



## **CROQUET NSW POLICY FOR EVENT HOSTING**

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13 <sup>th</sup> Mar 2018	Compiled from various sources
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<b>Review Dates</b>
Jan 2022
Jan 2024



# CNSW Policy for Event Hosting

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## INTRODUCTION

Croquet NSW (CNSW) is committed to the development of the Sport throughout the state and considers the hosting of CNSW events by member clubs will assist in pursuing this commitment.

## POLICY

### 1 Notification of Events that can be Hosted

Following finalisation of the annual tournament schedule, the Tournament Committee (TC) will notify clubs which events are available to be hosted.

For all hosted events, CNSW will:

- collect entries and entry fees;
- set up the event on Croquet Scores;
- prepare and distribute the Draw, Conditions of Play and any other relevant information to players and officials.

### 2 CNSW Events Hosted by a Club

There are two ways in which a club can host a CNSW event. In either case, the club is free to offer catering options in addition to the light refreshments specified below.

#### 2.1 Club provides facilities, CNSW runs the event

Where a club only provides the lawns and facilities, the club is paid as per the CNSW Schedule of Fees and Reimbursements for the use of their lawns.

Providing facilities includes the following:

- Necessary equipment
- Preparation of lawns and grounds
- Provision of light refreshments – tea, coffee, cool drinks, biscuits
- Toilets, seating, sunscreen

### 2.2 Club provides facilities, and Club runs the event

In this category, in addition to reimbursement for lawn usage, the club may be entitled to an additional payment as per the CNSW Schedule of Fees and Reimbursements.

To be entitled to this extra payment, a club must not only provide facilities as in 2.1 above, but must also:

- Club members should set up and take down the lawns
- Publicise the event within and outside the club. This includes preparation of the publicity flyer for the event which, after approval by the TC, will be posted on the CNSW Schedule of Events by the TC;
- Appoint a Tournament Referee from within the club and organise referees. This should be done in conjunction with the State Directors of Referees AC or GC (or appropriate person for Gateball or Ricochet);
- In conjunction with the Tournaments Committee appoint a Tournament Manager(TM) preferably from within the club. Should any unexpected situations arise during the event (eg extreme weather, player illness) which cause the TM to consider a change from the Conditions of Play prepared by CNSW, the TM should consult with the TC about how to proceed;
- Enter results into Croquet Scores during the event;
- At the conclusion of the event, present awards as supplied by CNSW;
- Remind entrants to update, or have updated for them, their handicap and index in the CNSW Database;
- Prepare a brief report of the event which should be emailed to the TC within a few days of the conclusion of the event. Ideally, this report will include photo(s) of award winners.

### 3 Reimbursement by CNSW to clubs hosting events

To claim reimbursement for hosting a CNSW event, clubs need to complete and submit the Lawn Reimbursement claim form available from the CNSW website.

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