



## **TOURNAMENT MANAGER'S GUIDELINES FOR CROQUETWEST EVENTS**

Thank you for agreeing to manage this event. Below are some guidelines for event management but please feel free to contact Susan Sands on 9368 2926 if anything is unclear or you have any further questions.

### ***BEFORE THE EVENT***

- Prepare Score sheets from draw sheet(s) received from the Croquetwest Events Secretary.
- Allot games to courts available. Avoid double banking deciding games in final rounds if possible.
- Ensure all other necessary equipment will be available. Hoops are set at 3 11/16" for open/div1 events and 3 3/4" for all other events. Lawn speed should be between 10 and 14 (12 idea).
- Be aware of Croquetwest weather policy and be ready to implement if necessary.

### ***FIRST SESSION***

- Welcome the players and announce who is to play whom and where for the first session.
- Ensure that players are aware that clocks are their responsibility but that this may be allocated to a referee or other person if preferred and available.
- Encourage players to expedite play during games and keep things moving otherwise by taking only reasonable breaks between games and being ready to play when requested.
- Inform players of catering arrangements and other housekeeping details.
- Collect outstanding entry fees according to list provided by Events Secretary.
- Distribute score sheets to players or referees as appropriate.

### ***THROUGHOUT THE EVENT***

- With the assistance of Players, prepare courts, mark lines of required, install hoops, corner pegs, centre peg, corner flags and set out balls on court before play each day.
- Display the draw and keep updated with scores as the tournament progresses.
- Have bisque boards (if required) and clocks available.
- Implement the Croquetwest weather policy if necessary.
- Allow a reasonable extended hit up for any player having a bye.
- Ensure water as well as tea, coffee and biscuits are available to players and officials.

### ***END OF THE EVENT***

- *At close of play* award prize vouchers received from Croquetwest.
- *Within twenty four hours*, please email results to the Croquetwest Events Secretary at [entries@croquetwest.org.au](mailto:entries@croquetwest.org.au). It is preferred that you enter scores into the draw spreadsheet for this purpose and email it as an attachment but a scanned hand-updated copy is acceptable.
- *Within a week* post remaining completed documents – Event Manager's Report, List of participating referees, score sheets and entry fees collected with the completed fees form to the WACA Events Secretary at PO Box 681, Mt Lawley, 6929.

Effective February 2010