



CROQUETWEST
West Australian Croquet Association, Inc
Match Sub-Committee Guidelines
Effective 12 December 2023

OVERVIEW

These guidelines document the current practices of the Match Sub-Committee (MSC) in fulfilling its responsibilities. In balancing the often-opposing needs of various groups (players, Clubs, workers, older players, Management, officials, coaches, and selectors), the Sub-Committee makes decisions on details of formatting, scheduling, limits, and processes. **The Sub-Committee aims to maximize participation in events and believes that, while balancing the practicalities of numbers and venues, preference should be given to player participation, enjoyment, and fulfilment, rather than to ease of event management.**

These notes document the decisions currently guiding our actions. We constantly monitor our processes and services. This document may therefore change frequently, as we strive to improve our program and operations.

SUB-COMMITTEE RESPONSIBILITIES

- To publish an Events Calendar each season (October to September), which includes events run by Croquetwest and by Clubs; scheduling those events fairly, seeking input from and balancing the needs of varying player groups, Clubs, and State Coaches and Selectors, in order to provide the best playing opportunities for the most players.
- To manage the Croquetwest events program effectively and efficiently. This includes collection of entries, creation of draws, and publication of results.
- To provide advisory support, if requested, for Club Events
- To continually review event matters/issues in the best interests of players in Western Australia.
- To maintain comprehensive records of event results and playing statistics.

ROLES WITHIN THE SUB-COMMITTEE AND INDIVIDUAL RESPONSIBILITIES

Co-ordinator

- Call and chair Sub-Committee meetings, which need not be face-to-face; facilitate timely decisions, prepare agendas; and circulate notes and action items.
- Maintain the Sub-Committee Guidelines as a published documentation of decisions made.
- Manage the Sub-Committee budget.
- Ensure resourcing of roles documented in the Sub-Committee Guidelines.
- Liaise with Management and be responsible to Management for reporting the actions of the Sub-Committee.
- Present an annual report for Croquetwest AGM.
- Update calendar

Events Secretary Association Croquet (AC) and Events Secretary Golf Croquet (GC)

Co-ordinate and support their respective Code's Croquetwest Events effectively and consistently according to clearly defined processes documented below in Event Management, including advertising coming events, collecting entries, creating draws, liaising with host Club managers, and listing the location of results, which hopefully will be "Detailed results are available on Croquet Scores".

EVENT MANAGEMENT

These guidelines apply to both Association Croquet (AC) and Golf Croquet (GC) events owned by Croquetwest (Types 2, 3, 5, and 6 in Appendix 2) . They do not apply to Club events.

Guidelines specific to AC or GC are noted as such. Variations from these guidelines for specific events may be made by documenting those variations in the event conditions circulated before the event.

- Croquetwest abides by the Australian Tournament Regulations of the Australian Croquet Association (ACA) – the most recent regulations update was on 15th February 2023.
- Any variations from the ACA regulations are published as event conditions on flyers and draws and/or in the Event Manager's Guidelines.

- All events in the published calendar are subject to change. Advice of changes is as early as practicable.
- State Championship events (see lists in Appendix 2) are normally scheduled for two days – Saturday and Sunday; but may be scheduled for three in the case of a long weekend. If an event is oversubscribed, initial rounds may be scheduled for a Friday afternoon or evening; or alternatively, a qualifying event may be scheduled for a time immediately beforehand.
- **AC:** A maximum of three games per day will be scheduled, except for open events.
- **GC:** Attempt to limit the scheduled number of games per day to either seven 13-point games or five 19-point games (except possibly nine 13-point games if three best-of-three matches are scheduled).
- A minimum of four games per player per event will be scheduled. Events will be cancelled or rescheduled if insufficient entries are received to achieve these minimums. In most circumstances a double round-robin or best-of-three should enable sufficient games per player. It is also possible that a best-of-five could be used to determine an outcome if there are only two or three entries.
- **GC:** Unless a solution can be engineered, a maximum of 24 players (or pairs for doubles) may compete if four lawns are available, 18 if three lawns, and 12 if two lawns. These numbers 'overload' lawns by 50%, but are considered a reasonable compromise between the negative of sitting out and the positive of allowing greater number of competitors.
- **AC:** Unless a solution can be engineered, a maximum of 16 players will compete (20 players for open events).
- Oversubscribed State Championship events – If entry numbers are greater than maximums detailed above, then, unless a solution can be engineered, priority is to be given to lowest handicap entries. Qualifying playoffs will be run for up to four (AC) and up to six (GC) places. Entries additional to this will be declined.
- ACA Bronze Medal events formats and conditions are prescribed by the ACA in Regulations for Tournaments
- **GC:** Closing date for entries is to be the Friday, Saturday, or Sunday (7 to 5 days) before the event.
- **AC:** Closing date for entries is to be eight days before the event.
- **Block Playoffs**
- In events in which block position will determine entry to finals; if multiple players, who are contesting for the final entry position or positions, have won the same number of matches, playoffs may be used to determine the entrants to the finals.
- In knockout events/blocks all players will be given the opportunity to play additional rounds.
- **Determination of Round-Robin or Cross-block Winners and Placegetters**
- *Round-Robin Block:*
 1. The winner is the player who has won the most matches;
 2. If there is a tie between two players on matches, the winner is the player who has won the most net games;
 3. If there is still a tie, the winner is the winner of the match between them.

4. If the tie is between three or more players, the winner is the winner of the most matches, then net games, between them.
 5. If there is still a tie for GC, then three-hoop playoffs will be used (see Appendix 4).
 6. If there is still a tie for AC, then net hoops in the games between the contenders; and, if still tied, total net-hoops.
- *Cross Blocks:*
It is advised that cross-blocks only be used to determine winners and placegetters within each block. However, if cross blocks are used without progression to finals;
 1. The winner is the winner of the game between the winners of the two blocks.
 2. The runner-up is the winner of the other block – **unless** the runner-up in the winner's block has won more games than the winner of the other block **and** won the game between them.

Entry fees:

- Entry fees are listed in the Event Management: Croquetwest and Club Responsibility Chart ("The Chart") (Appendix 2).
- \$20 is charged per day for Croquetwest Type 2 and Type 3 Events (State Titles). \$20 is also charged for such One-Day Events.
- \$20 is charged to play in qualifying rounds for oversubscribed events (with those qualifying paying the normal charges to play in the main event following).
- Normal host-club fees per player are charged for inter-club team events.
- Entry fees for Coaches' A v B events are not charged by Croquetwest and it is left to the host club to determine green fees for the day.
- Entry fees for other events are as on the Chart, unless otherwise advertised.

Cash prizes:

- Cash prizes for Croquetwest events are as set out in the Chart - unless otherwise advertised.
- Cash prizes are either to be awarded at the end of the event or sent to winners' bank accounts.
- 3rd place in State Open Events will be recognized with a certificate.

Croquet Scores

All event results are to be entered on Croquet Scores, as soon as possible after the conclusion of each **game**. If this is done, then World Rankings should pick these results up.

Login: it@croquetwest.org.au

Password: croquetwest

Please use the following formats:

- For Croquetwest Events, begin the Event Name with Croquetwest; e.g. *Croquetwest GC State Open Singles*
- For Club Owned Events, begin the Event Name with WA; e.g. *WA Gomm Park GC Valentine HC Doubles*
- For Club Events, begin the Event Name with WA; e.g. *WA Cambridge Silver Teapot*

Trophies

Trophies will be presented to the winners of the State Open Singles and Champion of Champion Events at the Events. If taken home, the winners will be responsible for the engraving and return for Trophy Day.

Hoops will be set at 3 11/16" for Open, Div 1, and A-grade events only; all other levels 3 3/4".

Dress Code

Players are to wear neat clean attire which the Tournament or Venue Manager judges will not cause offence to others. Management has requested clubs to encourage members to wear club shirts when representing their club. Players are also to wear footwear which will not mark the court and provides adequate protection for themselves both on and off the court. A player in unsuitable clothing or footwear will be encouraged to dress appropriately.

Lawn Speeds:

Host clubs should provide lawn speeds between 10 and 14 (12 is ideal).

Champion of Champions Event Eligibility

- Players may represent any Club of which they are a full member.
- Clubs may only nominate the winner of their Club Championship OR, if the event winner is unavailable, a replacement representative who has played in their Club Championship (this would normally be the runner-up).
- Once a player has qualified for the event, they may no longer have the option of representing another club.

AC Time Limits

- 2½ hours if possible (with a minimum of 2¼ hours, but only if deemed necessary).
- Open Handicap Event: 3 hours if possible (with a minimum of 2½ hours, but only if deemed necessary).
- 14-point events: Preferably 1½ hours, with a minimum of 1¼ hours.
- Five extra minutes to be given for double banking.

GC Time Limits

- Whenever possible, games will be untimed. The minimum time limit will be 1 hour for a 13-point game and 1½ hours for a 19-point game.
- If a time limit is in place, then, upon conclusion of time, the current hoop will be completed; and, if scores are then equal, a further hoop will be completed.
- In the case of double banking, play for all games shall commence from Corner 4 and individual clocks shall be used with clocks stopped for hold-ups.

Event Formats

The Events Secretary will prepare a tournament format, which may be a Round-robin, a Cross-block, a Knockout, a Swiss or a combination of those. The Secretary will attempt to optimize the competition for the player numbers and the time constraints available. The Secretary may also use discretion to optimize the separation of Club and/or family members between blocks in early rounds to maximize opportunities to play members from other Clubs. The Events Secretary may also adjust an Event's playing-order to assist players inclusion who face additional travelling commitments pre or post tournament.

Double banking will be used as required, except for finals. It is desirable that semi-finals also be single banked.

Insufficient Entries

If insufficient entries are received for an event, or if an event could be improved by additional entries, then active post-deadline recruitment of additional players should be considered.

Late Entries

No player who submits a late entry (past published deadline) has a right of entry to the competition. The late entry will be assessed on its merits by the Event Secretary, possibly in conjunction with the Match Committee and Host Club. The assessment will be made considering the following:

- Reason for missed deadline;
- Record of missed deadlines;
- Would inclusion improve or degrade the tournament format;
- Would inclusion entail major re-arrangement or workload for Host Club; and
- Would players who met the deadline be inconvenienced by the inclusion of the extra player?

In practice, a principle of “inclusion” where reasonable will be practiced.

Event Secretaries timetable:

- Four to five weeks prior: Email host club seeking manager details, catering arrangements, etc. Discuss with host club the requirement for emailing to Event Manager the “Manager’s Pack” (including Event Manager’s Guidelines, Manager’s report form, referee’s forms, A4 score sheet(s), draw (excel and PDF), weather policy, fee schedule).
- Four-weeks prior: Create and email event flyer (including conditions) to clubs, players, and webmaster.
- Until closing date: Record entries and place on Croquetscores (including check player eligibility; late entries to reserve list)
- One week prior: Create and publish draw, seeding the entrants according to the latest available handicaps. (For GC singles ranked according to index points; for GC doubles ranked according to combined handicaps (if equal, then according to the index points of the lowest handicapped players of the pairs)). Also, email the fee schedule to the Treasurer at treas@croquetwest.org.au requesting payment to the Host Club of hosting fees and prize money.

ASAP after event:

- Email winner/runner-up summary results to webmaster.
- Forward handicap comments on manager’s report to State Handicapper.
- Raise issues/suggestions on manager’s report or other to members of Match by email.
- Store results sheets.

CALENDAR MANAGEMENT

Venue allocation:

- Croquetwest events are hosted by Clubs. Allocation to Clubs for hosting based on number of lawns, with larger events requiring four lawn venues.
- If possible, allocate open events to venues with highest lawn quality.

AC Champion of Champions event –not best-of-three final as extends playing days unacceptably.

Avoiding the heat:

- During months that can be expected to have high temperatures in the area, schedule events at venues with lights if possible, so that, if the heat is extreme, a break can be taken during the day.

Calendar

The Match Sub-Committee Coordinator is responsible for creating the next season's calendar in consultation with the Match Sub-Committee. Specific tasks include:

- Creating a spreadsheet first draft version of the new calendar based on the current calendar;
- Updating that draft on any points agreed by Sub-Committee;
- Emailing stakeholders (Management Committee, State Coaches, Director of Coaching, Selectors) for feedback on this first draft calendar;
- Circulating notes on feedback received for discussion/agreement by Match Sub-Committee;
- Creating calendar (draft two) including all changes agreed;
- Emailing Clubs to request they
 - A: Check that details of their Club events are listed correctly in calendar (draft two);
 - B: Request clubs host Croquetwest events as listed in draft calendar;
- Liaising with Clubs and updating draft calendar further with alterations from Clubs;
- Creating calendar (Draft 3) and circulating for final checking to Match Sub-Committee members;
- Forwarding this calendar to Management Committee for their final approval before publication to the general croquet community; and
- Adding calendar items as per final approved calendar to the Croquetwest website calendar.

In addition, the Calendar Manager is responsible for:

- Maintaining the website calendar, updating event entries when they are rescheduled or added; and
- Ensuring croquet community is aware of any changes made.

Fixed Expenses

Honoraria	The AC and GC Events Secretaries each receive \$600 per year
Host Clubs	As per Event Management: Croquetwest and Club Responsibility Chart
Prizes	As per Event Management: Croquetwest and Club Responsibility Chart

EVENT MANAGER'S NOTES FOR CROQUETWEST EVENTS

Thank you for agreeing to manage this event. Below are some guidelines for event management.

Unless stated, all matters arising will be resolved by the Tournament Manager referring to the ACA document – Australian Tournament Regulations. (<https://croquet-australia.com.au/wp-content/uploads/2022/05/TRegs-220518-2.pdf>). This document should be available at all clubs hosting tournaments.

Before the Event and Each Day

- Print the draw for player's reference and the game order score sheet for completion by players.
- Allot games to courts available.
- For initial games on each day allot the second start on a court (normally the secondary balls) to slower players.
- For vision impaired players allot them primary balls (such players should have informed you upon arrival, but it would not hurt to ask in your initial address)
- If significantly slower players are present, they should be single banked if possible; and, if they are double banked for the initial round of a day, they should start second.
- Avoid double banking for deciding games in final rounds if possible.
- Ensure all necessary equipment will be available.
- Set hoops at 3 11/16" for Open/Div 1 events (All Type 1 and 2 Events) and 3 12/16" for ALL other events.
- Lawn speed should be between 10 and 14 (12 is ideal).

- With the assistance of players, prepare courts, mark lines if required, install hoops, corner pegs, centre peg, corner flags, and set out balls on courts before play each day.
- Players should be at the venue at least 15 minutes before the scheduled start of play in order that the event may start on time.
- Ensure that all players are in suitable neat clean attire which the Tournament or Venue Manager judges will not cause offence to others. Players are also to wear footwear which will not mark the court and which provides adequate protection for themselves both on and off the court. Please make a note in your Manager's report if a player is not suitably dressed.
- Allow players to have extended practice on any court once all courts are dressed.
- Remind players of warm-ups allowed (these will be stated on the draw)
- Remind players to use scoring clips if they are required
- Ensure that water, tea, coffee, and, perhaps, biscuits are available for players.

First Session

- Collect outstanding entry fees (Day 1) according to the fee schedule provided by Events Secretary.
- Ten minutes before scheduled start of play on each day please call your players in for welcome and announcements in order that play starts on time.
- A player who has a bye in the first round of the day is entitled to a 5-minute warm-up before play in their first round of the day.
- Introduce referees if present. Point out that available referees will be Supervising and thus able to intervene as they see fit. Invite them to speak if they wish to.
- Emphasise for AC Law 55 (Responsibility for the Conduct of the Game) and 56 (Expedition in Play) and for GC Rules 15 (Refereeing) and 16 (Behaviour).
- Remind players of general court etiquette and that they must be aware of other players on the court.
- (AC) Ensure that players are aware that clocks are their responsibility and should be allocated to a referee or other person if available.
- Encourage players to expedite play during games and keep things moving by taking only reasonable breaks between games and being ready to play when requested.
- Inform players of arrangements for morning and afternoon tea and lunch. For the expedition of the event, a general lunch break may not be scheduled.
- Players should have a break of five minutes between games. They should be allowed a lunch break at an appropriate time of no more than 30 minutes, unless they had time for lunch between games (GC).
- Request players to leave mobile phones, preferably switched off, in the clubhouse.
- Players should not leave the venue without the knowledge of the Tournament Manager.

- Draw player's attention to the game order scoresheet they must complete at the end of each game or match; preferably at the end of each game – so that Croquet Scores can be updated.
- Draw player's attention to the handicap sheet they must complete before the first and after their last game (GC).
- Announce who is to play whom and where for the first session.

During the Event

- Display the draw and keep updated with scores as the tournament progresses.
- Enter results on Croquet Scores as soon as possible at the conclusion of each game (See instructions for the use of Croquet Scores below).
- (AC) Have bisque boards (if required) and clocks available.
- Implement the Croquetwest Weather Policy.
- For Show Courts, at all times, all clubs should ensure the use of scoring clips for GC.
- For GC Finals, scoreboards should be used if available.
- Exercise discretion in the event of unforeseen circumstances and be prepared to suspend play if conditions warrant it (e.g. herbicide spraying in the vicinity, courts unplayable after hail storm or heavy rain). Do not shorten game time.
- (GC) Players may request a five-minute warmup when playing on a new court for the first time in a day, or if they have had a break of 30 minutes or longer. If their opponent wishes to, they may also have a warm-up.
- (AC) Players will be allowed a five-minute warmup before each match (ACA Reg 15.2)
- If players are asked to play with a different type of balls for a particular game (e.g. "Sunshiny Tournament Balls"), they are also entitled to request a five-minute warmup
- All attempts will be made to avoid prospective finalists playing on the court allocated for the final immediately prior to it being held.
- Ensure water, tea, coffee and, perhaps, biscuits are available for players.
- (GC) Decide seeding for Day 2 play if required if event consists of seeded round robin blocks on Day 1. Day 1 block draws will have been provided to you by the GC Events Secretary with player names completed. On Day 2, re-seeded blocks (including a knockout and consolation blocks) would be played. It would be necessary to re-seed players according to their Day 1 performance. At the end of Day 1, please enter players names into the empty draw sheets provided according to the detailed instructions provided with the draw.
- Enjoy



Dealing with lateness and conceded games

- If a player is very late without good cause: they concede the game 1/0 to opponent.
- If late with good cause, exercise discretion. A concession may still be awarded if time constraints leave no alternative; however, in general, at least 15 minutes grace should be allowed at the start of the day.
- If a player withdraws from the event, then the following is to happen:
 - Retain a separate record of all games completed, as these count for handicapping;
 - Send this record, clearly labelled, with the final draw sheet;
 - Withdraw all games played by that player and remove all scores for and against from calculations for the event. Croquet Scores handles this automatically if the player is deleted from the draw. (This can be unfortunate for other players, but that is what must happen.) In a multi-round robin event, if a full round has been completed before withdrawal – perhaps keep those scores – however, if the player has gradually become sicker throughout the day, cancel all scores for that day.

Behaviour Management

As event manager you are responsible for supervising the off-court behaviour of players and officials. Examples of unacceptable behaviour are given in the Golf Croquet Rule 16 (Behaviour) and in the ACA Regulations for Tournaments and include such things as not accepting decisions of, or arguing with, referees or managers, disturbing other players, and abuse of equipment. If a player behaves unacceptably, it is important that you make written notes of the behaviour observed and actions taken in response to it. For any of the above situations, include all relevant information in your event manager's report.

Incomplete Games

Any game that cannot be completed at the end of a day (eg no light) must be pegged down and resumed the next day at the agreed time. The sheet must have full details on ball positions, whose turn, special circumstances and progress score. The sheet should be checked and initialled by both players and the Event Manager. Use of graph paper is recommended.

End of Event

- If, for any reason, the play order of games is changed from the printed draw order, please add a note in your report to explain which change was made.
- At the close of play award cash prizes as directed on the Croquetwest fee schedule.

- If possible, have photos taken of presentations, and forward these as soon as possible to the Croquetwest Website Manager (currently Gary Phipps phippsy@iinet.net.au).
- As soon as possible after the event please email the Manager's report to the Croquetwest Events Secretary at john@glenexploration.com.au (GC) or rob.bowling1@bigpond.com (AC) and the completed Referee Report Sheet to the relevant Director of Refereeing, and the Croquetwest Handicaps Tournament Form to pchcroquet@iprimus.com.au for GC and to Jeffn9125@outlook.com for AC.

Appendix 1

CROQUET SCORES

Croquet Scores are to be used for all ACA and Croquetwest Owned Tournaments (Types 1, 2, 3, 5, 6 and 8 in the Croquetwest and Club Responsibility Chart in Appendix 2 below). If you need help, ring someone on the Match Sub-Committee.

In addition, clubs are strongly encouraged to use Croquet Scores for Club Owned Tournaments (Types 4 and 7). Reasons include

- Many are interested in the results both at the time and later
- State Selectors use the results for identifying players for invitation to squads and events
- As a repository of historical records

Croquet Scores Login

Go to Croquet Scores <https://croquetscores.com>

Click on Admin (top right of the top green bar)

Enter email address as it@croquetwest.org.au

Enter password as [croquetwest](#)

Click on the listed Event (if it is not there, follow instructions below)

To Enter New Event

Click on blue New Tournament on top left

Follow the prompts

For name

Croquetwest owned tournament names should start with Croquetwest

e.g Croquetwest GC State Open Singles

Club owned tournament names should start with WA

e.g. WA AC Halls Head Club Championship

After Submit, choose e.g. New Block

To enter Players and Game Results

Click on the Event

Click on the Block

Follow the prompts

Appendix 2



EVENT MANAGEMENT: CROQUETWEST and CLUB RESPONSIBILITY CHART.

(January 2024 onwards)

TYPE	EVENT	REGULATION AND OWNERSHIP	TROPHY	TOURNAMENT MANAGEMENT	FLYER BY	ENTRIES COLLECTION	DRAW BY	MANAGERS AND REFEREES APPOINTED	FEES SET BY	FEES AND DISBURSE- MENTS	REPORTS REQUIRED TM/ REFEREE
1	ACA STATE EVENTS (BRONZE MEDALS)	ACA	ACA	HOST CLUB	CW	CW SELECTORS	CW AS PER ACA REGS	BY CW OR HOST CLUB	ACA	ACA entry fee \$35 (no CW entry fee Club receives \$60 per court per day with a minimum of \$250	YES TO CW
2	OPEN STATE TITLES	CW	CW	HOST CLUB	CW	CW	CW	BY CW OR	CW	Entry fee \$60 three days, \$40 two days, \$20 one day	YES TO CW

								HOST CLUB		Club receives \$60 per court per day with a minimum of \$250 Prizes – Singles: Winner \$200 R/up \$100 Doubles: Winner \$150 pp R/up \$75pp	
3	OTHER STATE TITLES	CW	CW	HOST CLUB	CW	CW	CW	BY CW OR HOST CLUB	CW	As per Type 2 but Singles Winner \$50 R/up \$25. Doubles Winners \$40 each	YES TO CW
4	MAJOR CLUB EVENTS (BID)	HOST CLUB	HOST CLUB	HOST CLUB	HOST CLUB	HOST CLUB	HOST CLUB	BY CW OR HOST CLUB	HOST CLUB	Host Club determines entry fee/prizes. Host Club keep 100% after prizes	YES TO CW

5	CW COACHING EVENTS	CW	CW	HOST CLUB Unless CW choses to manage	CW	CW/ COACHES	COACHES	BY CW OR HOST CLUB	CW	Host Club Green Fees apply, Host Club receives \$250 minimum	OPTIONAL
6	CW INVITAT- IONAL EVENTS	CW	CW	HOST CLUB Unless CW choses to manage	CW	CW/ SELECTORS	CW	BY CW OR HOST CLUB	CW	C of C entry \$40 paid by club No entry fee for others Club receives \$60 per court per day with a minimum of \$250 Winner and R/Up receive trophy	YES TO CW
7	CLUB EVENTS	CLUB (CW SERVICED)	CLUB	CLUB	CLUB	CLUB	CLUB	BY CLUB	CLUB	CLUB determines fee and keeps 100%	ENCOURAGED

											d
8	PENNANTS	CW	CW	HOME CLUB	CW	CW	CW	HOST CLUB	CW	Clubs pay \$50 per team	
9	OTHER	OTHER	OTHER	OTHER	OTHER	OTHER	OTHER	OTHER	OTHER		

Type 1 ACA Events include:

AC: ACA Bronze Medal

GC: ACA Bronze Medal

Note: These Events are owned by ACA but hosted by CW and Tournament Managed by Host Club unless CW chooses to manage

Type 2 CW Open State Titles include:

AC: State Open Singles; State Open Doubles; State Open Men's Singles; State Open Women's Singles; State Open Mixed Doubles;

GC: State Open Singles; State Open Doubles; State Open Mixed Doubles, State Open Men's Singles; State Open Women's Singles; Champion of Champions.

Note: These Events are owned by CW, flyer, entries and draw by CW, but hosted and Tournament Managed by a Host Club. They are priority events. Winners and Runner-ups receive cash.

Type 3 Other State Titles and Other Events Owned by CW include:

AC: State Titles: State Division 2 Singles; State Division 2 Doubles; State Division 3 Singles; State Division 3 Doubles; AC State Handicap Singles; State 14 Point; One Day City v Country.

GC: State B Grade Singles; State C Grade Singles; GC State Handicap Singles; One Day A-grade Singles; One Day B-grade Singles; One Day C-grade Singles; Country Weekend; December Two Day Singles.

Ricochet: Open Singles.

Note: These Events are owned by CW, flyer, entries and draw by CW, but hosted and Tournament Managed by a Host Club. Singles and Doubles Winners and Singles Runner-up receive cash

Type 4 Major Bid Events

AC: 14-point Singles; Australia Day Singles; Northam Division 2 Singles; One Day Division 2 Singles; Mount Lawley Division 3 Singles; Ida Thorpe Open Singles; Alternate Stroke;

GC: Country Singles, One Day Singles.

Note: Bid Events are Club managed events with no permanent home. Their management is subject to annual bidding (whilst there is no permanent home). CW does not own or have ultimate responsibility for these events, but supports and facilitates their continuity and **requires that they conform to Croquetwest Guidelines**. Permanent homes for all would be welcome. Flyer, entries and draw by host Club unless organised by Event Secretary. Clubs determine form of prizes, cash or trophies. Croquetwest provides certificates for winners and runner ups with standard Croquetwest logo.

Type 5 CW Coaching Events include:

AC: Coaches A v B

GC: Coaches A v B

Note: Hosted and TM by the Host Club

Type 6 CW Invitational Events include:

AC: Marjorie Parry Star; Champion of Champions

GC: Brian Hadley Rising Star; Champion of Champions

Note: Hosted and TM by Host Club

Type 7 Club Events: Balance of those on the CW Calendar,

Note: These Events are Club Events and CW simply provides co-ordinating and support services.

Type 8 Pennants: **GC:** Metropolitan and SW

Type 9 Other: **AC:** 14-Pt Pennants

Note: The AC 14-Point Pennants is owned by an ad-hoc committee

Appendix 3

Player Responsibilities

- Familiarise yourself with playing conditions and draw;
- Expedite play during games and keep things moving by taking only reasonable breaks between games and by being ready to play when requested;
- Call referees to watch strokes that may result in a fault; in particular for hampered strokes, crushes, and double taps;
- Call referees for rule queries; in particular for wrong ball play and for balls hitting outside agencies;
- Call referees to adjudicate on court damage and whether or not a hoop has been run;
- Support fair play by calling faults that you have committed;
- Possess a good understanding of the WCF Rules of Golf and Association Croquet;
- Use scoring clips on designated courts and in all finals;
- All scheduled games should be played unless both players wish not to do so. All scheduled games will count towards index points.
- Please support your fellow players by staying for finals and presentations
- Notify the Tournament or Venue Manager if you have any condition or disability that may require special consideration (e.g colour blindness);
- Complete or check the score sheet at the end of each game or match;
- Contact the Tournament Manager as soon as possible if you are unable to attend, will be arriving after the start of the event, or if you unwell at any time;
 - Please provide feedback about the event you have just played to the tournament manager or match sub-committee; and
- Enjoy yourself

Appendix 4

GC Three-hoop Playoff

Start from Corner 2 and play hoops 2, 3, and 4 in the normal directions.

The players toss. The winner chooses blue or red. Blue plays first.

If between three players

- *Players draw to determine who plays first game.*
- *Winner of first game plays third player.*
- *Winner of second game is the winner.*

If between four players

- *Players draw to determine who plays whom.*
- *Winner of first game plays winner of second game.*
- *Winner of third game is the winner.*

If between five players

- *Players draw to determine who plays whom.*
- *1 plays 2 (game 1)*
- *Winner of game 1 plays 3 (game 2)*
- *4 plays 5 (game 3)*
- *Winners of games 2 and 3 play to determine winner.*