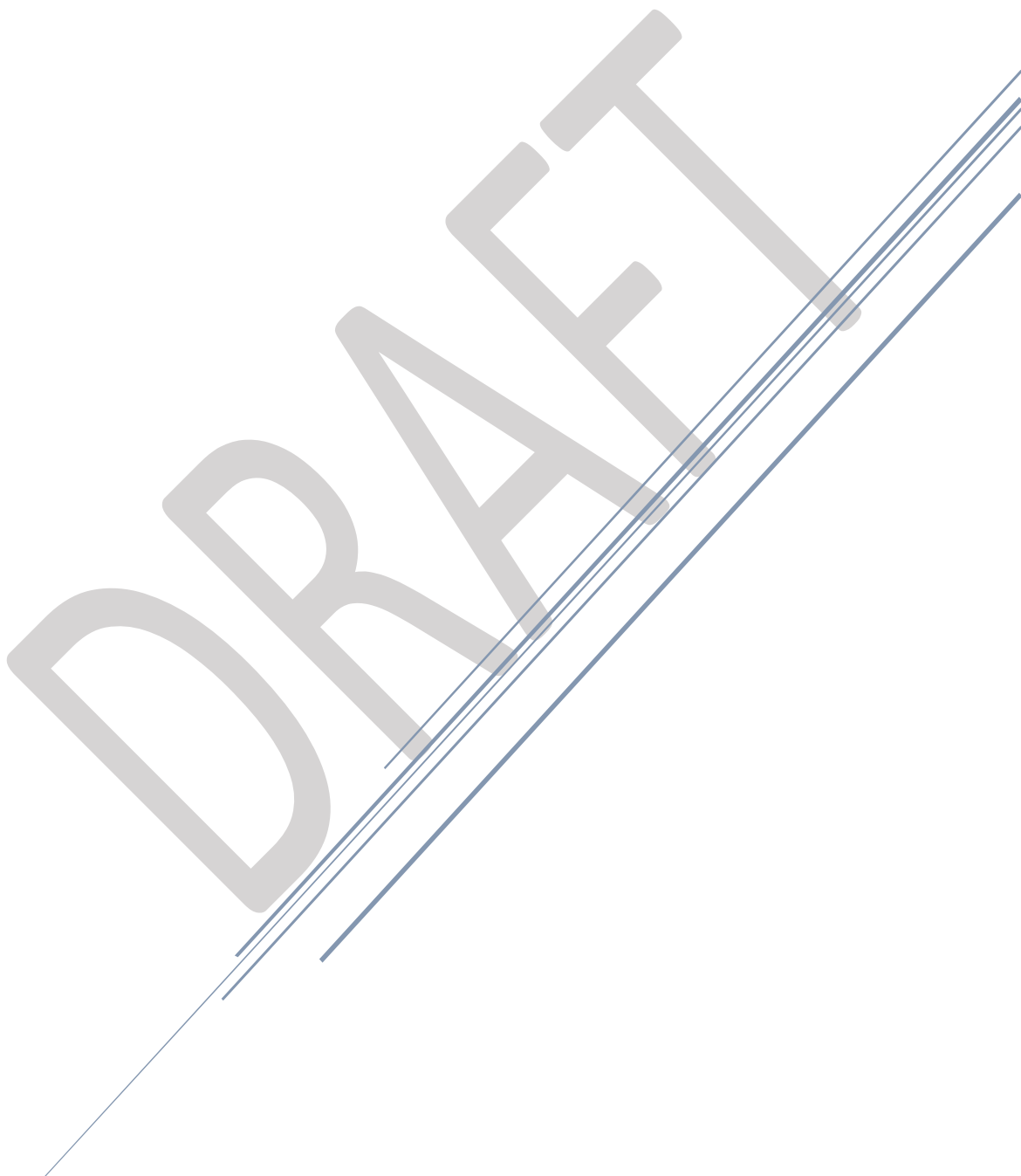


# CROQUET NEW ZEALAND

## Tournament Manager's Guide



Updated August 2019  
For Croquet New Zealand updated by D. Annie Henry

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## Welcome

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Managing a tournament well makes a difference for the players, officials, and spectators. Having knowledge about and experience with managing a tournament creates a strong foundation. Knowing the key elements is essential.

The purpose of this Guide is to complement CNZ Tournament Regulations published in the CNZ Yearbook and to provide examples and explanations about different aspects of managing a tournament well.

In addition to this Guide, the Tournament Committee subcommittee meets with each manager to ensure that all aspects of the tournament are discussed. The Tournament Committee is available to support and assist when needed.

By reading this Guide, reading the CNZ Tournament Regulations and attending the Manager's Training course (if available), you will give yourself a solid base for understanding how to manage a tournament well. Even if you have managed tournaments, learning more about different types of formats can liven up the tournament.

If you have any questions, please contact the Croquet New Zealand National office at

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027 580 3158

This Guide is an update of the one Gordon Smith wrote in September 2005. The basics of managing a tournament remain the same; however, aspects of the manager's role have changed.

A special thank you to Graeme Roberts, Chris Clarke and Jenny Clarke for their feedback, editing and valuable additions to the content; and, Jake Inwood for his feedback and assistance.

D. Annie Henry  
CNZ Tournament Committee Convener  
July 2019

## Key Dates

Planning is the first step to ensuring that the tournament runs smoothly. The chart below shows key milestones for CNZ tournaments.

CNZ Tournaments:

<u>Event</u>	<u>Due Date</u>	<u>Responsibility</u>	<u>Notes</u>
Manager appointed	April – May	CNZ Tournament Committee (TC)	Tier 1 event managers are appointed by the TC. Other CNZ tournament managers are appointed in conjunction with the host Association.
Registration Opens	August	CNZ National Office	Registration is open in conjunction with the Yearbook delivery,
Certificates & Badges	October at The AGM	CNZ National Office	Certificates & Badges are given to the Association delegate at the AGM.
Entries emailed to Manager & TC Convener	The day entries close.	CNZ National Office	Only names, contact details, and handicaps for each event are sent.
Manager's Meeting Scheduled	Meeting scheduled as soon as possible after the entries close.	CNZ Tournament Committee (TC) subcommittee	The meeting will be scheduled at a mutually agreeable time as soon as possible after the entries close. Meetings will use a video conferencing system that will be set up by the subcommittee.
Manager's Meeting	Two weeks prior to the tournament.	Tournament Committee	See checklist in Appendix A for information that will be covered.
Provide National Office with Manager's postal address, email and bank details	Two weeks prior to the tournament	Manager	This is to ensure the trophy, claim forms, and prize money are delivered on time.
Letter to players	At least 4 days prior to the tournament	Manager	Sample letter in Appendix C.
Croquet Scores	At least 4 days prior to the event	Manager	Information within the Guide.
Claim form and report	Within a week after the tournament	Manager	Claim form and Manager's report are sent to CNZ's National Office. Manager's report is forwarded to the TC for review and planning. Forms are in Appendices F and G.

## Managing A Tournament: Overview

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Most of the information needed to run a successful croquet tournament is contained in the NZCC (CNZ) Tournament Regulations published in the Yearbook. Presented in this Guide are additional comments and ideas, and help in organising play for a tournament. A number of charts for different methods of play are also presented. They may be photocopied for use, or used as a pattern when the fields are larger than the charts allow.

Remember that the prime source of information about running croquet tournaments is the CNZ Tournament Regulations and as a manager, you are advised to make a checklist of the points in the Regulations. Managers should read the Tournament Regulations each season to be conversant with the regulations. The Regulations help those organising a tournament while ensuring that players are treated fairly and in a consistent manner.

If in running, or playing, in a tournament you find that there are aspects of the Regulations that do not appear to be working satisfactorily, please document the concerns and send them to the National Office and the concerns will be referred to the CNZ Tournament Committee.

Much of the contents of this Guide will also be of value in organising club and association competitions.

## Deciding to Hold a Tournament

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When an association and/or club are considering holding a tournament, whether it be one of their own, a CNZ or WCF Tournament, the following issues should be considered:

1. Do you have the personnel needed to run the tournament? You will need a Tournament Manager (TM), who is either experienced or willing to take the responsibility to learn. For Tier 1 and WCF tournaments, the CNZ Tournament Committee will provide a manager if an experienced one is not available. A Referee of the Tournament (RoT) and a Tournament Handicapper are also required and should be part of the organising team. The TM and RoT make up the Tournament Management Committee. If these roles are filled by the same person, a second person must be appointed to handle appeals. If the tournament is to be run over two or more venues, then one or more Assistant Managers may be needed. Before asking someone to be an Assistant Manager for a CNZ tournament, please check with the National Office for approval. Not all CNZ tournaments have an assistant manager. CNZ must approve an assistant manager before securing one.
2. Do you have suitable lawns? Tournaments have different expectations for suitable lawns; it depends on whether it is an international, Tier 1, Tier 2, regional or club event. Do you have the personnel to set up the lawns before play each day and put equipment away after play? Are you able to ensure the lawns are kept at a good playing height if the tournament is to be run over several days?
3. Do you have the personnel available to look after the kitchen, providing food and drink for the players? Will you provide lunches, either made there or for purchase?
4. Do you have someone prepared to undertake publicity for the tournament, providing information before and during the tournament to local, and national media where appropriate? If the Association and/or Club has a Publicity Officer, the person/s should be contacted as soon as you have decided to host a tournament regarding the publicity.

5. Do you have someone prepared to undertake First Aid if required? Do you have a Health and Safety Plan for the tournament? Is there someone to complete the risk form, if required?
6. Have you considered the duration of the tournament and the type of tournament you are managing, such as a championship event, handicap event, weekend tournament, or mixed format event? These are important questions to ask.

While the manager is ultimately responsible for the success of all aspects of the tournament, no manager should consider running more than a one-day tournament without the willing support of the personnel listed above.

CNZ published a brochure, "Hosting Tournaments" that outlines the benefits of hosting a tournament. Request a copy from the National Office.

If you have a positive response to the questions above, then CNZ hopes that you will start managing tournaments or consider managing a CNZ or WCF tournament.

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## Preparing for the Tournament

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Preparation is key to a successfully run tournament and cannot be overemphasized. It is important to be well organised. As American Benjamin Franklin said, "Failing to prepare is preparing to fail."

If the details have been sorted prior to the tournament, the manager can feel more confident about the tournament and focus on how the tournament is running. There are several key elements in the preparation stage.

### Preparing the Advertisement

**For a CNZ event**, the advertisement will be prepared by the CNZ Tournament Committee. However, the National Office will send a form to your Association requesting the local details in October the season prior to the tournament.

**For a club or association event** the club or association will be responsible for preparing the advertisement. Regulation 4 details the requirements of an advertisement in the Yearbook. Use Regulation 4 as a checklist when preparing your advertisement. If entries will be limited because of lawn capacity, please note the limit in the advertisement and how entries will be allocated if oversubscribed.

While stating the size of the lawns to be used may not be important if the lawns are full size or nearly so, it is very important for intending entrants to know whether the lawns are acceptable for the CNZ Handicapping Regulations. This requirement was introduced into the CNZ Tournament Regulations because players were arriving at an event to find the Automatic Handicap Index Card (Automatic Handicap System: AHS) could not be used because the lawns weren't full size.

The situation regarding hoop sizes is different, in that it is required by the Laws of Association Croquet. Law 53(b) requires that the hoop sizes should be given when the event is advertised. Regulation 4.1.11 reminds managers that the hoop size must be stated in the Yearbook advertisement. It is also good practice to include hoop sizes in Golf Croquet advertisements.

The advertisement should also state the closing date for entries and any conditions, such as limited number of entries. Club or association advertisements may include banking details for the entry fee. The tournaments that are advertised in the Yearbook have a fixed advertisement format that is sent to the Association's Secretary electronically. CNZ tournaments require the closing date to be at least 2 weeks prior to the tournament.

For club and association tournaments, the closing date may be only 2 or 3 days before the tournament to allow for late entries and withdrawals, yet even then some pull out after that. Other managers require 2 or more weeks, as they like to plan well in advance with little time pressure on them. Be aware that the earlier you make the closing date the more chance there is that some will be too late applying or that some will withdraw late spoiling your draw, while the later you make it the more pressure there will be on you to complete all the tasks. If you do have an early closing date, having a reserve list will be helpful.

## **Lawns**

Preparation of the lawns is dependent on their condition. If you have a good grounds keeper who monitors the weed control and irregularities, who keeps the grass at a reasonable height, and understands what is needed to prepare the lawns for the different levels of play, you have a good start. About a month before the tournament the lawns should be close to tournament playing conditions. If you need to cut them lower to increase the speed, or move the lawns, cutting will need to be lowered slowly to keep the grass healthy. Making a sudden drop in height can do severe damage to the grass. If you have bare spots, they should be reseeded in the spring or autumn months. Please consult your grounds keeper and the CNZ Lawns Maintenance book for more details.

Lawns should be mowed the night before or morning of the start of the event. For a 1 – 3 day tournament, that is the only mowing needed. This should be one of your standard mowing times before the tournament. For a 4 – 7 day tournament the lawns should be mowed every second or third day, depending on weather. For tournaments that are over 7 days, mowing should be arranged accordingly. CNZ will pay for extra mowing for tournaments over 4 days. There is a reimbursement schedule in the Yearbook. Clubs that are not charged for extra mowing should not apply for reimbursement. The other consideration is how to best utilize the club's regular mowing as part of the scheduled mowing during the tournament. Any problems should be discussed with the National Office and the Tournament Convener prior to the event, or during if needed.

Monitor the speed of the lawns starting about a month in advance. If the height needs to be dropped, then slowly adjust it downwards each week until you have between 4 and 5 mm height.

To test the speed of the lawn, have someone hit a ball from the "A" baulk line to the north boundary so that it stops within a yard of the boundary. A second person should measure the time taken for the ball to come to a stop at the far boundary. The higher the number the faster the lawns. Most CNZ tournaments prefer 10 second and upwards lawns. Lawn speed should be checked for every lawn.

Another factor in lawn preparation is the firmness of the lawn. If the lawn feels spongy when walking on it, it might be too wet or have too much thatch and needs dethatching, which should be part of normal lawn maintenance. The lawn should feel firm when walking on it. Soil type will make a difference as to how much watering can and should be done. At no time should the lawns be sacrificed for speed. Good grounds keepers know how to create the balance and have the required speed. Find out how long the lawns can go without watering and not damaging them. The longer (no more than 2 weeks) the lawns are without water prior to the tournament, the firmer they will be. A balance is needed.

## **Publicity**

Having media present is great for croquet; it promotes our game to a wider audience. Even if people don't join, they will have a better understanding of croquet and may give it a go sometime.

Newspapers will generally print an article if there is someone local playing in the event, no matter if the event is held locally or in another region. Many newspapers may not have the time to write the article, particularly since most staff aren't familiar with croquet. If there is someone who writes well and will write an article to send to the newspaper, it is more likely it will be published.

Newspapers will print an article and possibly send a photographer if it is a national or world event. If a photographer appears at the club have the Association's or Club's Publicity Officer, or



delegate, stay with the photographer and provide guidance as to when and from where suitable photographs may be taken and how to avoid interfering with the players.

Radio is another avenue for promoting croquet. Setting up interviews with key players, the manager, CNZ representative, Publicity Officer—anyone who understands what is going on will bring life into the tournament. It creates interest within the community.

Social Media: Facebook, Instagram, Twitter are some of the social media that are widely used. Set up an account for the club, association, or event. They are free and widely used.

Streaming: Live streaming is becoming more popular and creates a larger following. Streaming can be done through Facebook provided the person has data and a mobile phone.

Websites are becoming more popular for people to find information. A free website is <http://www.sporty.co.nz>. It is relatively easy to set up and can be linked to the CNZ website.

List the tournament on “Eventfinder” and “It’s On”, which are also free.

CNZ’s Publicity and Marketing Committee is developing a Toolkit for publicity. Enquire with the National Office for a copy of the toolkit.

### **Other Preparations**

**Prize Money:** The National Office will send the prize money to your personal bank account with a schedule of how much is given for each event and places. If there are fewer than 6 players, no runner up prize money is given. Send your bank details to the National Office at least 2 weeks before a CNZ tournament. If you are managing an association (regional) or club tournament, find out how the treasurer wants to handle the prize money.

**Certificates and Badges:** CNZ Certificates and Badges will be given to the AGM delegate from your region at the AGM. It is advisable to ask for them from the delegate directly after the AGM to ensure you have them.

**Trophies:** Trophies will be sent to your home by the National Office. Please give the National Office your postal address to which trophies will be sent. If you have not received the trophies at least a week prior to the tournament, contact the National Office. The winner may keep the trophy until 3 months prior to the tournament the following season. It is the responsibility of the player to return the trophy polished (if applicable) and in good shape. Costs for returning trophies are met by the National Office. CNZ pays for the engraving.

The manager (or nominee) should have the trophies, badges and certificates before the start of the tournament. If the trophies are not polished, plan on having them polished before they are displayed throughout the tournament.

You should be working with the club to ensure that the venue is up to a suitable standard to be hosting a CNZ tournament. This includes making sure that the balls are of a suitable quality, that they have the specified hoops, that new hoop holes will be used at the start of the tournament, and that the lawns will be mowed and be running at an adequate speed.

While the speed of the lawn can sometimes fall outside the control of clubs, measures can be taken to ensure they are as good as possible.

### **Receiving the Entries**

**For CNZ Events,** registration is online. Paper entries are accepted but are more the exception than the rule. Within a day after the entries close, the National Office emails the manager with details of the entries including the players’ first and last names, telephone numbers and email addresses, handicaps, doubles partners, and emergency contact information for each event, copied to the Tournament Committee Convener. The contact information is confidential and should be kept private. The only purpose for which the contact information can be used is to contact the players. You may **NOT** give out player contact information without the permission of the player.

**Late Withdrawals:** If there is a late withdrawal, the manager reviews how it affects the draw. Sometimes it can improve the format. If it doesn't improve the format, filling the vacancy may be needed to provide enough games. Having a reserve list can be helpful, provided there is one. If it is an open event, it is advisable for the manager to find a local player, if possible. If it is an Invitation event, contact the National Office who will communicate with the appropriate Selection Panel (AC or GC) Convener. It is also advisable for the manager to encourage players to enter the tournament. The more the merrier makes for an enjoyable tournament.

Example 1 below illustrates the sort of information a manager should receive from the CNZ National Office for an event.

Name of Player	H/C	Association	Tele	Email	Partner
Alan Ball	5	Otago	0223948	aball@gmail.com	Hoop
Helen Hoop	3	Northland		hhoop@gmail.com	Ball
Stan Lawn	5	Wanganui		slawn@gmail.com	-
Mary Mallet	4	Auckland		mmallet@gmail.co	Flagg
Andrea Bisque	3	Auckland			Clip
Colin Clip	6	Wellington			Bisque
Fred Flagg	2	Taranaki			Mallet
etc					
etc					
etc					

**For club or association events,** the responsibilities for collecting the entries and entry fees lie with the manager or the manager's nominee. Before the entries start arriving you should make sure you have the following ready:

1. As each entry arrives, record on an Excel spreadsheet the main details, including receipt of entry fees (as in Example 2 below). Some managers include addresses, email addresses and phone numbers, but as these are on the entry forms, they are easily found if needed. When the entries arrive, it is courteous to send a quick text or email to let the player know it arrived.

**Example 2**

Entry #	Name	H/C	Club	Assn	Fees	Rcpt #	Events	Partner #
1	Ken King	3	Petone	Well	\$25	237	1,4	3
2	Pam Princess	16	Rose G	Mana	\$15	238	3	-
3	Kay Knight	9	Park	S Tara	\$25	239	3,4	1

2. It is more common for clubs and associations to ask players to make direct deposits. Making direct deposit should be included when the advertisement is developed. Record money received on the spreadsheet. Check to see that fees recorded equal the number of entries.
3. Keep a separate list of entrants for each event (e.g., as in Example 1 above). These are needed when the draw is to be made. It is highly recommended that entries are added to Croquet Scores. Players can check to see who has entered and how many.

4. Problems do occur from time to time with entries going astray in the mail. By sending an email or text when the entry arrives is an appreciated courtesy. Many associations ask for entries to be emailed instead of posted.

### Internet Access

Managers for CNZ tournaments are required to record the scores on CroquetScores.com after each game. Many managers tether their phones to their computer and use their mobile data. Some clubs have internet but the access may be limited. Check what facilities are available at the club. At this time CNZ does not provide allowances for internet charges. If there is an issue, talk with the National Office first.

### Croquet Scores

Croquet Scores is a tool for managers to post the scores of any tournament. It is a website that was developed by Australian player Tim Murphy. It is a free tool that managers are required to use for CNZ tournaments. If you are managing a regional or club event, it is a great way to get the information out and have the results included for ranking events. The website is used world-wide and automatically downloads the tournament results for AC and GC rankings to the World Croquet Federation (WCF) at no cost.

“Commentary” is a feature on Croquet Scores that is available to post: information to the players such as order of play on subsequent days for a multi-day tournament, manager’s letter sent to the players, or commentary on games played. It is a way to update players and spectators because it is easily accessible. If live streaming is used, post the link in the commentary so people can watch it live.

Anyone can go to the website and find out the results as soon as they are posted. The website is: [https://croquetscores.com/.](https://croquetscores.com/)”

### Registering an Account on Croquet Scores

The first step to using Croquet Scores for a tournament is to set up an administrator’s account. This is free for all users. To set up an account follow these steps:

- Go to croquet scores and open the website.
- Click on the “Admin” located in the top right corner. See Figure 1 below.

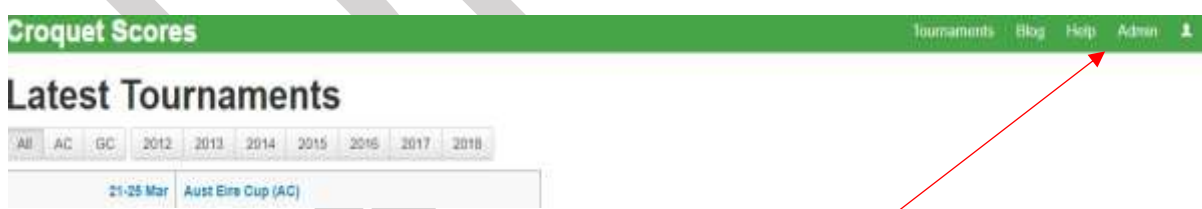


Figure 1

Click Here

- To register for the first time, click on “Register an account” and complete the information as seen in Figure 2 below. If you have registered, sign in following the prompts.
- Click on “Register Account” and you will be set up as an administrator. Be sure to keep your password safe and available for future use. Once you have registered, you can use the same account in the future by just logging in with your email address and password.



**Register**

Name:

Email Address:

Password:

Confirm Password:

10 + 2:

[Register Account](#)

Real names only. Accounts with nick names, screen names, etc will be cancelled.

Figure 2

Once registered, you will receive a confirmation email where you confirm your account. If you are new, you can use the “try site” which can be found at “try.croquetscores.com” and have a practice before setting up the event.

### Preparing For and Making the Draw

Once all the entries are in (and perhaps one or two arms have been twisted to have a convenient number of entries), the next task is planning the format for the draw. Look at the number of lawns available and the duration of the tournament. Consider if there will be double banking. Think about how long a game will take if untimed. Identify what resources you have. Work out how many games per lawn per day you can cope with. Plan the event to optimise the number of games for the players entered. Consideration should be given to all ages and capabilities of the players entered. The simplest draw is a round robin or section play. However, if the number of entries is much higher or lower than required for a simple round robin (section play), care is needed in the planning. Later sections on Organising Play give guidance in doing this planning.

CNZ Tournament Regulations require that in an Association Croquet event there should be at least 3 rounds of play for each player each scheduled day, with no more than 1 bye, that is, at least 5 games over 2 days, 8 games over 3 days, and so on. This is assuming that the games are not shortened, when it would be normal to offer 4 games a day. Exceptions to this are acceptable when a veterans or school age tournament is being planned. The same regulation also requires a minimum of 5 games or two matches per day in a Golf Croquet event. You should also consider the physical capabilities and inclinations of your entrants – if there are mainly older players, a maximum of 5-6 Golf Croquet games per day should be scheduled, while for a field of younger players, 8-9 or even more games can be scheduled if there is sufficient light to complete the games. Where there is a mixed-age entry, you can opt for a more creative format, such as a flexible swiss, to meet the diverse needs of your players.

Example 3: A few Association Croquet examples are:

- A. 10 players enter for a 3 day event: There is time for 9 rounds of section play.
- B. 10 players enter for a 2 day event: A six round Swiss gives everyone six games.
- C. 9 players enter for a 2 day event: Two sections are not suitable as the rounds needed for each section are different, so play 6 rounds of Swiss. A flexible Swiss would work well here also if the players are of sufficient quality to generally complete games in less than three hours.

- D. 10 players enter for a 4 day event: Play 9 rounds then top 4 play a final section, next 4 a consolation section and bottom 2 a best-of-three consolation, or bottom 6 play 3 rounds of Swiss.
- E. 10 players enter for a 5 day event: Play 9 rounds then top 4 play a best-of-three full knockout, while the rest play a consolation section, or some other form.

Once the format of each event in the tournament is decided, the charts and the first round playing schedule (lawn allocation) should be prepared. After the initial lawn allocation, keep a record of who has played on what lawn and assign lawns for the next round as players finish their games. You should be able to allocate lawns “in-running” to minimise time lost whilst ensuring a fair distribution of lawns.

All CNZ tournaments are seeded using the World Croquet Federation (WCF) rankings. For a **fully seeded draw** where the seeding is based on world rankings. Refer to CNZ Tournament Regulation 27. If a player has not played in a while and doesn't have a current ranking, there are two ways you can determine where the player would be ranked.

METHOD 1: Go to the WCF website for the appropriate (GC or AC) ranking and change the field for number of games to “0”. The player should be listed. Note – for lower ranked players, you may need to alter the “Min Grade” Cell from 1800 to 1200, or lower.

**Ranking List**

Year  Min Games  Min Grade (1 to 3000)  Country

Ranking order  Dynamic Grade  Max DG (12m)  Grade  Win%age

Women Only  False  True

Show Main Country Only  False  True

METHOD 2: If method 1 fails to rank a player, put the unranked player in the place appropriate to the player's handicap compared to the handicaps of those who are ranked. If there are others who have the same handicap as the unranked player, compare those players' current indexes to determine where the unranked player should be placed. It is advisable to consult with the WCF AC or GC person in charge of rankings, and keep that person informed.

Once all players are listed in seeded order, they should be placed in the seeded places in the draw, or if being placed over two or more sections, they should be placed one at a time into the sections in rotation (refer to the “striping” method of seeding in Regulation 27.3).

Example 3: With four sections, place the top player in block A, next on the list in block B, third in block C and the fourth in block D. Player ranked #5 is in block D, #6 is in block C, and so forth until all players are placed.

Example 4: With 3 sections: I, II, III and players listed in seeding order s1, s2, s3, s4, s5, etc:

- s1 goes to the top of section I
- s2 goes to the top of section II
- s3 goes to the top of section III
- s4 is placed 2<sup>nd</sup> in section III
- s5 is placed 2<sup>nd</sup> in section II
- s6 is placed 2<sup>nd</sup> in section I
- s7 is placed 3<sup>rd</sup> in section I
- s8 is placed 3<sup>rd</sup> in section II, etc

At the regional or local levels or with a handicap event, managers use a **partially seeded draw**. For a **partially seeded draw** the manager wants to avoid having family members or club members in the same block. The partially seed draw is a way for the manager to ensure the blocks are as even as possible.

The Regulation on seeding (Regulation 27.3) permits variation of these placements to avoid family members and club mates meeting in the same section for regional or local tournaments, but not for National events. Of course, their preliminary section performance determines whether they will subsequently meet in later stages of the event. Note – where family members are placed in the same block, the game between them should be played toward the start of the event rather than toward the end.

**Handicap changes:** The manager should watch play during the tournament and adjust the player's handicap in accordance with those Regulations if the current handicap does not match the player's performance. If possible, however, it is best to wait until after the tournament to make non-automatic changes to a player's handicap, so as to ensure a level playing field for all competitors during the event. If a non-automatic change has been made for a player, please ask the player to let the local handicapper know and ensure the change is made on the CNZ database.

**Making a random draw using a computer spreadsheet.** Enter the list of names in a column of the spreadsheet. In the previous column enter a random number for each name by entering the function “=RAND()” in the first row and then drag down to fill down the rows. Then highlight the two columns and any other columns with related information, use the Sort command in the Data Menu to sort based on the random column. The names have been randomized as required and may be entered on the chart/s.

### **Manager's Meeting with the CNZ Tournament Committee (TC)**

A meeting is set up with the manager, assistant manager (if there is one), the TC Convener and member of the TC for CNZ tournaments. The meeting will be scheduled at a mutually agreeable date and time as close as possible to the closing date. CNZ National Office will email the entries for CNZ tournaments. At this meeting the format and all aspects of the tournament will be discussed. You should have a draft format developed prior to the meeting ready for discussion. A checklist for the meeting is in Appendix A.

If the club or association has a match or tournament committee, it is often useful for the manager to have a meeting with them to go over the preparations, including choice of format to be used for the tournament. It is difficult to work in isolation as a manager and having others who will confirm, suggest and support is helpful.

### **Manager's Letter to the Players**

After the CNZ Manager's meeting the manager should email a letter to all players with the following information:

- Welcome from the manager. It is always great to have a warm welcome.
- Reporting time for each event, if more than one event and location of the tournament. If there are multiple venues used, clearly identify to which venue the player must report. Identify which venue is the headquarters.
- Conditions: Conditions for a CNZ tournament are listed in the advertisement, so they do not need to be stated, but can be summarized to aid clarity. If you have conditions for association (regional) tournaments that are not advertised, state them.
- Catering: Indicate if lunches will be available for purchase, if they are made at the club or if the players need to bring their own. Let the players know that there will be morning and afternoon teas and if there is a clubhouse fee and what this will cover. If there is a social function, let the players know when, if guests are allowed, cost and, if possible, menu.
- Club house fee: CNZ tournaments ask players to pay a club house fee to offset the cost of electricity, water, cost of teas. Check the Yearbook advertisement for the amount that can be charged. For regional and local tournaments, club house fees are typically included in the tournament registration and often cover the cost of morning and afternoon teas.

What the clubhouse fee covers, and if morning and afternoon teas are to be charged for, should be clearly stated prior to the tournament.

- Practice times: Let players know when they can practice before the tournament and advise them of the conditions for a short warm-up before their first game each day. Typically, practice will be the afternoon prior to the start of the tournament.
- Double Banking: If there will be double banking, let the players know. Ask them to bring markers.
- Time limits: State what the time limits are, or conversely, if there are no time limits. If there are time limits, ensure the club has sufficient clocks available.
- Format: The format for each event and number of entries is to be given. Include how many days of block play, if there is a knock-out, etc. In the event that non-standard formats are used, the manager should state how ties will be broken.

The manager's letter should be copied into the commentary section on Croquet Scores. Updates can also be placed in the commentary section.

In Appendix C an example of a manager's letter is included.

### **Referees and Umpires**

Secure enough referees and/or umpires for the number of lawns that will be used. It is a rarity that "referee in charge" is used at CNZ tournaments; however, if referees are in charge of the game, there must be one per lawn. "Referee on request" has more flexibility and can referee at least 2 lawns if the lawns are situated close enough for the referee to quickly travel between them. For GC, a Referee on Request must intervene if the rules are misquoted, an error is claimed or admitted, the players appear unable to continue correctly, a ball is incorrectly left on the lawn, a wrong ball is played or about to be played, or a hoop is about to run out of order. In AC, Referee on Request cannot intervene unless called. Supervising Referees may intervene when they see a potential fault.

The Referee of the Tournament may want to talk with the referees prior to the start of the tournament to ensure everyone agrees on how faults are called and check how the laws or rules of the game are understood. At the start of the tournament the Referee of the Tournament should advise the players what status the referees will have and additional information such as lawn conditions, appeals, etc.

The Manager has the final say regarding the state of the lawns. The RoT implements instructions given to them by the Manager regarding matters such as width of the hoops. Given the large number of responsibilities the manager has, most managers will delegate the responsibility of hoop setting and lawn setting to the Referee of the Tournament.

### **Appeals Committee**

The Appeals Committee should be set up prior to the start of the tournament. Typically, it is the Referee of the Tournament and 2 or 3 additional people. If it is a large tournament, ask 4 people if they will serve on the Appeals Committee. Players who are referees may serve on the Appeals Committee provided the person is not part of the appeal. Note – the Appeals Committee is designed to hear Appeals on matters unrelated to the Laws/Rules. The RoT will deal with all Laws/Rules related Appeals. Therefore, most Appeals tend to be against a manager's decision and so ideally the manager will not form part of the Appeal Committee.

### **Final Preparations**

Once the draw is complete, and possibly earlier if that can be managed, the people responsible for the catering and lawns should be given the plan for the tournament.

**The caterers** need to be told when morning tea, afternoon tea and lunch should be served, and if formal breaks will be taken, although this will normally have been arranged with the caterers some time beforehand. At a much earlier date decisions will have been made by the caterers and the tournament management about what will be provided in the way of food and drink, and of

what charges, if any, will be made for the catering provided. Caterers normally like to be provided with the number and names of players who will be at each of the venues during each day of play.

**Lawn and equipment** preparation will have been undertaken for some time prior to the start of the tournament:

- Mowing and care of the lawns will have been planned to bring them to peak condition for the start of the tournament.
- Hoops will have been carefully set in new positions (to avoid lawn wear in the hoops) at the hoop widths advertised for the tournament. For the players' practice session, it is acceptable to have the hoops in old hoop holes, with these to be filled in at the end of the practice.
- The hoops, pegs, corner flags and corner pegs or halfway line markers will have been tidied up, if necessary.
- Timers will be checked to see they are working, and bisques checked for numbers. Scoring pegs sorted for GC games.
- Sufficient score cards, if they are used, for the games to be played will have been readied.
- If there is any likelihood that some games may be pegged down, the gear required for pegging down should be checked and ready. If you have not pegged down a game before, talk with the Tournament Committee Convener or referee about it. Instructions are in Appendix I: Pegging Down a Game.

Once numbers and the draw are known the manager should notify those responsible for lawns and equipment:

- Which lawns will be used
- Which lawns will require balls and clips for double banking on which days
- When the lawns will be available for further mowing
- The time when play starts each day so lawns and equipment can be ready in time for the players to have their morning warm up
- The time when play is expected to end each day, particularly if they do not want players to bring in the lawns.

### **Croquet Balls**

Croquet balls should not have nicks in them. For Tier1 and World events, ask what the requirements are. New or near new balls are desirable for these top tournaments. For Association or club tournaments, the balls must be of the same type, checked for their condition and preferably matched for size.

Not all balls are the same size in a set. The balls should be measured with a caliper (or placed in a hoop and the gap measured with a good set of feeler gauges) to determine the largest ball for each lawn. The Referee, or designated hoop setter, will need to know which is the largest for each lawn. Sometimes sets can be reorganised so that they are more closely the same size. If you are using secondary colours, try to have the largest ball in the two sets as near as possible. If primary and secondary colours are used, the largest ball from both sets should be noted for hoop setting.

### **Hoops and Hoop Setting**

In the CNZ advertisement the hoop tolerance is specified. All CNZ tournaments require Quadway hoops to be used. If the person setting the hoops has not set Quadways before, please contact the National Office for a copy of the video on hoop setting to be sent to you. If it is the first time for your team to set Quadway hoops, then discuss this at the Manager's meeting prior to the tournament.

The aim is to have firm hoops each day of play. It is therefore important to never remove soil when making new hoop holes. Soil type will dictate what is used to make the hoops firm. Many



clubs use a mixture of clay, soil and water in the hoop holes to set them. Once the mixture dries, it is firm. The hoops will loosen somewhat during the day and tapping them down will firm up the hoops. Again, find out what works for the soil type you have and know before the tournament what is needed to keep the hoops firm. If it rains heavily, it will be difficult to have firm hoops.

There should always be fresh hoop holes for the first day of the tournament. If the tournament is 2 or 3 days, new holes are generally not needed. After 3 or 4 days there is a possibility that there will be wear around the hoops and they should be moved. In doing so, keep in mind the variation in the hoops' position permitted by the Laws / Rules: hoops may be moved by up to 12 inches in any direction from their nominal positions provided certain alignments are preserved.

It is preferable to have fresh hoop holes for the final. At no time should the leg of the hoop be swung so there is one fresh hoop hole and one that has been used. When setting a hoop, use the clamp before placing them into the holes each day.

When setting the hoops at the beginning of each day, it is useful to have someone to place the hoops next to the holes for the hoop setter. The Referee of the Tournament will check the hoops after they have been set and before they are used.

If your Association or club does not own Quadway hoops, CNZ will send and cover returning them at no cost.

### **Dressing the Lawns**

Each morning the lawns need to be dressed. Someone will:

- Place the hoops next to the holes
- Fix the scoring clips to hoop 1 for AC games
- Put the flags in the corner for AC and optional for GC games
- Mark the yard from each 4 corners for AC games
- Mark the half way points for GC games
- Provide scoring clips for each lawn for GC games
- Set out chairs for referees, umpires, and visitors
- Place the balls near the usual starting point, e.g., near corner 4 for GC games and the middle of the "A" baulk line for AC games

### **Double Banking:**

Finals should not be double banked wherever possible. Avoid double banking semi-finals if possible, though where this will limit the amount of play for non-semi-finalists, it is generally best to double-bank the semi-finals together, as those are generally the most competent of the players in the event. Whenever double banking is used, players must observe the requirements of the Laws /Rules about consultation before marking balls.

### **Opening and Closing the Tournament**

The opening and closing ceremonies set the tone for the tournament. Planning what you want to say is important. Think about what information players need to have prior to starting the tournament. It is similar to the letter sent to players. The more the players know what is planned, the more comfortable they will be.

- Opening Ceremony: You have invited the dignitaries to welcome the players, and they give a brief welcome. Next the manager will talk about the different aspects of the tournament such as collecting the club house fee, catering, format, and health and safety (earthquake, fires, tsunami). The Referee of the Tournament (RoT) will address the refereeing side of the tournament. The manager will let the players know the lawn assignments and send them out to have a 5-10 minute warm up. Advise the players in advance the details of the warm up – duration, and any restrictions on how firmly hoops are allowed to be run.

- For regional and local tournaments, having a ceremony to open the tournament gives definition to the tournament. It also is a time to recognise people who may have travelled for the tournament. The manager sets the tone and ensures everyone has the same information.
- **Closing Ceremony:** This is a special time for all the players. They have played hard and it is time to celebrate their achievements. In tournaments where there are multiple events, it will be difficult to have all games finish about the same time or earlier to watch the final. If players have travelled from outside the region, they will be anxious to travel home as soon as possible after they finish.
- The CNZ Executive representative may want to say a few words before the prize giving starts. If weather permits, setting up a table on the lawn in front of the club house provides a nice setting for the closing. All the trophies, badges and certificates should be on the table for the presentation. If the CNZ President or Executive member is present, s/he should hand the trophy to the winner while the manager reads out the names for CNZ events or by invitation to regional or club events. The certificate and badges are given at the same time. Make sure those who received certificates and trophies have their pictures taken after all the prizes have been given. Find a place where the light is good to take the photos that will be sent to the National Office at [croquet@croquet.org.nz](mailto:croquet@croquet.org.nz).
- Take time with the prize giving and talk about the wins. For example, if there was a countback to find the winner, describe what happened. If the winner has won this event before, let the audience know. This is a time to celebrate and have fun. If a player did something spectacular, share it with everyone at the prize giving. Ask the winner to make a victory speech if s/he wishes to.
- Be sure to thank the referees/umpires, catering, hoop setters, and others who have been behind the scenes setting up and providing for the players. Another thank you should be given to the club for the venue and the Association for hosting a CNZ event.

### Risk Analysis and Management System Plan

A Risk Analysis and Management System Plan should be prepared for all CNZ tournaments. If the croquet club is on Council land, most Councils will have a form that is expected to be completed and sent to them before the tournament. The purpose of the form is to identify potential hazards and how you will respond to them, or how you will mitigate them. They also will want to know who is in charge. An example is in Appendix D. The club should have a Health and Safety Plan.

### Entering the Tournament Information on Croquet Scores

After the entries have been received, sign into Croquet Scores under “admin”. A popup box will appear. Sign in with your email address and password.

Once you log in, you should see the following page:



Figure 3

This will then take you to the next page:

The image shows a 'New Tournament' form with the following fields and annotations:

- Name:** A text input field. Annotation: "This is the name of the tournament. Please put CNZ before the tournament. For example, the NZ Open would be 'CNZ AC Open'"
- Starts:** A date input field. Annotation: "These are simply the start and end date that are in the Yearbook."
- Finishes:** A date input field. Annotation: "These are simply the start and end date that are in the Yearbook."
- Type:** A dropdown menu with 'Select Type' and a downward arrow. Annotation: "Type is whether it is an AC or GC tournament."
- Tournament Type:** A dropdown menu with 'Standard' and a downward arrow. Annotation: "Currently all CNZ events will be standard type."
- Time Zone:** A dropdown menu with '(UTC+12:00) Auckland, Wellin' and a downward arrow. Annotation: "Should automatically be set as UTC+12:00"

Figure 4

Some key things to remember with Croquet Scores:

- 1) You must have a registered account to create a tournament (this is free).
- 2) Write CNZ in front of the tournament name if it is a CNZ tournament.
- 3) Only create one entry for the tournament. Individual events within the tournament are listed within this entry. For example, if you have an AC annual tournament and the events are championship singles, championship doubles, handicap singles, handicap doubles or several blocks; all are entered as events within the entry of the name of the tournament.
- 4) Croquet Scores should be updated as regularly as possible throughout the tournament.

Please enter the tournament into Croquet Scores as soon as reasonably possible once the format has been determined. If you are receiving entries over a period of time, it can be helpful if you create the tournament earlier and use a "swiss" event to list the names of the players received to date. If you experience any difficulties entering the tournament, please contact the CNZ Tournament Convener.

## Setting Up a Block (Section Play) in Croquet Scores

- Click on “New Block”. A window will pop up. Write the name of the block such as “Open Block A” or “Plate A”.
- Click on the number of games. If Best of 3 matches are used, then click on “3”.
- Click on “New Player” box in the left top corner.
- Type in the name. **Be sure to enter the name of the player exactly as it is on the WCF ranking list and to identify the correct player when there is more than one player, likely from different parts of the country, with the same name on the ranking list.** For example, entering Josh instead of Joshua will lead to the rankings officer having to edit the player data to enter results, and will potentially affect incorrectly identified players and affecting the ranking (whether positively or negatively) of all of them. It is time consuming for the volunteers who are in charge of the ranking list to make changes and disheartening for the players not to have their results recorded properly in the first instance.
- It is not required to enter the name of the club, association or country. It is a nice to see where players are from. CNZ tournaments enter the region (Association) of the player.
- Once the block has been created, you can add players to it by clicking on “Add Player”. Continue adding players until each player in the block is added.
- Notes: If the block is seeded, add the names in order from the top to bottom seed, otherwise consider adding players alphabetically. When all players have been added, click on “close”.
- If there are multiple blocks, click on “Tournament” again and repeat the process until all blocks have been created and all the players have been entered for all the blocks.

## Setting Up a Swiss Event

- After you have set up your event, click on “Tournament” then select “New Swiss” and follow the prompts in the same way as setting up a block.

## Setting Up a Knockout

- After you have set up your event, click on the “Tournament” to take you to the screen where you can set up a knock out.
- Click on “New Knockout”.
- Type in the name such as “Open Championship Knockout.”
- Add the total number of players in the knockout, which will include the byes. Typically, there will be 8, 16 or 32 in a knockout. For consolation events, it could be as few as 2 or 4.
- Add new players in the same way as for a block or Swiss. If you have “byes” add them as a new player. Use the player name Bye (with this capitalisation) for all byes (i.e., don’t number them, etc) and leave the “representing” field blank. Follow the prompts the same as the other event set ups. In the Knockout, be sure to enter players in the correct order. The first person will play the second person who is entered and so forth. If you make an error, on a computer you will be able to click on the up-down arrow and drag players to reorder them.

**Note: Changes to player information can be made by clicking on the 3 bars left of the name of the tournament, event, or player. Changes can be made at any time. Only the administrator or someone they have appointed as a Manager can make changes.**

Scorers and assistant managers can have access to add the scores. If there are multiple venues, enabling the managers and scorers at the venue to enter the results is helpful. In order to add an assistant manager or scorer, you will need his/her email address, then go to “tournament” and

click either the “Manager” or “Scorer” tab, enter the email address and click the “Add” button. Only the administrator can make changes within the system.

If you have questions about using Croquet Scores, email them to the CNZ Tournament Committee Convener prior to the Manager’s meeting. At the Manager’s meeting, the primary focus will be discussing the format. The other areas will be checked off during the meeting. If other questions arise, ask them before and during the tournament. The Tournament Committee is there to support the manager.

## During the Tournament

Following the planning and communicating with the people who are helping with the different aspects of the tournament, things should run smoothly. CNZ Tournament Regulation 6 provides a list of the duties of a manager during the tournament, but there are a few additional points to note.

### Opening the Tournament

Before play starts the players should report to the manager, at which time the manager should have the Handicapper check that the handicaps advised at the time of entry are still valid. Validity is determined by the conditions set in the advertisement. For example, Invitation events have a cut-off date and players are selected with the handicap they have at the closing date. However, the player may have played in another event and changed the handicap that will be out of the range. The player is still entitled to play in the event. For other tournaments, this is not critical. The manager may assist when checking the AHS cards, if necessary. Whoever checks will initial beside the last entry on the AHS card. The manager should check that the player’s addresses and phone numbers during the tournament are available. Most importantly the manager needs to be aware if any player has not arrived and be able to contact the player.

It is helpful to provide a list of players and their handicaps, and to ensure this is accurate at all times during the tournament (e.g., changes to handicap should be noted at the time they occurred), to aid players in completing their handicap cards.

At the opening there are normally a few speeches of welcome and then the players must be given information relevant to the tournament.

1. First, for a major event, would usually be a local dignitary such as the Mayor welcoming players to the locality, perhaps followed by a sponsor. If it is a CNZ event there would be a brief word from the CNZ Representative. Following that would normally be a welcome from the Association and / or Club President, including any special mentions of players, such as players from afar.
2. The rest is in the hands of the manager, who may deal with it all or may share the information giving with others as appropriate. A checklist of matters to raise includes:
  - The method of play to be used, including how winners are to be found, including any tie-breaking criteria, and any time limits involved. In GC events, the procedure for play after time expires should also be advised.
  - Where score cards, timers and bisques are located.
  - To whom results are to be reported, and a reminder to do so as soon as the game ends and before going on to the next game.
  - Where notice boards showing the draw, results and any other matters are located.
  - How much time the players have for a warm up.
  - Any restrictions on hoop running during practice: e.g., a ball is not to be struck more firmly at a hoop than would enable it to travel more than 7 yards past the hoop if it did not touch the wires.

- Where the full draw with lawns and times is published. Advise players that they should be ready for play at the lawn before play is due to start.
- Where double banking is to be used, remind the players of the appropriate Law or Rule. Ensure that players have appropriate markers and know when and how to use them. (See comments regarding double banking.)
- Remind players of their obligation to be playing under the correct handicap and using their index card for all singles games and for GC doubles games. Refer to the Tournament Handicapper. If a player does not have his/her AHS card, provide the player with one. If the player did not bring the AHS card to a CNZ tournament, then the player is required to copy the AHS card and send it to the manager within 7 days after the tournament to verify the correct handicap. If this indicates that alterations are needed, the manager will work with the club handicapper to make the adjustments.
- Ask the Referee of the Tournament to provide details on the availability of umpires and referees and how players are to proceed when one is needed.
- The intended time of the prize giving for each event.
- The arrangements for club house fees, tea breaks and lunch, including the costs
- Any arrangements made for social functions
- Where the toilets and other amenities are located
- What to do in case of a fire, earthquake or tsunami (if applicable) and where the meeting point will be. Where the first aid kit is located, and, if you have a defibrillator, where it is located.
- Wish the players well and send them out for their warm up.

### **Lawn Allocations**

The first round should have lawns assigned. It is preferable for the manager to keep track of which players have played on which lawns. If possible, set up a rotation so players will play on all lawns. Assign players onto new lawns without having to wait until all games are finished, unless it is section play. After a few rounds it is more complicated to assign lawns for large tournaments. Avoid players playing on the same lawn for consecutive matches. If there is double banking, keep track of who has double banked and be as fair as possible. Avoid having players find an available lawn without you assigning them one. You should know what lawns are available.

### **Additional Information**

The manager will normally arrange to have scorecards, timers and bisques (if needed) available for the players before they go out to play each game or match. It is important to have a way in which both players can record the scores for the games played. There are a variety of methods such as creating your own results sheet, using scorecards produced by CNZ for Golf Croquet, or a referee to keep score. The players will also be recording the scores on their AHS cards. The manager should know, particularly with AC, whether the scores are correct. The charts should be updated after each round so players can follow the progress of the event. Croquet Scores should be updated after each game or the end of a match. Some clubs show the croquet scores results on a screen instead of having paper charts.

If any non-refereeing decisions are appealed, ensure that the Appeals Committee hears the appeal in a fair, timely manner. It is important that any decision is clearly communicated to the player/s who lodged the appeal and any other players directly affected to ensure that they understand the process and reasons for the outcome. (All appeals on refereeing matters are handled by the Referee of the Tournament, whose decision is final; the manager must not intervene.)

### **Prize Giving**

It should be possible to tell well in advance the approximate time that an event will finish, and consequently when the prize giving can be held. The intended time should be included in the letter to the players and announced at the Opening, and where there are several events the prize

giving should be held jointly where possible. There will be times when an event has finished well before another concurrent event, and the prize winners wish to start on the journey home. In such cases the players in the event that have finished and anyone else who is available should be brought together for a single event prize giving. Before the winners leave, ensure a photo is taken and sent to the National Office at [croquet@croquet.org.nz](mailto:croquet@croquet.org.nz). Wait until all the prizes are given and then set up a place to take the photos where the light will be good and people are more relaxed. The photos will be uploaded onto the CNZ website and Facebook. They may also be used in Croquet Matters.

## **After the Tournament**

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Once the tournament is finished and the players have returned to their homes, there are a few items that need attending. In the CNZ Yearbook under Tournament Regulations, there is a section that outlines the duties after the tournament is finished. Below are some additional notes.

The manager should ensure that equipment used during play is returned to its normal place in good condition. In particular any equipment that has been borrowed should be returned as soon as possible, with an appropriate note of thanks. It is not necessarily the manager's job to make these returns, but it is certainly the manager's responsibility to verify that it has been done.

Other responsibilities when managing CNZ tournaments are to complete the Manager's Report (Appendix E) and Reimbursement Claim Form (Appendix F). The Manager's Report provides information that will be reviewed by the CNZ Tournament Committee and the National Office. The Tournament Committee addresses issues that managers identify in the report to continue to improve and to support managers. The CNZ Tournament Committee also reviews the feedback from the Players, responds to recommendations and concerns, and acts upon recommendations approved by the CNZ Tournament Committee. The manager of a CNZ tournament will also receive the feedback. The Reimbursement Claim form is for the approved expenses for running a CNZ tournament. Current rates are listed in the Yearbook. If you have questions about either of these documents, please let the National Office know. These forms can be found on the CNZ website.

Additional forms are included in Appendix G: Prize Money, Appendix H: Tournament Manager's Pack.

The journey, which was begun when deciding to run the tournament, is now at an end.

## **Additional Guidelines**

### **CNZ Playability Conditions Guidelines**

As the manager of the tournament, you have the authority under the Tournament Regulations to determine whether the conditions are playable. At your discretion you may wish to consult some of the senior players at the tournament to receive their feedback.

This topic is very subjective and the following information is provided for support in making a decision on playability of the courts. The three areas of concern are: lawn playability, extreme temperatures, and adverse weather conditions

#### Lawn Playability:

In the CNZ Tournament Regulations Appendix 4, the recommended lawn speed is given for CNZ tournaments. The manager should make a decision about whether one or more courts remain playable when it appears that those courts are becoming so heavy that play is seriously affected

and/or at least one of the players could be at risk of injury, or be significantly disadvantaged by having to continue.

To test whether a court has become unplayable, check the following shots. All players in an AC game should be able to:

- 1) Play a take-off from corner one (1) that travels beyond hoop three (3)
- 2) Roll two balls from hoop two (2) at least as far as hoop one (1) and;
- 3) Hit a ball from any boundary to the opposite boundary.

All players in a GC game should be able to hit a ball at least as far as the full width of the court.

### Temperature:

New Zealand weather may change within a span of a couple of hours. If the weather is too hot, players should avoid a heatstroke by staying hydrated, using sunscreen, and wearing protective clothing. Slip, slop, slap and wrap are recommended when players are in the sun. They should be encouraged to drink water frequently to stay hydrated.

The manager should be aware of the players comfort and make provisions should temperatures be extreme. It is imperative to CNZ that players are not forced to continue to play in conditions that may lead to health issues.

### Weather Conditions:

The manager needs to monitor whether the weather provides a potential health risk to players. Issues of concern are heavy rain, high / low temperatures, high winds and lightning.

While lightning is rare in the summer, it can be a real risk to players' wellbeing. If there is an evident risk of a thunderstorm (as determined by any visible thundercloud build-up), the manager must monitor conditions very carefully and suspend play and have the players seek shelter inside if there is a risk of lightning occurring close to a venue.

If weather conditions cause a loss of time or lawns, be prepared to make changes to the plan. Time limits may need to be set or changed and incomplete blocks may come into play. Otherwise make your plan and stay with it. It is important to keep the games moving so players have as little wait time as possible and finishing at a reasonable time is accomplished.

If challenges are not covered in this document, please let CNZ know so they can add them for future inclusion.

## **Formatting Guidelines: General Comments**

Guidelines follow for 5 to 16 entries in an event. The same principles apply for entries outside this range, and other combinations may be used. These guidelines provide options for achieving the maximum amount of play in the time available with the lawns available.

With section play, an unbalanced number of rounds can occur when an odd number of entries are divided into 2 or more sections. For example, with 15 entries two sections could be used, of 7 and 8. The section of 8 requires 7 rounds to complete, as does the section of 7. This is satisfactory. Equally, a flexible Swiss event could be used. For 13 entries, however, the two sections of 6 and 7 require 5 and 7 rounds respectively to complete. That can be quite unsatisfactory, and the manager should consider alternatives. The best option may be to find a further entry from a player of appropriate standard. If you have 13 entries, you would play a 6 round Swiss in one section rather than split into two sections, or a flexible Swiss, depending on the importance of the event.

If you are planning to play an event as section play followed by a knockout involving a number of qualifiers from each section, it is preferable to group the players into either two or four sections according to numbers, or eight sections for a very large entry. Having three sections should be



avoided if possible since a satisfactory knockout starting with four, eight or 16 qualifiers requires you to bring one or more “lucky losers” into the knockout from three sections. There is no satisfactorily objective way of selecting them, since the potential candidates have played completely different opponents. The same “lucky loser” problem arises if you start with either five or six sections. In all cases, look for a better option using the guidelines set out below.

### Organising Play for Association Croquet Events

Before deciding how an event will be played you need to balance:

- The number of entries received
- The number of days and hours of play advertised / available
- The number of lawns available.

The following guidelines are offered to assist this decision.

#### Time Limits

In tournaments with plenty of time available, games may be played without time limits. However, with the pressure of travel and accommodation costs, time off work or away from home, and the need to restrict the length of a day’s play, time limits are often necessary. Eight to nine hours of play may be considered a fair day’s play. Much more than that becomes too demanding for many players. As few as six hours of play may be too few for a fair day’s play, but for some tournaments it may be enough. When 3 AC games are scheduled into a day of play a time limit of 2 hr 30 min, 2hr 45 min or 3 hr would be appropriate, depending upon the skill levels, age and seriousness of the players. When 4 games are needed in a day, 2hr or 2hr 15 min time limits are appropriate.

Where short time limits are implemented, it is important to avoid double banking where possible.

When games are played with short time limits it may be sensible to play shortened games under Laws 44 to 46. This is particularly so with high handicap players, and becomes advisable when handicap games are played under short time limits as Law 46 allows for modifying the bisques available.

#### Organising Association Croquet Play Guidelines

final\* final and semi-final stages can involve everyone, winners play winners, losers play losers.

(L) Long time limits of 2½ to 3 hours for 3 games a day.

(S) Short time limit of 2 to 2¼ hours and perhaps shortened games (see Laws 44 to 46), for 4 games a day.

Entries	Lawns	Days of play	Suggested format
5/6	2-3	1	3 rounds of Swiss (L)
		2	5 rounds of section play (L) and a final
			CNZ tournaments require a minimum of 5 games.
7/8	2-4	1	2 sections of 4 and final* (S) or full knockout with long time limits
		2	7 rounds of section play (S)
9/10	3-5	1	Flexible Swiss with time limits where players are relatively quick. For players who generally go to time, a Strict Swiss.
		2	Flexible Swiss
		3	9 rounds of section play (L)

		4	9 rounds of section play plus top 4 into further section play with the rest to play 3 rounds of Swiss (L)
11/12	3-6	1	4 rounds of Swiss (S)
		2	2 sections and final* (L)
		3	11 rounds (S) [plus final* perhaps] or 2 blocks followed by Best of 3's for positions 1-8 and another block for the bottom 3/4. Or flexible Swiss for 11 players.
		4	11 rounds (L)
		5	11 rounds plus further sections of top, middle and bottom 3rds (L)
13/14	4-7	1	4 rounds of Swiss (S) or 4 rounds of Full knockout (S). Note: The full knockout has multiple byes each round, unlike the Swiss.
		2 or 3	Play a Swiss for championship or handicap events and Flexible Swiss for less important events.
		4	Play one block with 2.5 hour time limit and add an extra round into one of the days.
		5	13 rounds (L) plus semi-final/final*
15/16	4-8	1	4 rounds of Swiss (S) or 4 rounds of Full knockout (S)
		2	4 sections on 1 <sup>st</sup> day then sections of the 4 1sts, the 4 2nds, etc on 2 <sup>nd</sup> day (L)
		3	2 sections and semi-final/final* (L)
		4	15 rounds (S) or 2 sections
		5	15 rounds (L)
17/18	4	1	Divide into two competitions: 8 and a 9 or two 9s.
		2	6 round Swiss
		3	3 sections of 6,6,6/5 (L), then super sections of top 2, middle 2 and bottom 2 (This needs 5 lawns for 18 players. With only 4 lawns use sections of 9,9 (S) and then semi-final and final*, fitting in byes.
		4	3 sections of 6,6,6/5 (L), then super sections of top 3 and bottom 3
		5	17 rounds
19/20	5	1	Divide into two competitions of 9 & 10 or two 10s.
		2	6 round Swiss
		3	2 blocks (S) plus final
		4	Play 2 blocks over the first 3 days and then best of 3 play-offs down the line on day 4.

### Methods of Play

1. The main forms of play used are section play, knockout play (including the XY and XYZ systems and full knock-out play) and strict or flexible Swiss events. It is relatively common

for an event to be played as section play in multiple sections to find qualifiers (typically two or four from each section) to contest a knock-out as the final stage. Straight knockout play, whether it is a one-life or two-life system, provides plenty of play for winners, but may mean as few as one game for others. As such it is now used for little other than some club competitions and the final stages of an event started as section play.

2. **Section play** in its correct form has all players playing every other player once or twice. However, there is often insufficient time and lawns available to play all of the rounds required. When there is less time or an odd number of players, a Swiss may be a good option. Multiple sections followed by a knock-out or a super-section may also be good alternatives for certain numbers of entrants. Incomplete sections should never be played except when there is disruption by weather once the event has started. Playing incomplete sections under other circumstances indicates poor planning.
3. The **XYZ system** extends knockout play to include more than just the winners, with first game losers going into the Y knockout and second game losers into the Z knockout. This ensures everyone has a minimum of 3 games. A difficulty is that the Z knockout will require one or two extra rounds and you may not be able to finish it at the same time as the X and the Y without imposing restrictions such as time limits. The difficulties of organising and scheduling that arise with a Z knockout are more fully illustrated in the section below dealing with methods of play.
4. In the **Full Knockout System** all players are involved throughout, with winners playing winners while losers play losers, so everyone has the same number of games (apart from byes).
5. The **Swiss (also known as a “strict Swiss”, in contrast to the flexible Swiss)** is a way of organising incomplete section play so that the winner will have played as many as possible of the other players who are most successful in the competition. Thus, everyone gets as much play as time permits. The Swiss can be complicated to manage in its later stages and, unless the event is carefully managed, can lead to perceptions amongst the players that some have had an easier route to success than others. There is also a risk of two or more players finishing with equal numbers of wins and resolving the tie requires prior planning and advertising of the tie-breaking method – this is where a flexible Swiss has an advantage over a traditional Swiss format.
6. **Super Section play** is another format which can be used when there is insufficient time to play a complete round robin. It ensures that all the top performing players play each other. At the same time players who have not performed as well in the section play meet each other in the super section consolation play. It has a major weakness in that the winner of the original block may progress to the super-section with a worse record than someone who came second or third in the original block.
7. The **Egyptian System, or the Flexible Swiss (described below)** is most appropriate for use in a club competition where one or more days a week have been set aside for competitive play, but not everyone is available every week. Players inform the event manager if they will be available and a draw is made for each day. It is also useful for consolation and minor events as it provides an interesting format where players meet competitors with similar records in the event. Other uses include cases where an unknown number of players will be available in each round of a tournament over several days, and where players drop out of a larger knockout event into the consolation event. It does have the limitation that there is a fair bit of documentation for the manager to keep track of. When players have finished their first game, they can enter their names onto the waiting list and as soon as someone is available who they haven't played, they go back out to play. In the event that multiple opponents are available, players are paired so as to give people opponents on as similar a current Egyptian score as possible. The manager should state at the beginning of the event the minimum number of game wins to qualify to win the event, and should require at least one game to be played after a set time, to avoid players sitting out when they believe they have done enough, and potentially avoiding playing an

appropriate opponent who is also in contention. The event winner is determined by Egyptian score, followed by one of a range of alternative tie-breakers (average strength of opponent is a good one).

8. The **Flexible Swiss**. Like the Egyptian, this format is ideal for consolation events where the primary objective is to give everyone as much or as little play as they want. It is also very useful for a tournament with a mix of older and younger players where some player will finish quickly and want plenty of play, and others may want to play less games and potentially take leave at some point of the day. It is also a very useful format for weekend, or other tournaments, where play, rather than prestige of the win, is foremost, particularly when the number of players is awkward for creating sections, and most particularly when there are an odd number of entrants. When players have finished their first game, they can enter their names onto the waiting list and as soon as someone is available who they haven't played, they go back out to play. In the event that multiple opponents are available, players are paired so as to give people opponents on as similar a win percentage as possible. The manager should state at the beginning of the event the minimum number of game wins to qualify to win the event, and should require at least one game to be played after a set time, to avoid players sitting out when they believe they have done enough, and potentially avoiding playing an appropriate opponent who is also in contention. The event winner is determined by percentage wins, followed by one of a range of alternative tie-breakers (average strength of opponent is a good one).

## Double Banking in Association Croquet

**Law 52 governs double banking** in Association Croquet. If you are using double banking you should draw the attention of players to this Law. If some of the players are inexperienced or not accustomed to double banking, it may be worthwhile to summarise the main points. There are important points made in each of the paragraphs, many of which are frequently breached, yet we seldom see them penalised under Law 55. This should not be taken as justification for abusing the law.

Players should be advised to call for a referee after balls in different games collide to ensure that play continues fairly under the Laws, unless the players are experienced and can resolve the matter correctly themselves.

**Law 52(d)(2) requires a player to carry suitable ball markers.** Bread bag clips and scraps of leaf or paper are not suitable as they can easily be moved by ball or mallet passing over or near. While coins are less likely to be affected, they too may move and if forgotten can cause damage to mowers. The most commonly available suitable markers are plastic golf markers. A club may be well advised to have a store of these available for loan or purchase when running events using double banking. Players should be encouraged to mark the position of a ball before removing it, rather than after removing it. A marker should be placed so that its edge is vertically below the edge of the ball, with the centres of the marker and the ball lining up with a convenient reference point such as a hoop, the peg, or a fence post. This can be done in a couple of seconds.

**Law 52(d)(4) refers to the start of the second game** and suggests that the second game should not normally start within five minutes of the first. A sensible guideline to offer the players is for them to wait until the first players have cleared the initial starting positions.

The law does not refer to **starting a new game while one is already in progress**, however even experienced players will sometimes take over a lawn to the detriment of a game nearing its end under time constraints. Some managers will not allow a new game to start if a game in progress is at a critical stage. At the very least, if a manager sends another game onto a lawn, the players should be told to give precedence to those already near the end of their time.

**In time limited games** managers should not allow extra time for double-banked games. If all games or even most games are double banked an allowance for double banking is already, in effect, built into the time limit. If only a small proportion of games are double banked, however, you may consider allowing an extra 10 to 15 minutes for double banked games. The only time

the clock should be stopped will be when a non-standard refereeing decision is required (e.g., a wiring test requiring extra equipment to be obtained), a player is absent on official tournament duties or is ill, for weather-related delays, and when play is held up for at least 5 minutes for the double-banked game. The Tournament Regulations state in any situation which is not part of the game but which is likely to prevent play for more than approximately one minute [COMMENT: The changes on time limits here match the proposed new double banking Law in the 7<sup>th</sup> edition of the Laws.]

### **Organising Play for Golf Croquet Events**

Before deciding how an event will be played you need to balance:

- The number of entries received
- The number of days and hours of play advertised/available
- The number of lawns available.

The following guidelines (based on experience) are offered to assist this decision.

#### **Time limits**

Thirteen-point Golf Croquet games will normally finish in between 40 – 60 minutes. There will be games that take much longer because the players are inexperienced or because one or both players hit the opponent's balls hard, accurately and frequently without either ball gaining position. The WCF rules recognise GC Rule 17.3 allows for time limits to be set. Tournament Regulation 9.3 should be considered before play starts. When time limits are used, these points need to be stated to players before the event:

1. The Regulation 9.3.1 requires someone to audibly announce when the game has reached the time limit.
2. If the manager is of the opinion that the game is impeding the progress of the tournament, the manager can set a time limit of a further 20 minutes if the game has been in play at least an hour. The player who has the greater score at the expiry of the time limit wins the game.
3. The Rule allows for play to continue if the score is tied when the stopping procedure is completed. Consult with the GC Rules and the Tournament Regulations for ending a tie. No GC game can end in a tie.
4. The rule then says that time limits of less than 1 hour should be imposed only in exceptional circumstances. If an hour is available for games, time limits may not be necessary. CNZ GC games may not be less than 50 minutes.
5. See the Super section example.

#### **Organising GC Play Guidelines**

The CNZ Tournament Regulation 12.6 requires managers to provide at least 5 games or two matches per day in a Golf Croquet event. It is probably more desirable to attempt to offer 7 or 8 games, depending on the age and speed of the players involved, but of course it is not always possible.

No CNZ Golf Croquet games will have time limits unless stated in the Conditions in the advertisement or adverse weather. For regional and club tournaments, if a 50-minute time limit is to be used, 9 rounds is probably more than can be managed in a day, particularly if some players will be travelling far after daylight hours.

The next consideration is the number of lawns available. With 4 lawns and 10 rounds a maximum of 40 games can be played. If this is not enough a further two rounds allows for 48 games. If more is required then double banking must be used (or more lawns found). Double banking with 4 lawns and allowing time for 8 rounds provides for 64 games.

Some non-playing time will need to be built into the day. If players are not required for every round, they can have their breaks during the byes. The byes must be spaced to allow players to have lunch and tea breaks, and no one should be required to play more than 3 consecutive games without a break. If players are required for every round, however, two 20 minute tea/comfort breaks and a 30 minute lunch break should be scheduled.

#### Example 5: Application of These Guidelines to Specific Cases

1. With 16 players, 4 lawns, 1 day, (no double banking), play 4 sections of 4 which requires 6 rounds. Then play a full knockout final among the section winners, and similar consolation events among section 2nds, 3rds and 4ths. A further 4 rounds, making 10 for the day and 5 games for everyone.
2. With 16 players, 4 lawns, 1 day (with double banking), play 2 sections of 8 and a full final round. Everyone has 8 games with no byes, no time limits and stops for teas and lunch. Alternatively, play 4 blocks of 4 followed by 4 more blocks of 4 between winners, 2nds, 3rds and 4ths. This provides everyone with 6 games rather than 8.
3. With 16 players, 4 lawns, 2 days (no double banking), play 2 sections, then top 4 (and bottom 4) go into full knockouts. Everyone gets 10 games, and 20 rounds of play are needed with players having lunch and tea while on byes.
4. With 20 players, 5 lawns, 2 days (no double banking), play two sections, then semi-finals and finals for top 2 from each section, the same for 3rds and 4ths and so on, to give everyone 11 games requiring 22 rounds over the two days. With only 4 lawns double banking would have to be used to give everyone enough games.

#### **Double Banking in Golf Croquet**

Double banking does not fit well with time limits in Golf Croquet. Generally, they should be thought of as alternatives. If time limits are to be used with double banking, each game should have its own clock, and be permitted to stop it when, but only when, likely to be held up by the other game for more than a minute.

Double banking in Golf Croquet can be hazardous, particularly where hard-hitting players are involved. In Association Croquet the non-strikers are normally off the lawn, so there are usually only two players on the lawn when double banking, whether the games are singles or doubles. In Golf Croquet all of the players involved are on the lawn throughout and perhaps two referees or scorers as well. This causes few problems when the players are playing mainly gentle to medium-paced shots, but with very hard-hitting players whose ball deflecting off opponent's balls may travel swiftly in unexpected directions. Also, unlike Association Croquet, Golf Croquet games are much shorter, so even with several byes players can usually still get a good day's play without double banking.

Where double banking is needed in Golf Croquet, there are several issues to be advised to the players before the event starts. Referees should be aware of these issues and be prepared to apply them:

- When starting, the second game should allow the first game to clear the first hoop and preferably the second before starting play.
- When both games are approaching the same hoop or the same area of the lawn, precedence is normally given to the game arriving there first, although consideration should also be given to allowing the play, which will expedite the games best. Thus, a player on the boundary below hoop 4, but contesting hoop 2, should be allowed to play through a group at hoop 5, rather than wait and perhaps delay the forward group later. Courtesy is the prime concern.
- Marking of balls while the other game plays through should be done carefully, but swiftly. See the note on marking in Association Croquet.

## Methods of Play

The most commonly used methods of play are described on the following pages. Section play or section play followed by knockout, full knockout, further section or super section play are all appropriate methods for running a Golf Croquet event. Egyptian and strict Swiss events are challenging with the shorter game durations, though a confident and competent manager will be able to run a flexible Swiss event. These methods are described in the CNZ Tournament Regulations, sample charts and some guidance in their use are given in this Guide.

### Event Charts and Methods of Play

Charts are prepared and Croquet Scores is used for several reasons, including:

1. To keep track of progress during the event. The manager will probably use the charts in the Manager's Guide for this purpose and post the scores on Croquet Scores.
2. To enable players and spectators to keep track of progress. This may be on a larger chart (probably A3 size) posted on a notice board.
3. To enable the selectors, whether local or national, to see records of how players under consideration have performed.
4. For historical records of the progress of a tournament, although the games are archived on Croquet Scores and are available at all times.

Thus, it is necessary to keep charts that will meet all of these needs in a presentable fashion. A variety of different forms of charts are presented here for your use. They may be photocopied from this book onto A4 or A3 paper, or may be drawn up by the manager following the suggested formats. Where internet and TV screens are available, simply having croquetscores.com available to view is the easiest method of allowing up to date scores to be seen by players and spectators.

The completed charts should show:

1. The Tournament name, dates, event, venue, whether it is AC or GC, length of games if timed, whether it is handicap or championship, players' names and scores.
2. If section play is involved, whether the placings are found using Regulation 28.7.
3. The event (or section) winner and runner-up.
4. If there was post section play, the format it followed.
5. Any peeling finishes involving triple peels or greater.

A variety of charts are provided in the following pages, with some guidance in their use in many cases.

### The Single Life or Two Life Knockout Play [Reg. 28.1 and 28.2]

In a **single-life knockout** draw you have a choice between a fully random draw, a partially seeded draw or a fully seeded draw, except for CNZ events where a seeded draw is mandatory.

The chart included in the Guide is a chart for a **fully seeded draw** for up to 16 players or teams. Seed the players from first to the last using world rankings (See WCF Rankings on their website.) or the players' NZ handicaps (use handicaps to estimate seeding ONLY when the world rankings cannot be determined.) All CNZ tournaments involving players with handicaps below 9 will use world rankings. How to incorporate players who do not have a world ranking was described in the earlier section of this Guide on preparing for and making the draw.

Should you have more than 16 players to place in a seeded draw you could use two charts, an A chart and a B chart. List the seeded players in order as before. From this list create two lists an A list, having all the odd numbered seeds in order from the original list, and a B list, having all the even numbered seeds. Renumber the players in each list and write them into the A and B charts. The winners from each chart play in the final. For example, if there were 23 players listed in

seeded order, the 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, on to the 23<sup>rd</sup> would be placed in that order on the A list, renumbered s1, s2, s3, to s11 and entered on the A chart, with byes in the s12 to s16 positions. Similarly, the other 10 players would be entered on the B chart.

**For a random draw** the standard procedure known as a Bagnall-Wild draw is given in regulation 28.2. You may use the knockout chart given here, but ignoring the seeding numbers.

**The two-life (“Draw and Process”) system** is often used at the club level. If you should choose this method, instructions for making the second life (the Process) draw is detailed in Regulation 28.2.

### **Full Knockout Play [28.5]**

When you have an appropriate number of players and time in which to complete an event, a full knockout can be an effective method to use. Essentially it is knockout event in which everyone plays in each round (except as byes occur). Winners play winners and losers play losers in each subsequent round, finishing with the players ranked from first (having won all games) to last (having won none). In a field of 16 the player finishing 9<sup>th</sup> will have had 3 wins while the player finishing 8<sup>th</sup> will have had only 1 win, consequently it is best to use a seeded draw rather than a random draw to allocate places in the first round. This is a particularly effective method to use for post section play where section play has helped to establish seedings. A chart for up to 16 players in a full Knockout Draw is included in the Guide.

### **The XY or XYZ System [Reg. 28.6]**

This is a knockout system designed to give all players at least two games in the XY system or three games or matches in the XYZ system. The X Draw is a simple knockout draw. All players who lose their first match go into a new knockout draw called the Y Draw in the same order as they were in the X Draw. This makes what is called an XY system. A chart for 16 players is included in the Guide. The names of the players are entered into the middle column of the chart using either the seeded number given on the chart for a fully seeded draw or the Bagnall-Wild method for a random draw. When a field of 16 players is involved the subsequent placing of players on the chart is shown where w5 is where the winner of game 5 is placed and L9 is where the loser of game 9 is placed. With a field of 8 players only the top half of the draw is needed.

When byes are involved, things change a little. Players who have a bye in the first round of the X Draw play their first game in the second round. If they win this game, they continue to play in the X Draw, but if they lose this game, they move to the Y Draw. Thus, when byes are involved the number of players going forward to the Y Draw is not known until after the second round in the X Draw.

Example 6: An XY event involving 13 players:

- There will be 3 players who had byes in the first round of the X Draw and 5 winners to go through to the second round, making a total of 8 in the second round. The 5 losers go through to the Y Draw.
- In the second round of the X Draw, 3 players are having their first game. If all 3 lose there will be 8 players now for the first round of the Y Draw. If all 3 win there will only be 5 players in the first round of the Y Draw, requiring 3 byes. Otherwise there will be 6 or 7 players in the Y Draw requiring 1 or 2 byes. Thus, the Y Draw cannot be finalised until after the second round of the X Draw when there are byes present. This difficulty makes XYZ formats inappropriate for non-perfect numbers (8,16, 32, 64)

In the XYZ system players who lose their second match go into a third draw called the Z Draw. If there are any byes in the X and Y Draws, then the number of players coming into the Z Draw will not be known in advance. There may be occasions when players do not have their second match until the fourth round of play, which means that the Z Draw may not be able to be made until after the fourth round of play. This may be fine for a club competition played over several weeks, but is unsatisfactory for a tournament played in a limited time period.



Consequently, it is risky to advertise use of the XYZ system in advance when the number of rounds available for play is limited and you cannot be sure of getting 8 or 16 or 32 entries.

### **Section Play [Reg. 28.7]**

Section play, sometimes called round robin play, is a draw in which each player plays every other player in the section. **Section play should always involve each player playing every other player in the section.** Incomplete section play, when not all of the rounds are played, should never be planned for, although weather may rarely cause a section play event to be cut short. If there is insufficient time or lawns available to play a complete round of section play then some other method of play must be planned. See Example 7 below illustrating the chart and the results process for a simple section of only 6 players. Larger sections are treated in the same manner.

It is important with section play to determine before the event starts how ties will be resolved and to inform the players of this (in the tournament advertisement, the manager's letter to the players, on croquetscores, and by announcement at the start of the tournament). Regulation 28.7 sets out the two permitted methods of resolving ties: by means of play-offs or by net points. Other methods, not in accordance with this Regulation, are sometimes used. Managers must be aware that the play-off method requires at least one extra round, possibly more, and must ensure that adequate time is available if that method is proposed.

When there are an even number of competitors in a section, the number of rounds required is one less than the number of players. When there are an odd number of competitors in a section, the number of rounds required is the same as the number of players, as each player has a bye. Care must be taken in dividing fields into two or more sections. With 15 entries, two sections of 7 and 8 will be fine (if lawns and time permit), as both require 7 rounds of play. However, if there were 17 entries, two sections is generally not a suitable option as one section would require 9 rounds of play and the other 7 rounds. Some other method of play should be found, or better still an extra entry should be sought.

When large fields (large compared to the time and lawns available) have entered an event the field may be broken into 2 or more sections for section play, with post section play organised to find the event winner and to provide further play for all competitors. Alternatively, a Swiss or Egyptian event could be used. Section play is often referred to as Block Play. For example, in the CNZ AC Open, with a field of 56 to 64, play commences with 8 sections of 7 or 8 players. The top 4 in each section then move into a final 32 and play an XYZ or knockout event, while the remainder are redrawn into two or four sections, which are followed by a simple knockout for the Heenan Plate.

An alternative option for seeding a knockout is the "Player's Choice" method that is described in the CNZ Tournament Regulations. It is a fun way to create interest and excitement before the knockout and gives players a limited opportunity to decide who they would like to play, whilst maintaining the principle of block seeding in that block winners are in different sections of the draw and play against the least successful block qualifiers in the first round.

Charts for up to 8 and up to 16 players in section play are included in Appendix B.

### **Selected Draws for Seeded or Random Section Play**

When section play in a single section is used to find the winner and runner-up of an event, or when multiple sections are played with a fixed number of players from each section going on to contest a play-off against the top-ranked player from other sections, it is important that the players ranked on the "cusp", i.e., the seeded player who will qualify if all games to go seeding, and the player who will just miss out if all games to go seeding, should play each other in the final round of the section. The first set of draws below accomplishes this for when block winners only are required. When multiple sections are played to find a number of qualifiers (typically two or four) from each section to contest a later stage in the event, however, it is important that those most likely to contend for the lower qualifying places should play each other late in the section. For example, if four qualifiers are needed from a 10 player section, those ranked third to sixth in the

section are likely to be in contention for qualifier places, and should therefore play each other in the final three rounds, with those ranked 4<sup>th</sup> and 5<sup>th</sup> playing in the final round. The second set of draws below accomplishes this.

### Draws to find a single qualifier, or a winner and runner up

For a seeded draw where the top seed is given code A, the next seed code B and so on, the following draws ensure the top seeds play each other late in the event. They are also suited to draws where the code letters are allocated randomly (e.g., drawn from a hat).

With fewer lawns, rename some lawns 1DB or 2DB etc as fits the need. With an odd number of players set the highest code letter as the bye, adjusting lawn allocation, if necessary, to avoid empty lawns. So, with 5 players, F would become the bye.

#### Draw for 5 or 6 players / pairs

Round	Lawn 1	Lawn 2	Lawn 3
1	BE	CF	AD
2	AF	BD	CE
3	BC	AE	DF
4	DE	BF	AC
5	AB	CD	EF

For a double round robin use the same draw but change lawn numbers 1 to 2, 2 to 3 and 3 to 1 in the second round.

#### Draw for 7 or 8 players / pairs

Round	Lawn 1	Lawn 2	Lawn 3	Lawn 4
1	AH	BG	CF	DE
2	DF	CE	AG	BH
3	BE	AF	DH	CG
4	DG	CH	AE	BF
5	BC	AD	FG	EH
6	EG	FH	BD	AC
7	AB	CD	EF	GH

#### Draw for 9 or 10 players / pairs

Round	Lawn 1	lawn 2	lawn 3	lawn 4	Lawn 5
1	EG	CF	BJ	AK	DH
2	FH	AJ	DG	CE	BK
3	CK	DE	AH	BG	FJ
4	DF	BH	EK	CJ	AG
5	BE	GK	DJ	AF	CH
6	CG	AE	BF	JH	DK

7	AD	GJ	EH	FK	BC
8	EJ	FG	AC	BD	HK
9	AB	CD	JK	GH	EF

**Draw for 11 or 12 players / pairs**

Round	Lawn 1	Lawn 2	Lawn 3	Lawn 4	Lawn 5	Lawn 6
1	AE	BF	CG	DH	JM	LK
2	JL	KM	AH	BE	CF	DG
3	CE	DF	JK	LM	AG	BH
4	BK	AJ	EG	FH	DM	CL
5	DL	CK	BJ	AM	EH	FG
6	GH	EF	DK	CJ	BM	AL
7	AF	CH	BL	EK	DJ	GM
8	CM	BG	HJ	FL	AK	DE
9	EJ	FK	AD	BC	GL	HM
10	HL	EM	FJ	GK	BD	AC
11	AB	CD	EL	FM	HK	GJ

**Draw for 13 or 14 players / pairs**

Round	Lawn 1	Lawn 2	Lawn 3	Lawn 4	Lawn 5	Lawn 6	Lawn 7
1	AG	BH	CJ	KP	DL	EM	FN
2	JN	DP	FM	BG	AK	CH	EL
3	HM	CG	DN	FL	EP	BK	AJ
4	CK	EN	GL	AH	BJ	FP	DM
5	AL	BM	FK	EJ	CN	DH	GP
6	DJ	HN	AP	CM	EK	FG	BL
7	BP	CL	JM	DK	FH	AN	EG
8	EH	AM	BN	FJ	DG	KL	CP
9	BF	DE	JL	GM	KN	HP	AC
10	MN	GJ	CD	LP	AF	BE	HK
11	GK	NP	AE	BD	HJ	CF	LM
12	EF	BC	GH	JK	LN	AD	MP
13	AB	HL	KM	CE	JP	GN	DF

**Draw for 15 or 16 players / pairs**

Round	Lawn 1	Lawn 2	Lawn 3	Lawn 4	Lawn 5	Lawn 6	Lawn 7	Lawn 8
1	GQ	HR	EN	FP	CL	DM	AJ	BK
2	AK	BJ	CM	DL	EP	FN	GR	HQ

3	DN	CP	AQ	BR	HM	GL	FK	EJ
4	FJ	EK	HL	GM	BQ	AR	CN	DP
5	CK	DJ	BM	AL	GN	HP	EQ	FR
6	ER	FQ	GP	HN	AM	BL	DK	CJ
7	BN	AP	CQ	DR	FL	EM	GJ	HK
8	HJ	GK	EL	FM	CR	DQ	AN	BP
9	AH	DE	CF	BG	KQ	JR	LP	MN
10	LN	MP	KR	JQ	DF	CE	BH	AG
11	BE	AF	DG	CH	JP	KN	MQ	LR
12	MR	LQ	KP	JN	CG	BF	AE	DH
13	BC	AD	FG	EH	KL	JM	NR	PQ
14	PR	NQ	JL	KM	BD	AC	FH	EG
15	EF	GH	AB	CD	NP	QR	JK	LM

If using 4 lawns treat lawns 5, 6, 7, and 8 as 1DB, 2DB, etc

If using 6 lawns treat lawns 7 and 8 as 5DB and 6DB, then everyone has 7 or 8 games double banked and 7 or 8 games not double banked.

### Draw for 17 or 18 players / pairs

Round	Lawn1	Lawn 2	Lawn 3	Lawn 4	Lawn 5	Lawn 6	Lawn 7	Lawn 8	Lawn 9
1	AN	BP	DR	CQ	ST	EM	FL	GK	HJ
2	RS	EL	FM	GJ	HK	AT	BN	CP	DQ
3	DP	CN	AS	BT	QR	FJ	EK	HL	GM
4	HM	FK	GL	EJ	DN	BS	AR	PQ	CT
5	BL	AM	NP	CK	ET	HQ	DJ	GR	FS
6	FN	GQ	RT	ES	CJ	DK	AL	BM	HP
7	AK	BJ	CM	DL	HN	GP	FT	QS	ER
8	DM	HS	GT	PR	FQ	CL	BK	EN	AJ
9	JT	MP	LR	NQ	KS	DE	CF	AH	BG
10	KL	EH	GN	FP	DT	JM	BR	CS	AQ
11	CE	QT	BH	AG	LP	JS	MN	DF	KR
12	DG	AF	KQ	MT	BE	LN	PS	JR	CH
13	BF	MS	AE	DH	CG	KP	JQ	LT	NR
14	KT	CR	JN	LM	AP	BQ	FH	EG	DS
15	EQ	FG	BC	AD	JL	HR	NS	KM	PT
16	NT	JK	LS	GH	MQ	AC	EP	BD	FR
17	AB	CD	EF	JP	KN	GS	MR	HT	LQ

At least 5 lawns are needed for this, with only 4 lawns available then byes are needed, so choose to use two or more sections, with suitable post section play.

**With more than 18 competitors** it is usually better to play 2 or more sections followed by further section play, super section play, full knockout play, or whatever best fits the situation.

### **Draws to find multiple qualifiers from a section**

#### **Draw for 7 or 8 players / pairs contending for two places**

**(for 7, the player / pair drawn against H has the bye)**

The four highest ranked players /pairs (A to D) play each other in the final 3 rounds.

Round	Lawn 1	Lawn2	Lawn 3	Lawn 4
1	AE	BF	CG	DH
2	DF	CE	BH	AG
3	CH	DG	AF	BE
4	BG	AH	DE	CF
5	GH	AB	EF	CD
6	AC	EG	BD	FH
7	EH	BC	FG	AD

#### **Draw for 7 or 8 players / pairs contending for four places**

**(for 7, the player / pair drawn against H has the bye)**

The third to sixth highest ranked players /pairs (C to F) play each other in the final 3 rounds.

Round	Lawn 1	Lawn2	Lawn 3	Lawn 4
1	AD	BE	CG	FH
2	EG	DH	AF	BC
3	BF	AC	EH	DG
4	CH	FG	BD	AE
5	AB	CD	EF	GH
6	CE	BH	AG	DF
7	BG	DE	CF	AH

#### **Draw for 9 players / pairs contending for four places**

The third to sixth highest ranked players / pairs (C to F) play each other in the final 3 rounds. The playing order corresponds to that in the WCF Sports Regulations.

Round	Lawn 1	Lawn2	Lawn 3	Lawn 4	BYE
1	EG	BF	AD	HJ	C
2	CH	AE	FJ	BD	G
3	DJ	BG	EH	AC	F
4	BE	CJ	DG	FH	A
5	AH	FG	BC	EJ	D
6	BJ	DH	AF	CG	E
7	CD	EF	GJ	AB	H

8	AG	BH	CE	DF	J
9	CF	DE	AJ	GH	B

**Draw for 10 players / pairs contending for four places**

The third to sixth highest ranked players / pairs (C to F) play each other in the final 3 rounds. The playing order corresponds to that in the WCF Sports Regulations.

Round	Lawn 1	Lawn2	Lawn 3	Lawn 4	Lawn 5
1	AE	DK	CH	BG	FH
2	CJ	EH	GK	AF	BD
3	BK	DG	FH	EJ	AC
4	AH	BF	DJ	CG	EK
5	FK	EG	BC	AD	HJ
6	DH	CK	AJ	BE	FG
7	GJ	AB	EF	HK	CD
8	CE	JK	BH	DF	AG
9	GH	CF	DE	AK	BJ

**Draw for 11 or 12 players / pairs contending for four places  
(for 11, the player / pair drawn against M has the bye)**

The third to sixth ranked players / pairs (C to F) play each other in the final 3 rounds.

Round	Lawn 1	Lawn 2	Lawn 3	Lawn 4	Lawn 5	Lawn 6
1	CG	DH	EJ	FK	BL	AM
2	AL	BM	CK	DG	EH	FJ
3	EG	FH	LM	AB	CJ	DK
4	DM	CL	GJ	HK	BF	AE
5	AF	EM	DL	BC	GK	HJ
6	JK	GH	FM	EL	BD	AC
7	CH	EK	AD	GM	FL	BJ
8	BE	DJ	KL	AH	CM	FG
9	CD	EF	AG	BH	KM	JL
10	AK	BG	HL	JM	DF	CE
11	GL	HM	CF	DE	AJ	BK

## Circular Draws for Section Play

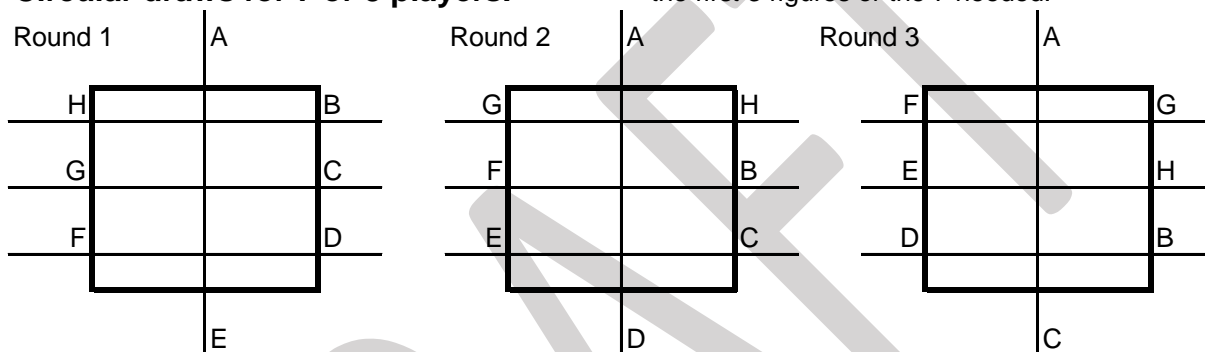
This is an easy way of ensuring you get all the games, when you don't have a table of draws handy.

### Steps

1. Draw a box (or circle) and draw a vertical line through it.
2. Halve the number of entries, subtract 1 and round up if needed.
3. Draw this number of lines across the box.
4. Place code A at the top and then B, C, D, etc round the box in clockwise order, with bye last.
5. Reading across the lines gives the first round draw.
6. Draw another box and move all letters except A round in a clockwise direction.
7. Reading across the lines gives the second round draw.
8. Repeat this until you have a box for each round of the draw.

### Circular draws for 7 or 8 players.

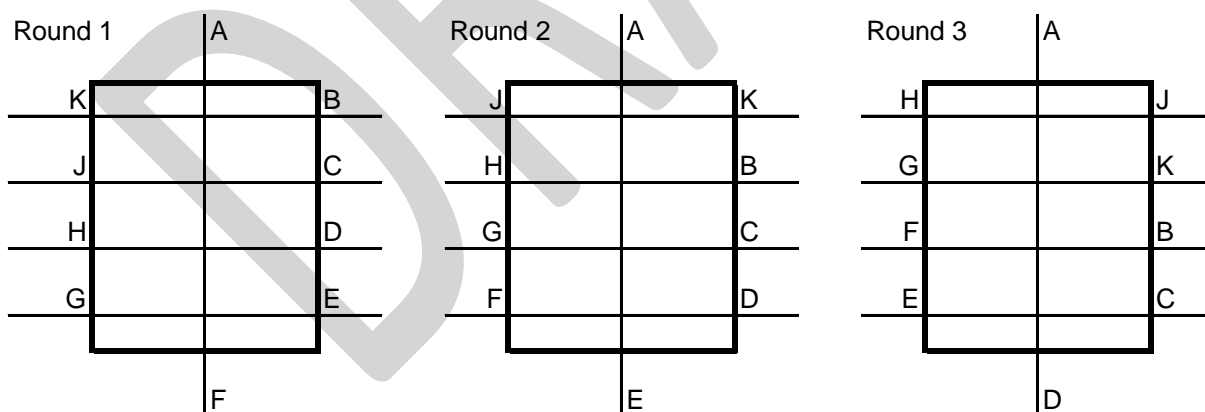
- the first 3 figures of the 7 needed.



So Round 1 is AE, BH, CG, and DF, Round 2 is AD, BF, CE, GH, and so on.

### Circular draws for 9 or 10 players.

- the first 3 figures of the 9 needed.



So Round 1 is AF, BK, CJ, DH, EG, ETC.

These draws are best used when players are randomly drawn into the section.

However if you wish to use a seeded draw, you can place the first seed at A,

the second in the bottom left corner, the third two places clockwise from that,

and continue placing the seeds in every second position in a clockwise direction.

Example 8: A section play event involving 6 players

DRAFT



**New Zealand Croquet Council (Inc)**

Tournament South Island

Chart for up to 8 entries

Venue Wherever CC

Event SI Singles (1)

Date dd/mm/yy

Section - only	H/C	A	B	C	D	E	F	G	H	Wins	Points for	Net Points	Place
A	Vera Black - South Canty	4		26	18W	18	26	25W					
B	Violet Blue - Southland	5	15		11	9	21W	3					
C	Vern White - Marlborough	7	17	13W		20	18	23W					
D	Zoe Green - Otago	4	24W	26	26		26	17					
E	Zena Pink - Otago	9	7	12	20W	0		13					
F	Zack Brown - Canterbury	7	23	26	22	21W	25W						
G													
H													
		Points against	86	103	97	68	116	81					

**EXAMPLE**

Winner Zoe Green

Note that all Net Points are calculated.

Runner-up Vera Black

They must add to 0, which gives a check on arithmetic.

## Managing a Croquet Tournament

### Example 8 continued

The chart above illustrates a section play event with 6 entries. The six players were drawn randomly into positions A to F on the chart.

As games were completed the scores were written on the charts and recorded on Croquet Scores. When Zoe played Violet she won 26-9. The 26 was written on the chart on Zoe's line in the column headed by Violet's code letter, B. The 9 was written on Violet's line in the column headed by Zoe's code letter, D. When Vera played Vern, she won 18-17. The scores were entered as before, but this time the manager needed to note that 18 was a winning score. Managers use a variety of methods for doing this. You must select the one that suits you best. Here the method used was to write the letter "w" alongside a winning score other than 26 (which must be a winning score in Association Croquet, as is 7 in most Golf Croquet games). Other methods used are to circle the winning scores, to write the winning scores in a different colour, or to use a highlighter to mark the winning scores.

When all games were finished the number of wins were tallied and recorded. The manager would have checked that the number of wins recorded equalled the number of games played, before taking the next step. It happens that in this example there is not a clear winner and runner-up and there are ties in other places. The method of deciding the winner had been announced at the start of play.

If the advertised method was to have a play-off, then the winner would be determined this way. The columns mentioning points would be ignored.

As this was the advertised method (sometimes called the American method) the net points had to be found. The 'Points for' each player were added across the rows, and the "Points against" were added down the columns. They were subtracted to find the "Net Points." Where there were more points scored against a player, than the number the player scored then the net points were negative, as with Vern who scored 91 points for, but had 97 scored against him, so his net points were -6. The winner was now the player with the most wins and the best net score among the players with that number of wins. Note that, although Zack had a better net points score than Vera, Vera still retained second place as she had more wins than Zack. Wins are counted first, then net points to break ties. If there continues to be a tie after net points are calculated, then the winner will be who beat whom in the game between the players in the tie.

The net points were calculated here for all players. This may be needed if there is to be post section play, for which the places are needed. Otherwise, Violet and Zena could have been placed 5<sup>th</sup> equal. It is advisable to calculate the net points for all players, even if placings are not required. The net points of all players should add to make 0. If this is not so, a mistake has been made.

## Swiss Events

Swiss events are one suitable option in events when there is not enough time to play full round robins in to conveniently schedule one or more sections.

Example 9: Ten entries and 2 days for AC. A full round robin requires 9 rounds, which may be too many for 2 days, even with 2 hour time limits. Playing in 2 sections of 5 and then a final, requires only 6 rounds, but means two players have a bye in each round. With only two lawns this is fine, but with more it is better to keep players playing. Playing 6 rounds of Swiss gives everyone the maximum amount of play and usually ensures that the most successful players have played each other.

Example 10: Seventeen entries with 2 days to play the event. With only 16 entries one choice would be to play in 4 sections the first day and then a final section of section winners and three consolation sections of 2nds, 3rds and 4ths. If the extra player is put into one of the sections, there would be a section of five requiring 5 rounds to play. With time for only 3 rounds, Swiss could be used for this section. Then in the consolation section play the bottom section would have 5 players, run to avoid a second bye for anyone. A flexible Swiss event can be incredibly useful where there is an uneven number of players – in this case one player gets a late start, and is then scheduled to play the loser

of the first match to finish. The winner of that first match to finish plays the winner of the next match to finish, etc.

**Instructions for running a (strict) Swiss event** are given in Regulation 28.9 of the CNZ Tournament Regulations. These instructions should be followed carefully, as otherwise mistakes are likely: players scheduled to play each other who have already met, or players paired up who have very different records of success when that is not necessary. A wise manager will begin planning for the next round while the current round is still underway, examining different possibilities for the draw based on the likely results of the games in progress. If some planning is not done, the manager is likely to find that it takes considerable time to sort out the next round once all the results are in and the players are kept waiting for their next games for an unacceptably long time.

See Example 11 below for a fully worked out example of a 6 round Swiss involving 9 players.

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1. Random draw of the 9 entries, placing the bye at the bottom of the draw. The bye replaces lawn 5 and player K.
2. First round results are: A26/B13, C26/D9, E26tp/F0, G26/H21. Enter the results in the scores table and record the number of wins (1 or 0) in "Wins after round 1". Note that J is recorded as having a win, with no net score. Next, in the table "Order before round 2," write in the 5 winners in order from the top then the 4 losers in order. Now, from this table we pair the top 2, bottom 2 (including the bye which is always bottom), next top 2, next bottom 2 and last pair. This gives the pairings for the second round of AC, Hbye, EG, DF, BJ. Now place these on lawns the players did not use in the first round.
3. Second round results are: E26/G12, J26/B5, C26/A23, D26/F15. Enter scores and then add 1 to winner's totals in "Wins after round 2" column. Now in the "Order before round 3" column list the 3 codes with 2 wins, in the same order as in the previous column. Below them add the 4 codes with 1 win in the same order as in the previous round and below them again the 3 codes with no wins in the same order as in the previous round. Once again, the pairing is simply done to give CE, Fbye, AJ, BH, DG. Place on lawns avoiding having players on the same lawn twice in succession.
4. Third round results are: A26/J17, G26/D21, B25/H22, C26/E21. Enter scores and add 1 to get the "Wins after round 3" for the winners and add 0 for the losers. Then in the "Order before round 4" column list the one code with 3 wins then the 4 codes with 2 wins in the same order as in the previous column, then the 4 codes with 1 win. Simple pairing will not work this time as the order hasn't changed. So, C is paired with the first available code from the top, J, and the bye is paired with the first available from the bottom, B. At the top again E pairs with A, and at the bottom F pairs with H. But the two remaining codes, D and G have already played, so the last pair must be redone to give F with G and D with H.
5. Fourth round results are: J23/C15, E26/A9, G26/F3, H26/D24. Enter scores and update "Wins after round 4." There are 4 players with 3 wins. Enter their codes in the "Order before round 5" column in the same order as for the previous column, and complete the column as before. In finding the games C has played E and J so is paired with G. D is the first up from the bottom to have the bye. E and J can be paired at the top. B and F will pair at the bottom, leaving A and G. The games CG, EJ, BF, and AG are allocated lawns avoiding having players play a third time on a lawn.
6. Fifth round results are: G20/C19, J26/E23, F26/B6, A26/H1. Enter scores and update "Wins after round 5." Now in the "Order before round 6" column the codes are entered in the usual way. J and G pair at the top for the last round. From the bottom A is the first code to pair with the bye. Then, from the top the first pairing with C is H. However, pairing up from the bottom there is no player available to play F, so the last pairing made must be changed. C now pairs with B, enabling F to pair with H and D with E. These are allocated lawns.
7. Sixth round results are: G26/J4, C26/B0, H26/F20, E26tp/D0. Enter scores and update "Wins after round 6." As this is the final round being played, the next step is to find the results. G is the clear winner with 5 wins from the 6 games. However, if a runner-up is required matters are not so clear with 4 players having 4 wins. Regulation 24.8.4.3 is used to resolve a tie among more than two players. The number of wins each player achieved against the other players in the tie must be calculated. C and J both had 2 wins, while A and E, with 1 win each are eliminated from consideration. To resolve the further tie between C and J, Regulation 24.8.4.2 stipulates that the winner is the winner of the game between them, which was J, so J is the runner-up.

### **Super Section Play [Reg.28.8]**

Super section play is another option where there is not enough time to play a full round robin, and the field is too big to use a Swiss draw comfortably. Super Section play starts with players splits into two initial blocks where the players play everyone in their block. A certain number of qualifiers (typically 4 to 6 but may be more or fewer, depending on the time available) from each section are

then combined into a “super section” with each player carrying over into the super section all of the results he/she achieved in the games against the other qualifiers from their initial block. The super section is then completed by each player playing all of the qualifiers from the other section. The key point of this method is it ensures that the top finishers have all played each other. A limitation of this method is that some players will feel aggrieved in having losses carried forward – particularly a block winner who is unlucky enough to carry forward his or her only losses!

#### Example 12: Uses of a Super Section

1. The 2002 CNZ AC Gold and Silver Mallets had 26 entries. There were 6 lawns available, 6 days of play, and 3 hour time limits had been advertised for the event. Eighteen rounds were the maximum available, with 25 rounds required for a full round robin, so a full round robin was not possible. With 6 lawns at least 2 players had to have byes or staggered round play was necessary. Staggered rounds (some games in a round starting later than others) may be acceptable with small fields and senior players likely to finish games quickly, but certainly not with such a large field, so at least 2 byes a round must be included.

With 26 players there could be 2 sections of 6 and 2 sections of 7 for the preliminary rounds, but a section of 7 needs 7 rounds to play and a section of 6 only needs 5 rounds. Using this would leave too many players without games. (This would be okay with 21 to 23 players, as sections of 5 and 6 both require 5 rounds to play.) Nor would 3 sections of 8 or 9 work, for the same reason (and 3 sections are inherently undesirable).

The alternative was to have two sections of 13 players, requiring 13 rounds with a bye in each section in each round. With the time available there were 5 rounds available for the post-section play. The top five players from each section were taken through to the super section final, where they played the five players from the other section using the five rounds available, carrying forward the results against the other four from their original section. This meant that the top 10 players on performance at this event played each other, and that it was only those games that counted to find the winner and runner-up. The next four players from each section went forward to a super section consolation, as did the last four in each original section. These sections only needed 4 rounds, so there was time to allocate the byes needed. In all everyone played either 16 or 17 games in the 18 rounds available. The whole thing including lawn allocation was planned and printed in advance.

2. A recent two day tournament with plenty of lawns and 12 entries, could have played the event as 2 sections of six and then a final round, using a 3 hour time limit. For the first day, however, four 2-hour rounds were chosen to match another event the same day. With this chosen number of rounds, the event comprised 2 sections of six and then a super section final taking the top 3 from each preliminary section and with a similar consolation event. The charts for this event are given in Example 13 (with the names changed) so you may see how to present the charts for super section play.

These charts were produced using an Excel Spreadsheet – the same as with all the charts in this Guide, printing the preliminary and final sections on opposite sides of the paper. There is also room to include the lawn draw and any instructions relating to the competition, such as how section places would be found. If you do not have this facility, ordinary section charts may be used.

Example 13: Worked example of a super section

	SECTION I	A	B	C	D	E	F	Wins	pts for	net pts	Place
A	Ann Green (Well, 2.5)		14	11	15w	12	20w	2	72	-19	5
B	Bob Gray (Tara, 1)	15w		15	5	8	0	1	43	-75	6
C	Cath Black (Mana,1)	18w	26		14	19	10	2	87	-4	4
D	Dave White (BoP, 0)	13	26	18w		17w	22w	4	96	+29	2
E	Eva Brown (Wga, 0)	26	26	21w	12		25w	4	110	+48	1
F	Fred Scarlet (HB, -1.5)	19	26	26	21	6		2	98	+21	3
	pts against	91	118	91	67	62	77				

	SECTION II	G	H	J	K	M	N	Wins	pts for	net pts	Place
G	Geri South (HB,3)		14w	26	15w	16	15	3	86	+17	3
H	Henry West (Mana,1)	8		13w	1	5	0	1	27	-71	5
J	Jean North (Wga,5)	3	6		6	6	3	0	24	-86	6
K	Kay East (W/KC, 0.5)	13	26	19w		21w	6	3	85	+23	2
M	May Upside (S Tara, 1)	22w	26	26	14		2	3	90	+16	4
N	Nev Down (Mana, -2.5)	23w	26	26	26	26		5	127	+101	1
	pts against	69	98	110	62	74	26				

The first 3 from each section go forward to the event final, carrying forward the data from the games among them. Brown won her section, but among the 3 players going forward she had a win and a loss. She scored 37 points against them, and had 23 scored against her, so she carries forward 1 win and +14 net points. A similar calculation is done for all the players

	Event Final	P	Q	R	S	T	U	Wins	pts for	net pts	Place
P	I.1 Eva Brown	cf. Wins(1) Net pts (14)			6	17	18w	2	41	-5	4
Q	I.2 Dave White	cf. Wins(2) Net pts (6)			14	26	23w	4	63	15	2
R	I.3 Fred Scarlet	cf. Wins(0) Net pts (-20)			26	25w	26	3	77	23	3
S	II.1 Nev Down	26	26	0	cf. Wins(2) Net pts (28)			4	52	34	1
T	II.2 Kay East	20w	9	21	cf. Wins(0) Net pts (-22)			1	50	-40	6
U	II.3 Geri South	14	19	13	cf. Wins(1) Net pts (-6)			1	46	-27	5
	pts against	60	54	34	46	68	67				

	Consolation	V	W	X	Y	Z	L	Wins	pts for	net pts	Place
V	I.4 Cath Black	cf. Wins(2) Net pts (+18)			17	26	26	4	69	48	2
W	I.5 Ann Green	cf. Wins(0) Net pts (-8)			10	20	13w	1	43	-28	4
X	I.6 Bob Gray	cf. Wins(1) Net pts (-10)			19w	26	21w	4	66	20	3
Y	II.4 May Upside	20w	26	13	cf. Wins(2) Net pts (41)			4	59	54	1
Z	II.5 Henry West	15	26	7	cf. Wins(1) Net pts (-14)			2	48	-38	5
L	II.6 Jean North	4	11	16	cf. Wins(0) Net pts (-27)			0	31	-56	6
	pts against	39	63	36	46	72	60				

Looking at White's results, he carried forward 2 wins and had 2 more, so he finished with 4 wins against the other 5 players in the final. In this part of the competition he scored 63 hoops and had 54 scored against him. When added to his net points carried forward from earlier play he finished with +15 pts, for second place.

An alternative, and perhaps more intuitive, way of presenting the super section is to copy across into it the results from the preliminary sections. This leads to the following charts:

<b>Event Final</b>	Brown	White	Scarlet	Down	East	South	Wins	Pts for	Net pts	Place
I.1 Eva Brown		12	25 W	6	17	18 W	2	78	-5	4
I.2 Dave White	17 W		22 W	14	26	23 W	4	102	15	2
I.3 Fred Scarlet	6	21		26	25 W	26	3	104	23	3
II.1 Nev Down	26	26	0		26	23 W	4	101	34	1
II.2 Kay East	20 W	9	21	6		13	1	69	-40	6
II.3 Geri South	14	19	13	15	15 W		1	76	-27	5
Pts against	83	87	81	67	109	103				

<b>Consolation</b>	Black	Green	Gray	Upside	West	North	Wins	Pts for	Net pts	Place
I.4 Cath Black		18 W	26	17	26	26	4	113	48	8
I.5 Ann Green	11		14	10	20	13 W	1	68	-28	10
I.6 Bob Gray	15	15 W		19 W	26	21 W	4	96	20	9
II.4 May Upside	20 W	26	13		26	26	4	111	54	7
II.5 Henry West	15	26	7	5		13 W	2	66	-38	11
II.6 Jean North	4	11	16	6	6		0	43	-56	12
Pts against	65	96	76	57	104	99				

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## First Aid Guidelines

### ABCD's of First Aid

In every case of accidental injury or sudden illness ensure that the **ABCD of First Aid** is checked first, especially where life is threatened. For your safety, wear gloves or eye protection if available. Prior to the event, check to see if the first aid kit is stocked.

**D – Danger: Check that there is no danger to the first aider – e.g., electricity, potential for vehicles or people to come around a corner to where you are standing, etc.**

**R – Response: Check for response from victim using voice and touch**

If the victim is unresponsive, or is badly injured send someone to call for an ambulance (dial 111) and to provide whatever information is available, and have that person return to you after help has been called, and to stay on the line if they are on a mobile phone. Also send someone to get a defibrillator. If the victim is responsive and not seriously injured, provide first aid and support them to get more attention if needed.

### **R – Response**

- Check to see if the person is responsive. If s/he is not, speak loudly, using her/his name if it is known, and poke the chest firmly just below the collarbone or pinch the earlobe. If there is still no response, or the person is conscious but badly injured, send someone to call for an ambulance (dial 111) and to provide as much information as possible to the dispatcher. Have that person return to you after making the call and to stay on the line to the dispatcher, if possible. Also send someone to get a defibrillator – even if the person is awake, if they are confused or are showing any signs of potential heart attack it could save their life to get a defibrillator quickly.
- If the person is awake, keep the person talking to find out more about what happened and to keep them focussed and conscious.
- Check for any medic alert bracelets or anyone who is able to provide information about any medical needs.
- If the victim is choking, use firm abdominal thrusts to dislodge the blockage. If this does not work and the victim becomes unresponsive, begin CPR as this may dislodge the obstruction or force air past it
- If the person is confused, assess why the person may be confused and call 111.

### **A – Airway**

- Check the airway is clear. If the airway is clear and the person is clearly breathing, then monitor. Do not move an injured person who is clearly breathing.

### **B – Breathing**

Check to see if the person is breathing. LOOK for the chest rising and falling, LISTEN for breathing and FEEL any air movement from the mouth and nose. Do not spend more than about 10 seconds checking.

If the person isn't breathing, begin CPR – do not wait to check for a pulse. If a defibrillator is present, get that operational as soon as possible and follow the verbal instructions it issues. If you don't have a defibrillator, start pressing firmly in the middle of the chest between the nipples at a rate of approximately 100-120 times per minute, compress the chest by about a third. After

## Managing a Croquet Tournament

every 30 compressions, tilt the head back, lift the chin with your fingers, pinch the nose and provide two breaths. If for any reasons you cannot provide rescue breaths, do continue with CPR.

Don't stop CPR until help arrives. If the person is gasping for air, start the compressions as if the person wasn't breathing.

### **C – Circulation**

- If you are alone and the victim is unconscious but breathing, roll the person on her/his side, ensure the airway is clear and monitor closely to ensure they continue to breath. If breathing ceases, roll the person onto their back and begin CPR. Be careful with the head/neck when moving any injured person and avoid moving the person when possible.
- Gently pat over the victim's body to check for bleeding or broken bones.
- Stop any bleeding by applying pressure on the wound.
- If the person stops breathing, start CPR.

### **Stop any bleeding**

- REMEMBER your treatment is First Aid. Damage can be caused by doing too much.
- DON'T move a badly injured person unless breathing is obstructed or life is in danger.
- STOP bleeding as soon as possible by pressure.
- GIVE nothing by mouth to persons who are injured.
- NOTES about the accident, and treatment, could be helpful to a doctor or hospital.
- IF possible, wash your hands before and after treating wounds.
- CLEANLINESS is of the utmost importance.

### **Sprains**

A sprain is the stretching or tearing of a ligament. It can have similar signs and symptoms to a fracture.

1. Rest the area.
2. Apply an ice-pack for 20 minutes at 4 hourly intervals for the first 24 hours.
3. Bandage ice-pack in place firmly with a compression bandage (Note: do not place ice directly onto the skin).
4. Re bandage firmly after removing ice-pack.
5. Elevate limb.
6. Consult a doctor.

### **Broken Bones**

Broken bones are "fractures" - a term used when the bone is broken or cracked. The injured person may say that they felt the bone snap, but more often will complain only of pain at the injured site, the pain being increased on movement of this part of the body. There is tenderness around the injury. If the bone lies close under the skin deformity may be seen, or irregularity felt.

1. Do not move patient unless absolutely necessary
2. Stop severe bleeding.
3. Support injured bone to prevent movement.
4. For a leg fracture do no more than make patient as comfortable as possible with pillows and blankets to cushion the leg.

## Managing a Croquet Tournament

5. For an arm fracture, very gently and without force, place the limb in a comfortable position against the body and bandage it there.
6. For major broken bones such as leg fracture, loss of blood into the limb can cause severe shock. Always call an ambulance so that treatment can be started en route to hospital.

### Bites and Stings

As some people are allergic to stings, any sign of an unusual reaction such as difficulty in breathing or collapse must have prompt attention by a doctor, or call an ambulance. All bites should be treated as wounds, thoroughly cleaned and dressed, because the danger of infection is high. Stings should be removed if possible. Apply a cold compress to relieve swelling and pain. If the sting is in the mouth, the subsequent swelling may obstruct the airway, therefore it is wise to take the person to a doctor or hospital. Any person with a severe allergy to a bite or sting should have an epi pen with them – administer the dose with the pen and transport the victim to the hospital or call an ambulance.

### Dislocations

Make no attempt to replace. Immobilise limb in a comfortable position (see Broken Bones). Take or send person to a doctor or to the hospital or, call in ambulance and do not move the person.

### Collapse

Usually caused by severe injury, loss of blood and bad pain. **NOTHING BY MOUTH.** Apply treatment as for shock. If the person is unconscious, follow the procedure above and if they are breathing, place in the Recovery Position, otherwise immediately begin CPR.

### Heart Attack

#### Symptoms

1. Heavy pressure, tightness, pain or unusual discomfort in the centre of the chest.
2. The pain may go away or lessen and then return, but it usually lasts more than 15 minutes.
3. The pain may spread to the shoulders, neck, jaws, or down one or both arms.
4. The pain may be mistaken for indigestion. It is not always severe.
5. Sudden collapse or unconsciousness may be the first symptom or may follow the pain.
6. There may also be sweating, nausea or vomiting, breathlessness or faintness.
7. Sharp, stabbing twinges of pain in the left side of the chest are NOT usually signals of a heart attack.

#### What to do

1. The person should be comfortably at rest, either sitting or lying down.
2. A breathless patient should be propped in an upright sitting position, but if very pale or faint, should lie flat.
3. If the pain lasts more than ten minutes, call the patient's doctor or an Ambulance. If the doctor is not rapidly available, call an ambulance (Dial 111) so that the patient may be transported to hospital without delay.
4. If the patient stops breathing or begins gasping, CPR may be needed.

## Managing a Croquet Tournament

### FIRST AID KIT

We cannot over-emphasise the importance for all families and sportsmen, travellers, etc. to have on hand a first aid kit designed for their particular needs, and for everyone to undertake training in the provision of first aid. The following is a minimum guide only. Your pharmacy will help you select a first aid kit which will specifically suit your needs, e.g., if you are going on holiday the pharmacist may suggest a travel sickness remedy, a sun cream and possibly an insect repellent.

Lint	Adhesive plaster dressings (mixed)
Gauze	Safety pins
Cotton wool	Scissors or razor blades
Roller bandages	Antiseptic solution
Triangular bandages	Disposable gloves
Strip plaster	Sterile pads for wounds
Antihistamine for bee/wasp stings	

DRAFT

## Appendix A: Checklist for the Manager's Meeting

### Croquet New Zealand Tournament Manager Meeting

<b>Tournament:</b>	CNZ Secondary Schools GC Championships
<b>Tournament Manager:</b>	
<b>Tournament Committee Attendees:</b>	
<b>Date &amp; Time:</b>	

Items:

<u>Item Check List:</u>	<u>Notes from Discussion:</u>
<input type="checkbox"/> Internet Access (no reimbursement):	
<input type="checkbox"/> Lawn Mowing Costs:	
<input type="checkbox"/> Croquet Scores + commentary:	
<input type="checkbox"/> Letter to players:	
<input type="checkbox"/> Practice times for players:	
<input type="checkbox"/> Catering:	
<input type="checkbox"/> Double Banking:	
<input type="checkbox"/> Lawn assignment (by manager):	
<input type="checkbox"/> Time Limits:	
<input type="checkbox"/> Lunches:	
<input type="checkbox"/> Club House Fees:	
<input type="checkbox"/> Certificates, badges & trophies:	
<input type="checkbox"/> Prizemoney:	
<input type="checkbox"/> Hoop Setting:	
<input type="checkbox"/> Appeals Committee, RoT+2:	
<input type="checkbox"/> Opening / closing ceremonies:	
<input type="checkbox"/> Publicity:	
<input type="checkbox"/> Referees & Umpires:	
<input type="checkbox"/> Lawn Speed:	
<input type="checkbox"/> Format:	
<input type="checkbox"/> Post Tournament (picture of winner to Croquet Matters editor, managers report to ED):	

## Managing a Croquet Tournament

Additional information (Example below).

1. End of game: 8 turn option will be used. Greg will send in for approval.
2. Dinner cost is \$25
3. Ensure players are in the draw and know when to play.
4. Greg will generate the programme.
  - a. Seedings: Jenny to look at to see if there are adjustments and ensure that schools don't play each other, if possible.
5. Lyn and Owen sent Greg a list of what they will be responsible for in preparation for the tournament and during the tournament.
6. Jenny to send manager's letter to Greg and Annie for feedback. Letter to go out in July.
7. Special thank you to Jenny for managing and to Owen and Lyn for their assistance.
8. CNZ is there to support the manager and tournament. Please let Annie know if support is needed.

Meeting closed at 7:45 pm.

*Annie*

D. Annie Henry

TC Convener

## Appendix B: Charts

### New Zealand Croquet Council (Inc)

Knockout chart  
for up to 16 teams

Tournament \_\_\_\_\_

Event \_\_\_\_\_

Date \_\_\_\_\_

Venue \_\_\_\_\_



## Managing a Croquet Tournament

**New Zealand Croquet Council (Inc)**

Tournament \_\_\_\_\_

Chart for up to 8 entries

Venue \_\_\_\_\_

Event \_\_\_\_\_

Date \_\_\_\_\_

Section	H/C	A	B	C	D	E	F	G	H	Wins	Points for	Net Points	Place
A													
B													
C													
D													
E													
F													
G													
H													
Points against													

Winner \_\_\_\_\_

Runner-up \_\_\_\_\_

See notes over page



## Managing a Croquet Tournament

**New Zealand Croquet Council (Inc)**

Tournament \_\_\_\_\_

**Chart for up to 16 entries**

Venue \_\_\_\_\_

Event \_\_\_\_\_

Date \_\_\_\_\_

Section	H/C	A	B	C	D	E	F	G	H	J	K	L	M	N	P	Q	R	Wins	Points for	Net Points	Place	
A																						
B																						
C																						
D																						
E																						
F																						
G																						
H																						
J																						
K																						
L																						
M																						
N																						
P																						
Q																						
R																						
	Points against																					

Winner \_\_\_\_\_

R/U \_\_\_\_\_

# Managing a Croquet Tournament

**New Zealand Croquet Council (Inc)**

**Swiss Chart for 10 teams, 6 rounds**

Tournament \_\_\_\_\_

Event \_\_\_\_\_

Date \_\_\_\_\_

**Competitors**

A
B
C
D
E
F
G
H
J
K

**Wins after round...**

	1	2	3	4	5	6	Place

**Order before round.....**

	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Matches in round.....**

Lawns	1	2	3	4	5	6
1	AB					
2	CD					
3	EF					
4	GH					
5	JK					

**Scores**

	A	B	C	D	E	F	G	H	J	K
A										
B										
C										
D										
E										
F										
G										
H										
J										
K										

**Lawns used**

	A	B	C	D	E	F	G	H	J	K
A										
B										
C										
D										
E										
F										
G										
H										
J										
K										

## Managing a Croquet Tournament

# Appendix C: Manager's Letter to Players Example

### SSNZ National Croquet Championships (7 & 8 September 2019)

Tēnā koutou katoa,

Welcome to the 2019 SSNZ National Croquet Finals to be held at United Croquet Club over the weekend of 7 & 8 September. The event will be entirely run at the United Croquet Club, located in North Hagley Park. To contact the club on the day, please phone the manager on XXXXXX.

This message is to advise team managers and players (please distribute this to your teams) about arrangement for the event and, the all-important draw and format. Please read this document thoroughly and contact the manager with any questions. United Croquet Club is delighted to be hosting this event, and hope to make it a memorable occasion where students will test their skills against their peers, learn new tactics and develop lasting friendships.

#### **The main event – the event format and the draw**

The tournament will have a full schedule of play, with all teams playing 6 games on day 1, and 4-5 on day 2. With a tight schedule we'll need to be ready to start as soon as opponents and lawns are available. Obviously, lunch will be important, but please don't leave the venue at lunchtime – grab a bite and be ready to get back onto the lawn!

Day 1: There are 4 blocks of 6 teams, with 12 seeded pairs. You will play everyone in your block (5 games) on day 1 – at the conclusion of round 5 there will be a brief break for the Draw to take place. All block games will be first-to-7 point games.

#### **The initial blocks are included at the end of this document.**

**The main KO:** The top 4 players in each block will progress into a 16 player “full” knockout. The way this works is that if you're knocked out in round 1, you will play against others defeated in round 1 for places 9-16, etc. You're never actually eliminated from the event, as this format will determine places 1-16 from those qualifying in the top 4.

The first round of the 16 player main KO will be played on Saturday afternoon. Sunday will see this event continue, as well as the 9-16 competition. After two further rounds on Sunday morning the finals round will begin, with all matches being best-of-three.

Best of three matches, as single games, begin with a coin toss with the winner of the coin toss starting the game with blue and black (or green and brown, when double banking). The loser of the first game starts the second game with either of their balls. If the match is tied at 1-1, the loser of the second game starts the decider. Time limits for best of three matches are 1hr, 2hrs, and 3hrs, where time not used in one game is carried forward to subsequent games.

It is likely that the match for 1<sup>st</sup>/2<sup>nd</sup> place will be double banked, however its start may be delayed depending on available time.

**The Plate:** Those players who come 5<sup>th</sup> and 6<sup>th</sup> in their blocks will be reorganised into 2 new blocks of 4 teams with three new opponents to play. The first round of the consolation block games will be on Saturday. Sunday will start with completion of the blocks, then the block winners will play off for 17/18<sup>th</sup> place in a best-of-three match, and so on with seconds, etc to determine places 17 to 24.

**Double banking:** United CC has 6 lawns, so we will be using double-banking. This means that one game will start using blue-red-black-yellow, and when that match gets to hoop 3, a second game will start on the lawn using green-pink-brown-white (“second colour balls”). Referees will be on hand to support players who are not used to the second colour ball orders, so please ask which ball is next whenever you're unsure. When two games get in the way of each other, one side should give way, and if they are to be delayed a considerable time, their clock may be stopped (but should be started again as soon as play resumes). After round 1 is completed, games will be assigned to lawns as they become free, so you may be starting a game when one is already in progress. Please be considerate of the other game, and seek help from a referee if there is any dispute or confusion.

**Time limits:** Each game will have a time limit of 1 hour, adjudicated by a timing clock. When the clock sounds, a further 8 strokes will be played. After that time if the scores are still tied, play will continue until the next hoop is scored. There will be no tied games.

#### **Tournament Officials:**

Manager: Jenny, email: [xxxx@xxxxxx.com](mailto:xxxx@xxxxxx.com) tele:

Tournament referee: Chris

Referee: Claire

First Aid lead: Lyn

## Managing a Croquet Tournament

### TIMINGS

#### *Saturday 7 September*

7.45am Arrival of all teams and registration  
8am Opening ceremony – welcome from Croquet New Zealand, briefing from Manager, and Tournament Referee  
8.20am Morning warmup starts  
8.30am Primary Colours players start  
Approx. 6pm: Play finishes for the day  
6.30-7.30pm: People attending dinner at Cashmere arrive  
7.30pm: Tournament dinner

#### *Sunday 8 September*

8.00am Registration  
8.20am Morning warmup  
8.30am Primary Colours players start  
4pm (approx.) Prize giving

### Reporting results:

The winning team is required to report results to the manager or scorer – after your game bring your name card, lawn card and timer back to the manager or scorer and report your result. Playing schedules will be clearly posted on the noticeboard and results tracked on tables posted on the windows.

### Publicity / photos

CNZ's Sport Development Officer Greg Bryant will be taking photos during the event for publicity and use on CNZ's Facebook page. Please complete the attached photo consent document to indicate our consent, or otherwise, with regard to having your photo or any video taken. Please ensure this is submitted either to the manager by email ([xxx@gmail.com](mailto:xxx@gmail.com)) or submit it at registration.

### And now some other useful details:

**ARRIVAL AND PARKING:** Entry to the club is off Riccarton Ave. Parking is available in the carpark on your right immediately after you turn into North Hagley Park, or in Riccarton Ave itself all day, or Park Terrace/Armagh Street. The croquet club carpark is reserved for drop-offs, medical access and tournament officials.

### VENUE

The United CC Clubhouse will have an area available for storage of personal belongings. We will also have use of a second clubhouse at the back of the facility – please don't leave important gear unattended there. Toilets are available in the both venues.

**REPORTING and LEAVING THE VENUE:** Registration is required each morning, and all players leaving the venue during the day are required to sign out and leave their tournament ID to be collected on return. Please do not leave the venue for prolonged periods during the event as the schedule is tight – bring lunches, and plenty of snacks will be available.

**MALLETS:** United has a limited number and variety of club mallets which can be used by players, though players are expected to bring their own mallet. Mike McClure of Terminator Mallets will be at the event and may have his arm twisted to offer a good discount!

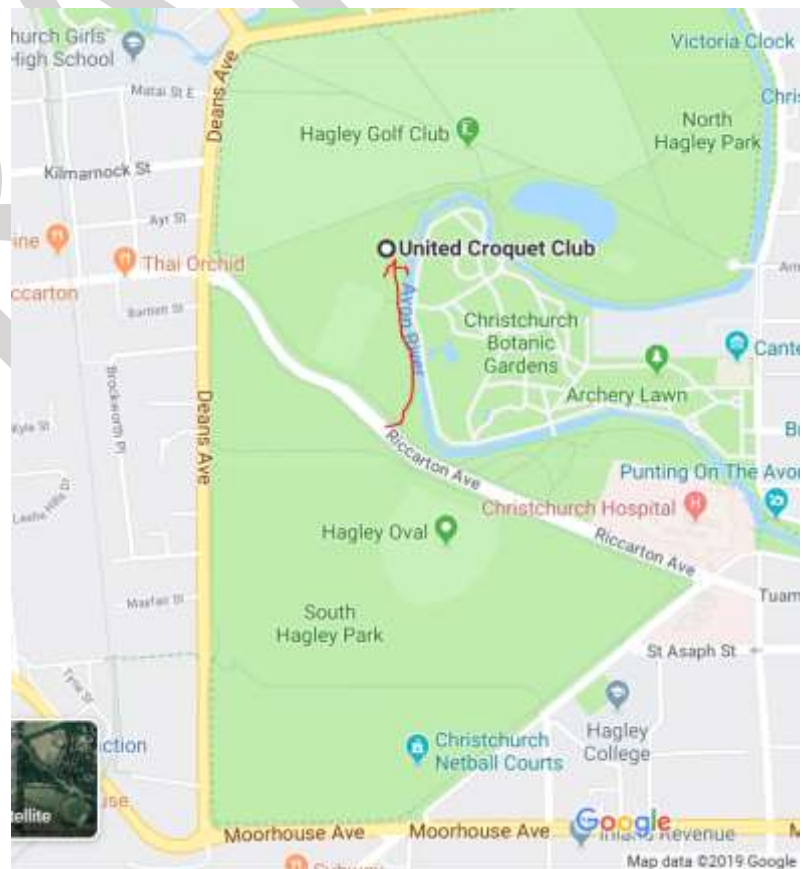
**INTERNET:** United croquet club has broadband internet – the code will be available at the venue. Video streaming is not allowed over this connection.

**FIRST AID:** There will be several first aiders present, a comprehensive first aid kit is in the clubhouse in the labelled desk drawer. Ice is available in the freezer for impact injuries and the local hospital is nearby. Please report any injuries to the first aid staff.

**PRACTICE DAY:** Practice will be available

at United Croquet Club on Friday 6 September from 10am-1pm and 2pm-4pm. (In the event of frost, practice will open at 11am.) It is likely lawns will be set during this time, however a minimum of two lawns will be available at all times.

**SPECTATORS:** All spectators are welcome, however please use signed viewing areas and beware of fast-moving balls. Players should warn spectators if they are about to hit a ball firmly in a manner that could cause injury.



## Managing a Croquet Tournament

**And now very importantly...**

### CATERING

Catering will be provided to all players, managers and supporters. This has been subsidised by Croquet New Zealand, however a *Clubhouse Fee of \$10 per team is to be paid at registration*. Managers and supporters are asked to make a donation to contribute towards refreshments and are invited to help themselves to drinks and snacks during each day.

United CC will provide snacks, fruit and hot and cold drinks all day both days. Please help yourself. Players need to bring their own lunches, as there will not be time to leave the venue.

On Sunday a sausage sizzle/BBQ will run most of the day with cost to be advertised at the event opening – bring some gold coins.

### Tournament Dinner

Cashmere Croquet Club is pleased to host the Tournament Dinner at the Cashmere Bowling Club. The cost is \$25 per person, and bookings and payment are required by 2 September. Bookings can be made to Cashmere Croquet Club by email: [cashmerecroquet@gmail.com](mailto:cashmerecroquet@gmail.com) who will provide payment details. Please provide names and numbers attending from your group, and ensure you pay by 2 September.

Please book early to help our caterers ensure there is plenty of food! A limited number of late bookings will be accepted. This is a great opportunity to catch up with old and new friends, and there will be a presentation about croquet development opportunities through Croquet NZ.

Dinner location: Cashmere Bowling Club – 12 Crichton Terrace, parking is available above the venue on Crichton Terrace and walk down the steps, or on Valley Road outside the croquet club and you can walk through to the club. It is approximately a 15 minute drive from United Croquet Club and you will need to organise your own transport to the dinner.



### Special requirements:

Please contact the tournament manager as soon as practicable to advise of any special medical or dietary (or other) requirements (e.g. gluten free, halal, vegan).

All players should arrange to be at the venue playing croquet between registration time in the morning and 6pm (Saturday) and 4pm (Sunday). If you have made arrangements to leave earlier, please advise the manager asap. All players are expected to be present for the duration of the event. At 4pm the Prize Giving will take place, so please arrange to be available until 4.30pm on Sunday.

Finally, if there is anything our team can do to make the event a positive and enjoyable experience for you please let us know.

Ngā mihi,  
Jenny (for the event committee)

### INITIAL BLOCK DRAW FOR NZSST FINALS

#### BLUE BLOCK

<b>Cashmere 2</b>	Player 1	Player 2
<b>Kapiti</b>	Player 3	Player 4
<b>Matamata 2</b>	Player 5	Player 6
<b>Mt Hutt 3</b>	Player 7	Player 8
<b>Fielding</b>	Player 9	Player 10
<b>Waitaki Girls</b>	Player 11	Player 12

#### RED BLOCK

<b>Cashmere 1</b>	Player A	Player B
<b>Mt Hutt 1</b>	Player C	Player D
<b>Waitaki BHS</b>	Player E	Player F
<b>Hawera 3</b>	Player G	Player H
<b>Rongatai 2</b>	Player I	Player J

## Managing a Croquet Tournament

<b>Palmerston BHS 2</b>	Player K	Player L
-------------------------	----------	----------

### BLACK BLOCK

<b>Nelson College</b>	Player 13	Player 14
<b>Rongotai 1</b>	Player 15	Player 16
<b>Hawera2</b>	Player 17	Player 18
<b>Matamata 1</b>	Player 19	Player 20
<b>Rudolf Steiner</b>	Player 21	Player 22
<b>Mt Hutt 4</b>	Player 23	Player 24

### YELLOW BLOCK

<b>Nelson Girls</b>	Player M	Player N
<b>Hawera 1</b>	Player O	Player P
<b>Palmerston BHS 1</b>	Player Q	Player R
<b>Mt Hutt 2</b>	Player S	Player T
<b>St Margarets</b>	Player U	Player V
<b>St Oran</b>	Player W	Player X

**CROQUETSCORES.COM** – the Draw will shortly appear on [croquetscores.com](http://croquetscores.com), which will be updated as results come in during the tournament. This is also where the order of play and first-round lawn allocations will be listed for each day.

## PHOTOGRAPHY CONSENT FORM

Croquet New Zealand would like to use photographs/video/interviews of you or your child in our publicity material and publications.

The photograph or video and any interview content will not be sold to any outside agency or person. It will be used only in connection with Croquet New Zealand work, which may include distribution to Croquet New Zealand-approved third parties such as schools, sponsors, the media or regional sports associations.

The photograph or video and any interview content may be used in print and/or online, including websites and social media.

### CONSENT

I ..... give my permission for photographs and video taken of me and/or my children aged under 18, and any interview content, to be used by Croquet New Zealand in its publicity material and publications.

Signature ..... Date .....

Email address ..... Phone no.....

Address .....

.....

.....

## Appendix D: Risk Analysis & Management System (RAMS) Form and Example



Activity: Nelson/Tasman/Marlborough Secondary Schools Golf Croquet Championship (NZSSSC qualifier)	Safety Officer: Annie Henry
Event Manager: Annie Henry	Date: 30 March 2019
Group: Year 7 & above	Location: Nelson Hinemoa Croquet Club
Secondary Schools in the regions	Halifax St, Nelson
Risks (potential losses)	
1.	3.
2.	4.

	Casual Factors (things that could go wrong)	Risk Reduction Strategies
<b>People</b> Skills, attitudes, age, fitness, Ratios, experience, health etc	Secondary School age players are typically fit for playing croquet. Potential problems would be: 1) Players may get upset if they miss a shot. 2) They may have a medical problem. 3) A croquet ball could hit a player. 4) Player could fall over the hoop that is set in the ground	There will be no more than 4 players on a lawn and referees will be in charge and able to intervene if a problem arises.  Players and officials will be told where the first aid supplies are located. Emergency will be called if needed.
<b>Equipment</b> Clothing, shelter, activity specific gear, safety gear etc	A mallet could break and possibly land on a foot or body part.	Have players to check mallets before playing in the event. Players and officials will be informed where the first aid supplies are located.

## Managing a Croquet Tournament

<b>Environment</b> Weather, Terrain, water, season etc	Earthquake or fire are possible natural disasters.  Lightening and/or heavy rain may be another problem.	An announcement will be made at the beginning of the tournament where to meet in case of an earthquake or fire. All referees and people helping with the tournament will be informed. The manager will have a roster of players.  The games will be stopped if there is lightening, heavy rain, or earthquake until it is safe to resume.
---	--	---

- The venue will be inspected prior to an event taking place. Any hazards identified will be removed or isolated. Team managers will be informed. Procedure for treatment for injuries: Minor will be treated on site with the assistance of Team Managers and/or Event Manager. First aid kits are provided by the sport and must include ice packs. In the unlikely event of a serious injury, the Event Manager or other suitably qualified person will assess the patient, call an Ambulance, treat the symptoms, and continually monitor. An incident form will be completed after the event.

DRAFT



## Appendix E: CNZ Tournament Manager's Report

Please complete this form as fully as possible. The information you provide will assist CNZ to continue to provide enjoyable and challenging tournaments for players and officials.

**Tournament:** .....

(as in Yearbook)

Date of Play: (start) ..... (finish) .....

Venue (main) ...../ Other(s) .....

Number of entries ..... Male ..... Female ....

**Total number of games played** .....

Do you have any recommendations for the CNZ Tournament Committee that would improve this tournament for players and/or officials in the future?

.....  
.....  
.....  
.....

Have you any recommendations for the manager of this tournament next year?

.....  
.....  
.....  
.....

General comments on format of play such as KO, Section Play, size of blocks, etc:

.....  
.....

Please rate the following aspects of the tournament.

**1 = Excellent 2 = Good 3 = Acceptable 4 = Improvement 5 = Unacceptable**

**Managing a Croquet Tournament**

- |                                    |                          |                               |                          |
|------------------------------------|--------------------------|-------------------------------|--------------------------|
| The Lawns                          | <input type="checkbox"/> | Opening ceremony              | <input type="checkbox"/> |
| Other aspects of the venue(s) main | <input type="checkbox"/> | Equipment                     | <input type="checkbox"/> |
| Other _____                        | <input type="checkbox"/> | CNZ/Tournmt Comm Support      | <input type="checkbox"/> |
| Assistance from club(s)            | <input type="checkbox"/> | Publicity                     | <input type="checkbox"/> |
| Other                              | <input type="checkbox"/> | Closing ceremony/presentation | <input type="checkbox"/> |

Do you wish to comment on any "4" or "5" rating you have given above?

.....

.....

.....

.....

.....

.....

Any other comments, observations, bouquets or brickbats you would like to make?

.....

.....

.....

.....

.....

.....

Name: .....

(Signature)

(Capital letters)

(Date)

**Managing a Croquet Tournament**

## Appendix F: Tournament Claim Form

Please complete and return to CNZ. P O Box 11 259 Wellington 6142 or [croquet@croquet.org.nz](mailto:croquet@croquet.org.nz)

Name of Tournament: \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_

<b>Claimant</b>	<b>Expenses Claimed / Daily allowance</b>	<b>Amount</b>
<b><u>Manager</u></b> Name: _____ Bank Account: _____  Number of Days Managing: _____	@ \$ _____ per day	\$ _____
<b><u>Referee of the Tournament</u></b> Name: _____ Bank Account: _____  Number of days Refereeing: _____	@ \$ _____ per day	\$ _____
<b><u>Assistant Manager</u></b> – if applicable Name: _____ Bank account: - _____  Number of days Managing _____	@ \$ _____ per day	\$ _____
<b><u>Host Association</u></b> Name: _____ Secretary Name: _____  Bank account: _____		
Number of games played	@ \$4.00 per game for AC @ \$1.50 per game for GC	\$ _____
Sets of Association Hoops used	@ \$1.50 per set per day	\$ _____
Sets of Association Balls used	@ \$1.50 per set per day	\$ _____
<b>Total payment to the Association</b>		<b>\$ _____</b>

## Appendix G: CNZ Prize Money Form



Croquet New Zealand  
Tournament Prize Money Form

Tournament:  
Date:  
Host:  
Manager:  
Bank Acc:

Event #	Title	Position	Amount

Total

\_\_\_\_\_  
\$  
\_\_\_\_\_  
\_\_\_\_\_

## Appendix H: Tournament Manager's Pack

- Winner's Certificates
- Runner up's Certificates
- Trophies
- Scorecards
- Peg-down game cards
- Relevant badges

NB: This pack will be sent to managers once postal address is provided.

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## Appendix I: Pegging Down a Game

**INSTRUCTIONS FORTHCOMING.**

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