasurer of the entrants so an Invoice can be sent for payment.

What the Managing Club needs to do:

- Agree to manage 1 or 2 events each year.

Before and during the event:

- Provide the name and email address of the manager who will receive the event documents, and who will be at the venue to enter results on croquet scores (or delegate this task to another person).
- Print out and bring to the venue:
 - Playing schedule
 - AHS 1 form
 - Results score sheet
- Arrange for 1 or 2 members to attend each day of the event to act as Managers. Managers should know the password to the computer, and their club's user name and password for Croquet Scores. They should also know how to activate and deactivate the alarm system.
- 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, particularly in 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, but 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 weather conditions are expected, remind players to take appropriate precautions and ensure that there is always cold water available. Implement the Croquet SA weather policy if necessary.
- Get the timers from the box and ensure that players are aware that clocks are their responsibility.
- Ensure players put starting handicap and index on the AHS 1 form **before play begins**.
- Ensure players record results on sheets **after each game**.
- Enter scores on croquet scores, preferably after each round. Each Club has their own login email and password which will be linked to their specific event.
- Ensure that dishes are washed, dried and put away and the kitchen is left tidy.
- At the end of each day ensure that the courts are cleared.
- Ensure that all equipment is put away and the 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:

- Check the scores and determine the winner and runner up.
- Present the certificates (located in the bottom drawer of the AC Weekend Pennant perspex box).
- Ensure players enter their final handicap and index on the AHS 1 form at end of competition. **Leave the AHS 1 sheet in the AC Handicapper's mailbox at the end of the competition.**
- **Leave the results sheet(s) in the AC Events Coordinator's mailbox at the end of the 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 them 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.
- **Write a report of the Tournament for Hoop Points, and send it to the Editor at newsletter@sacroquet.com.au.**

Separate arrangements will be made for special events.

Any queries to: Joan Kelly, 0418851665 or acevents.jk@gmail.com

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