

# MANAGING GOLF CROQUET EVENTS AT HUTT RD

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## Event Managers must have a key and know the code to turn the alarm on

*It is not necessary to do all these things listed below yourself – allocate jobs to players and others who may be present.*

## BEFORE THE START OF COMPETITION

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1. Arrive early – *minimum of 45 minutes before scheduled starting time.*
2. Ensure all players, visitors and officials complete COVID-19-safe check-in.
3. Appoint a COVID-19 marshal.
4. **Players** for the first game are responsible for setting up their own lawns (*Front door key is used to unlock the shed*)
5. Put out the draw, score sheets, scoring pegs, clocks, copy of the rules and conditions of play.
6. Put out AHS1 Form to collect opening and closing handicaps and index.
7. Ensure courts are set up by the players.
  - a. Hoops are to be set 3 11/16" for all events. *The referee should check the hoops prior to play.*
  - b. Black pipes in position
  - c. Halfway pegs must be used
8. Ensure referees are present as arranged by the Managing Club of the event.
9. Ensure the CROQUET banner is put up on the post at the entrance to SACA.
10. Call players together at the start of day one, welcome them and remind players;
  - a. That their games are to be played according to the draw and conditions of play.
  - b. To fill in their handicap cards and official score sheet after each game,
  - c. To fill in the AHS1 form at the start and end of the competition.

## DURING COMPETITION

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11. Ensure results are correctly written up at the end of each game and initialed by both players.
12. Load results into croquetscores.com where this scoring system is being used (*check with events coordinator*).
13. Place AHS1 form and score sheets in the designated plastic insert in the GC Individual Events Folder.
14. Do not change player handicap, if it looks as if a handicap should be changed this can only happen in consultation with the State Handicapper.

## AT THE END OF THE COMPETITION

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15. Double check that all results have been recorded.
16. Determine the winner and placing according to the conditions of play.
17. Take a photo of the winner(s) and runner-up(s) and send to Hoop Points with a short write-up.
18. Place the completed AHS1 form in the Handicappers slot in Club Mailbox (white plastic tub) **and send an email to: [gchandicap@croquetsa.com.au](mailto:gchandicap@croquetsa.com.au)**

## HQ HOUSEKEEPING DUTIES AT THE END OF EACH DAY

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1. Ensure courts are cleared at the end of the day.
  - a. Leave the dividers and half way markers up if comp continues next day and courts are not scheduled to be mown (Mon and Fri am).
2. Check that the clubroom is clean and tidy and crockery cleaned and replaced (players should do this).
3. Check the clocks and clips have been returned - *count clips/pegs.*
4. Check that the CROQUET banner is brought in.
5. Check that all doors are locked – *including the Equipment Shed.*
6. Turn the air conditioner and lights OFF.
7. Lock up and secure the premises.

If you have to leave earlier make sure someone has a key to lock up and knows how to set the alarm and the exit procedures. *Just press ON to set the alarm.*