



Croquet Tasmania

Tournament Managers Checklist.

EACH CLUB is to appoint up to two members (one AC and one GC) to the Tournament Committee to be responsible for Croquet Tasmania Tournaments.

This Tournament Committee is to conduct events in accordance with the Australian Croquet Association (ACA) Tournament Regulations and played under the current Rules of Croquet (AC or GC) as determined by the WCF and adopted by The Tasmanian Croquet Association (Croquet Tasmania) unless otherwise provided for and advertised and acts as the grievance and/or discipline committee of the event.

TOURNAMENT COMMITTEE:

1. Every tournament must have a Tournament Referee, a Tournament Manager and a Tournament Handicapper, who are together responsible, each so far as their powers and duties are defined, for the interpretation and enforcement of the Laws, Rules and Regulations and the administration of the tournament. The powers and duties of all three officials may be discharged by one person.
2. The TM may appoint an Assistant Tournament Manager to carry out duties as required and to deputise for the TM when the TM is absent.
3. If a tournament is held at multiple venues, a Venue Manager (VM) and Venue Referee (VR) may be appointed at each venue. The VM is responsible to the TM and performs the duties of the TM at the appointed venue. If there are fewer than three entries then the competition shall not be held.
4. Send name and contact details for the Tournament Manager for your club to the Competitions Convenor (Joan Williams : joanandpeter12@bigpond.com).

Tournament Committee members to include:

5. Hoop Setters: Who? Make sure they have been trained in what to do and that they have a full set of hoop setting equipment available.
6. Green Keeper: Make sure that the timetable for lawn preparation is known and the Green-keeper is aware of what will be needed.
7. Caterer: If required.
8. Have someone to be responsible for putting scores on croquetscores.com

EVENT ORGANISATION:

Six (6) weeks prior to the event, the Competitions Convenor will make event documents available:

- (a) Web information document - to be completed and sent to the CT Web Officer (croquettasmania@gmail.com) to be put on CT site and "Croquet Scores".
 - (b) Event Flyer - to be sent to all Tas. Clubs.
 - (c) Handicap change form
 - (d) Sign off sheet
 - (e) T.M. report form
- Make sure your club has all the necessary match quality balls and timers available.
 - Retrieve the Event Trophy or arrange its return ready for presentation at the end of the event. Organise someone to do the presentation at the end of the event.
 - Ensure you have the appropriate equipment handy in case of having to peg a game down.



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PROCESS:

- You will be sent the names of entrants in the competition as entries are received after entry forms have been posted on the web.
- The event will already have been entered on the “Croquet Scores” website by the Secretary, waiting for you to enter the new players in the event. These should be entered as soon as they are received, or straight after closing date, at TM’s discretion. So you need to be familiar with how “Croquet Scores” works.
- When the date for the close of entries is near, be aware of the number of entries, so you know if you are likely to have an event. (You need a minimum of three entries to be able to run an event)
- **Near the closing date**, check that you have an appropriate number to run the event and if necessary seek extra entries. It may be necessary to extend the closing date for the event and inform clubs of the change.
- One week before closing date please send a reminder message to clubs.
- The entry form will disappear from the website within two days of the closing date so if you then accept any more you must update the entries list and Croquet Scores.com.
- Decide on the format of the event, based on what has been advertised and on the number of entries. The TM has some flexibility on the format and this should be discussed with some experienced players before being decided upon.

DRAW.

- Seedings should be based on World Rankings, Australian Rankings, State Ranking and/or handicaps (whichever are available). If unsure ask someone.
- Send the draw to all contestants (**BCC**) (refer to reconciliation forwarded from Treasurer, as this will have all entries).
- Email the draw to the web officer at (croquettasmania@gmail.com) to put on the web and to all entrants (If the draw is changed for some reason make sure that the web officer and all entrants get an updated copy).

Prepare the forms to be filled in during the event. (These are in the pack provided by Competitions Convenor).

Where relevant add the names of competitors to the forms.

- Competitors’ Handicap/Index start and end recording form (to be emailed to the State Handicapper at the end of the tournament).
- Score sheets to be signed off at the end of each game.
- Tournament Manager Report Form to be forwarded to the Secretary at (croquettasmania@gmail.com)

Grids for progress of knockouts or block scores (see “croquet scores”)

Recheck that you have the trophy if there is one for the event.

Consult with CT Treasurer re: Prize Money.



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IMPORTANT NOTE :

When addressing players prior to the event, consult with Referees and ensure that competitors are aware of **(GC Rule 16): Unacceptable Behaviour**, specifically that they must be in control of their mallet at all times and be respectful towards other players. Failure to comply must be reported to a referee immediately.

Final check and fine tune for the running of the event.

- Ensure that lawns and balls (primary and secondary) are allocated fairly so that no player is given an advantage on any one lawn.
- Keep in mind who the likely finalists are and try to allocate lawns in such a manner that the two likely finalists get equal access to “the finals” lawn.
- Allow the 5 minute practice (including running hoops) on each court immediately prior to the first match of a player on that court for the day. (Note: players may hit-up on any court up until 15 minutes before the start of play (with or without the ability to run hoops) at the discretion of the TM and the Green-keeper)
- Ensure matches commence at the designated starting time each day.
- Monitor the weather conditions and apply the appropriate by-law if it necessary to suspend and/or delay and/or reschedule play. You may need to peg down a game or games.
- Each day ensure that scores are posted on “Croquet Scores”. Try to get them up there as soon as possible!!! And if you make a mistake you will find out within minutes!!!!!!!!!!!!!! Just thank them and fix it.

TO FINISH OFF:

- Ensure that all the gear is put away.
- Thank all helpers.
- Email results to the Secretary at (croquettasmania@gmail.com), so they may update winners page on website.
- Complete the Tournament Manager’s Report and email it to the Secretary at (croquettasmania@gmail.com). This will be used for future competition organisation and the setting of next year’s calendar. Any recommendations will be welcome.

Sit down and relax. You have now finished your job.

