CROQUET NSW Inc

CLAIM FORM FOR LAWN HIRE REIMBURSEMENT from 1 January, 2024

This form is to be used by Affiliated Clubs to claim a reimbursement for the use of the Club's lawn/s to host a CROQUET NSW event. These fees cover all aspects of the use including equipment, green fees and a venue manager. Clubs may make their own catering arrangements. Email this completed Claim form to treasurer@croquet-nsw.org.

Competitions: $50 per lawn per day ($25 per half day). **The maximum payment for lawn use is 60% of Entry Fees excluding GST.**

State Team Practices, Refereeing or Coaching sessions: $50 per lawn per day ($25 per half day)

Where a club actively promotes the event, encourages entries and generally runs the event (see CNSW Hosting Policy for full details), an additional amount up to **30% of entry fees excluding GST** will be paid. The draw is arranged by CNSW.

Please note that the is no hire fee for the Beryl Chambers State Handicap event as all entry fees go to a travel fund for travels expenses for finals participants.

EVENT NAME:			
EVENT DATE/S:			
Entry Fee Inc GST		Entry Fee Exc GST (10/11 of inc GST)	
NUMBER of PLAYERS:		Total Entry Fees excluding GST:	
NUMBER OF LAWNS USED EACH DAY			

Day 1:	Day 2:	Day 3:	Day 4:	Day 5:
Total Number of Lawns Used (record as .5 if half a day):				
A: Amount Claimed at $50 per Lawn per day or $25 per half day				
B: 60% of Entry Fees before GST				
Lower amount of A and B				
PLUS 30% of Total Entry Fees before GST if qualified under the CNSW Hosting Policy:				
TOTAL AMOUNT CLAIMED (max 90% of Entry Fees before GST):				

Name of Affiliated Club:		
Postal Address:		
Person making this claim:	Position in Club:	
Bank Name:	BSB	Acct Number

CNSW Events Hosted by a Club (extract from the CNSW Hosting Policy)

Clubs will be reimbursed for running a CNSW event. There are two ways in which a club can host a CNSW event:

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

Club provides facilities, and Club runs the event

In this category, in addition to reimbursement for lawn usage, the club may be entitled to a percentage of entry fees as per the CNSW Schedule of Fees and Reimbursements which is located in 'GOVERNANCE' on the CNSW website. Any reimbursement claims from referees and umpires will be funded by the host club. CNSW will pay for engraving and trophy costs.

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

- Set-up and take-down 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 can be done in conjunction with the State Directors of Referees AC or GC (or appropriate person for Gateball or Ricochet);
- Appoint a Tournament Manager 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.