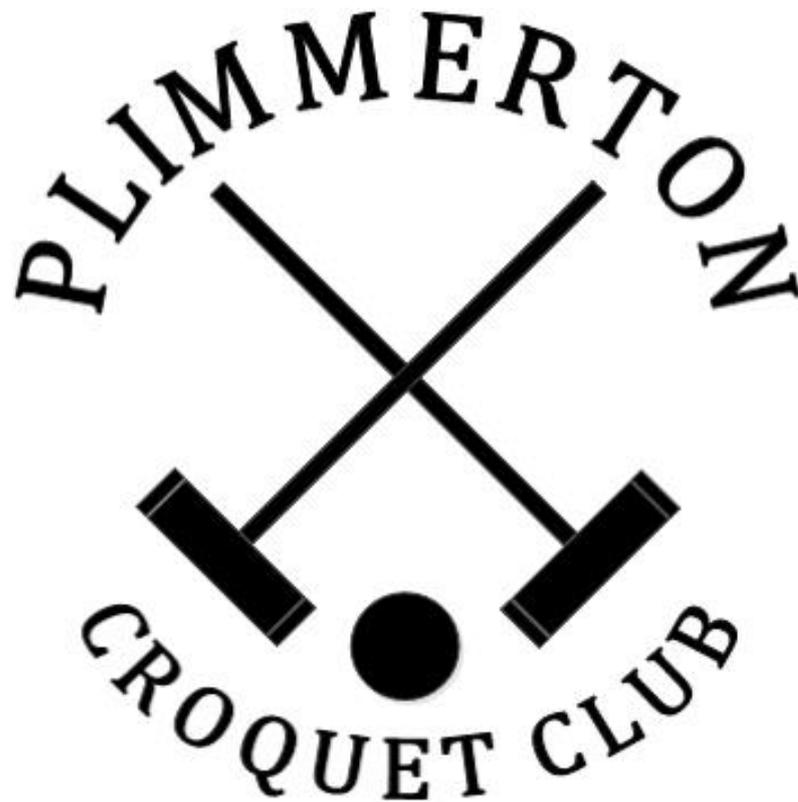


Name: .....



**Plimmerton Drive (off Ulric Street)**

**Plimmerton**

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## ***A Guide For Members***

Compiled by the Plimmerton Croquet Club Committee

For the guidance of Club Members

**Version 2 - October 2020**

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### **1. INTRODUCTION**

Welcome to our Club. We hope you will have many happy years as a member and will soon make friends amongst us. This guide has been prepared to acquaint you with Croquet and how we do things around here.

### **2. YOUR COMMITTEE**

The Committee is elected at our AGM in May. It comprises: President, Vice-President, Immediate Past President, Secretary, Treasurer, Club Captain, Vice Captains and 3 Committee members. Sub-committees

are the House and Grounds Committees. An Almoner is also appointed by the Committee. Please feel free to approach these people with any ideas or queries. (See Complaints Procedures later.)

*A list of names of the current office-holders is on the notice-board.*

### **3. CATEGORIES OF MEMBERSHIP**

**Full:** Full playing rights at any time when the courts are available.

**Associate:** A player whose primary membership is with another Club. Pays a full subscription less national & regional levies. Has full playing rights but no voting rights.

**Junior:** Under 18. No voting rights unless a full subscription is paid.

**Social:** Approved by Committee on a case by case basis. A limited subscription applies and green fees are payable.

**Life:** For exceptional service to the Club.

Further details are contained in the Constitution.

### **4. SUBSCRIPTIONS**

Subscriptions are set at our AGM in May. Our financial year is from 1 April – 31 March. Subscriptions are payable upon receipt of the invoice which will be sent to you, by the Secretary, soon after the AGM, or for new members, following approval of your membership application.

Early payment is important to ensure the Club's cashflow through the Winter period, in particular, and confirms that your membership is continuing. The Club encourages payment via internet banking to reduce the Treasurer's workload.

### **5. HEALTH AND SAFETY**

**Smoke Alarm** – this is on the Clubhouse ceiling adjacent to the kitchen.

**Fire Extinguisher** – this is in the kitchen area on the left. But do not put yourself at risk should a fire break out.

**Defibrillator** – the unit is on the wall to the left of the players' disc board. The machine is claimed to be idiot-proof as it verbally guides the user in its functions. The Club will organise training for those interested.

**First Aid Kit** – Applicable for minor bodily repairs is located atop the cabinet outside the ladies toilet.

Please note the location of this equipment and do read the safety notices in the Clubhouse.

In the case of an Emergency, leave the building immediately and assemble on the grass berm outside the entry gate.

The Club has a number of specific safety policies and procedures related to the use of the Club's grounds equipment and when handling hazardous substances e.g sprays. These documents can be found on the Club's website. Members involved must read and adhere to these requirements at all times.

Please bring any perceived safety risks to the attention of a Committee member so that mitigating action can be taken if considered necessary.

### **6. CROQUET CLOTHING**

*Flat-soled shoes, with no heels are mandatory at all times.*

In general – Club days and other social and practice play – any tidy clothing is acceptable.

For Interclub and Tournament play it is preferred that you wear clothing approximating the Club uniform of the day. Check what's current with the Club or Vice Captain.

## **7. MALLETS**

Club mallets are available for your use from the cupboard near the back door. Try different ones to see what suits you best and return it to the cupboard after each use.

Continue to use these until you have an idea of what you may want to buy. Discuss with other members and look at the catalogues.

## **8. CROQUET CODES – OVERVIEW OF THE GAMES WE PLAY**

**Golf Croquet** - GC is the game which most new members will first play. By the time you read this booklet you will be reasonably familiar with the game - but perhaps still have a little to learn about game tactics.

**Association Croquet** - AC is a game very similar to snooker where a player endeavours to make many hoops within each turn. The game's goal is for a player to take both their balls through 12 hoops and hit the centre peg while limiting their opponent's opportunities to do likewise. The winner is the player ahead at time, or if both balls have been pegged out before time.

**Ricochet** - Ricochet is a game with similarities to AC but simpler and easier to learn. Some see it as a stepping stone to the AC game but it is a game in its own right and very enjoyable.

**Players are encouraged to try all forms of croquet. Ask a Vice- Captain to arrange for you to have-a-go at one of the Club sessions.**

## **9. ONGOING COACHING**

Periodically the Club will arrange coaching sessions for each of the codes. These sessions will be run by senior players passing on their experience in the game. Occasionally Croquet NZ will organise coaching sessions within the Wellington region led by nationally significant coaches/players. Do take advantage of these opportunities as they arise. If the wait is too long, please talk to your Club Captain about your need.

## **10. HANDICAPS**

Players are graded nationally according to their ability. For new players in each code the respective Club Captains will help in determining what your initial handicap will be and issue you with a record card on which to record details of each competition game played.

The Club Captains will explain the cards' use but, put simply, your handicap will adjust automatically depending on the results of competition games.

Should your ability improve at such a rate that you are clearly better than your handicap indicates, then the Club Captain may adjust your handicap to ensure fairness in competition.

Likewise, if you believe that your standard of play has significantly declined, for whatever reason, discuss with the Club Captain to see if a higher handicap is appropriate.

## **11. REFERENCE INFORMATION**

You will find reference folders atop the trophy cabinet. They include: A copy of the Constitution, a catalogue of playing equipment, and Practice charts. Feel free to look at these at any time. Copies of the committee minutes are available from the secretary on request.

There is a Club library in the cupboard within the Mallet Cupboard. The library contains books and videos. If you are borrowing please record details in the notebook provided. There is also extensive information available on the internet.

The Croquet NZ annual Yearbook contains all the rules and Regulations for both GC and AC, and a wealth of other information about croquet nationwide (location of other Clubs for example – useful if you are planning a croquet holiday!). A copy is in the Clubhouse and you may purchase the latest edition if you wish. The information is also available on the Croquet NZ website.

## **12.PLAYING DAY SESSIONS**

The Club's programme identifies particular times as playing sessions for each code. However, these sessions are not set in stone.

As a member Club of the WCA we make our courts available to host regional events and on occasion National events which means normal Club play will be deferred. Players will be advised of these events via the Club Programme, the newsletter and/or noticeboard items.

On regular club days please arrive 15 minutes prior to the start of play. This enables the draw to be done in good time and also gives you time for practice before play starts. Send a text if you are likely to be late. Arriving late without notification may mean you miss play, or have to wait for the next round of play.

If necessary, games will be double-banked (two games per court) and/or doubles games will be played to accommodate all players present.

Should the number of players exceed the playing capacity of the available courts then those players whose discs were first "on the board" will have priority. People waiting will have first priority for the second game in the session. If necessary, to complete the second game allocation, players from the first game will be randomly drawn.

## **13.VISITORS**

Visitors from other Clubs are always welcome to our playing sessions and provide a double benefit for the Club and its members.

They bring their experience which can benefit our members by providing variety of opponents. They also make a useful contribution to the Club's income thereby helping to meet our operating costs.

Please demonstrate friendliness and make them welcome. Remember you might be a visitor at another Club in the future and we would hope that you will also have an enjoyable experience.

Members are also encouraged to bring friends to have-a-go at the game. Green fees will be payable for any subsequent visits. Club policy is to reduce subscriptions by the amount of green fees paid, during the two months prior to a new player joining the Club, up to a limit of \$30.

## **14.PARKING**

We share our Cul de Sac with the businesses across the road. In the interest of friendly relationships, members are requested to not park in the turning circle nor on the northern side of the road. We have a dispensation from the Porirua City Council allowing us to park on the grassed area outside the Club from 1st October to 30th April, on "our" side of Plimmerton Drive and of course on the roadside in Ulric Street.

Please park in a manner which ensures parking convenience for other members. Because the PCC dispensation specifically excludes driving along between the tree line and the fence ensure that you do not block the exit of cars already parked on the berm.

## **15.SETTING UP FOR PLAY**

Players are expected to help dress the lawns to meet the needs of the code being played e.g. hoops installed, corner flags and pegs in the right places. Please do this before you commence your practice. Don't expect others to forgo their practice to set up the courts. Many hands make light work.

Players should also assist with setting up morning or afternoon tea in the kitchen. Be aware that there is a master switch just inside the back door which enables jugs to be boiled and lights to be switched on.

It is not unusual for the dishwasher to have completed its task of the previous day or of the morning session and awaits emptying. Please check and if necessary empty the machine before your session begins.

Front door keys and lanyard keys to the two equipment containers (beside courts 2 and 5) can be found in an ice cream container in the first cupboard on the left hand side of the kitchen (as you enter).

Each court has its own set of hoops, balls, etc. The numbers on the hoops indicate their position on the court (1 - 6). Please insert the hoops with the numbers facing south (courts 1 – 3) or to the railway line (courts 4 & 5).

Take care to prevent court/hoop hole damage when dressing and undressing courts. Hoop lifters should be used at all times. *Never wiggle the hoop in the ground to loosen it.*  
If the dishwasher is full please start its cleaning cycle and place the Washed sign on the door so that the next session's players know it has been done.

## **16.DISMANTLING THE COURT AT END OF PLAY**

If you complete your game and decide not to play on, check with the person doing the draw and ask whether the court should be dismantled. Don't just walk off and expect others to do the task on your behalf.

## **17.COURTEOUS PLAY**

It will take a while to learn all the laws of croquet particularly if you intend playing more than one code but the following points may prove helpful to you in respect of all codes:

When playing in double-banked games, observe what the players in the other game are doing. They could be lining up in your direction. Decide who should give way. Be patient and courteous. Be sure to carry markers in the event that a ball needs to be lifted to enable another ball to play through. Golf ball markers are appropriate and can be purchased from Rebel Sports for example.

In AC and Ricochet games, always stand off the court when your opponent is playing. For all codes, please do not stand in the line of aim of your opponent. It is distracting and potentially a form of gamesmanship inappropriate to our genteel sport.

## **18.KEYS, SOCIAL & PRACTICE PLAY**

Keys can be purchased from the Treasurer, by Full and Associate members, which allow access to the Clubhouse via the rear door. As described above, keys to the front door and outside facilities are kept in the Clubhouse.

During the spring and summer seasons you can set up a court for practice or casual games at any time when the lawns are not required for Club, Interclub, Tournaments or Grounds Maintenance.

During the winter season we ask for play to be confined to the pre-determined playing sessions in the interests of limiting court wear (hoop 'rabbit runs' in particular).

## **19.COURT MAINTENANCE**

The Club's playing day programme identifies particular sessions reserved for grounds maintenance. This includes mowing, spraying (for weeds, fungus, etc), fertilising, line-marking, re-locating hoops or topdressing with soil.

This work is all done by rostered volunteers. All members are encouraged to make themselves available for grounds related rosters. Speak to the Grounds Superintendent.

Occasionally, for various reasons, it may be necessary for maintenance work to be performed during a playing session. If that occurs, people should cooperate and reach compromise solutions which can both enable play and the maintenance work to be completed. (For example relocating games to unaffected courts.)

It is also possible that a playing session may be cancelled because of urgent maintenance requirements (e.g. where bad weather has prevented spraying being done). In such cases broadcast e-mails will be sent to all players the previous day.

## 20. SECURITY

Although we carry insurance it is important that all members do their best to ensure the security of our premises and the safety of our contents.

- **Leaving the facilities and only a few people left?** Please check that the people still present have a set of Club keys.
- **Last to leave?** Please look around and ask these questions.
  - 1) **Has all the court equipment been recovered to the equipment containers?** If not then please do so.
  - 2) **Has the flag been taken down?** If not then please do so.
  - 3) **Are the sheds and the storage container secure?** If not then locate the key in the usual Clubhouse container and lock them. If necessary contact the Grounds Superintendent for advice.
  - 4) **Has the front door screen and the door been locked properly and the doweling placed in the door slide?** (The keys work in the reverse of what you might expect. Turning the keys to the right locks the doors but to be certain give the doors a tug to ensure that the locking mechanism has engaged.)
  - 5) **Are the three toilet windows closed and secure?**
  - 6) **Before exiting through the rear door have you followed the steps as listed on the door's notice?** Note that the dishwasher will still work when the Master Switch is turned off.
  - 7) **When locking the rear door please ensure that both locks are secure.** If your set of keys don't work properly, then discuss with the Treasurer and arrange a replacement set.

## 21. CLUBHOUSE USE BY OTHER GROUPS

A number of community groups also use the Clubhouse. These include three groups playing Bridge or Mahjong on a weekly basis, plus a couple of community service groups on a monthly basis or less frequently. The Wellington Croquet Association also makes use of the Clubhouse for its periodic Executive Committee meetings and three General meetings during the course of the year.

These groups make a valuable contribution to the Club finances. Please be courteous if they are present when you are playing. You can access the Clubhouse to obtain and return equipment, to use the toilets and to make a cuppa (but make sure you use the Club supplies). Please keep noise to a minimum. Take some chairs outside the Clubhouse if necessary.

## 22. PLAYERS' MEETING

A players' meeting is held annually to discuss both the Club and external competitions for the coming season (usually in early August). It is also an opportunity for you to discuss anything relating to the game and how it is organised within our Club. This is an excellent time for members to contribute their ideas.

Of course, if you have a light bulb moment and would like to suggest a "good idea" at any time, please have a chat with one of the Club Captains or submit your idea in writing to the Club Secretary for consideration at a Club Committee meeting.

## **23. CLUB PROGRAMME**

Each member will be provided with a copy of the Club's annual programme. This is produced around July/August each year. The programme provides details of the key events involving the Club, plus the agreed weekly schedule of playing days for the three croquet codes played at Plimmerton (Golf Croquet, Ricochet and Association Croquet). If you don't have a programme please ask the Club Captain for a copy.

**Other Events** – Croquet NZ (our National Body), the Wellington Croquet Association (our Regional body) and other Clubs periodically advise us of upcoming events which you could choose to enter or offer to be our Club representative.

Look for posters on the notice-board. Have a look through the CNZ annual Year Book for the NZ-wide competition programme. These can be purchased or you can make use of the Club's copy.

## **24. CLUB COMMUNICATIONS**

The Secretary maintains a members' contact list and periodically copies the latest version to all members. In the main, email is used to communicate messages to multiple members. The contact details of members is not to be used for any purpose other than Club business.

The Club maintains a website <http://plimmertoncroquet.weebly.com> which contains lots of historical and current stuff which will be of interest. It also includes links to other sites providing useful information regarding the games we play. Check it out.

## **25. PARTICIPATE!**

Refer to your programme regularly, read newsletters and keep an eye on the notice board. Help your Club by offering your services for working bees, catering duties for tournaments, ground work and other tasks. We depend on everyone's participation, especially when hosting tournaments.

The Club is responsible for maintaining the courts and the surrounding grounds, the equipment we use, the Clubhouse and surrounding buildings and fences.

### **Rosters:**

Roster Managers will roster members for house-cleaning, purchase of consumables, line-marking and courts and surrounds mowing. Your cooperation in spreading this workload will be appreciated.

### **Competitions:**

There is a wide variety of Club competition play throughout the season. Enter as many competitions as you can. Playing in them will help you to improve your game and gain confidence. Refer to the Club programme and watch the notice board for charts inviting you to enter the particular events.

### **Tournaments:**

Enter external tournaments. Participation helps to improve your game and lets you meet other people and visit other Clubs. See the Yearbook and notice board for events within the Wellington area and further afield.

**Transport Costs:**

We don't set a fixed amount for drivers who take you to other venues. However, passengers will come to some arrangement to recompense the car owners.

**26.UMPIRES AND REFEREES**

Croquet is unusual as a sport, in that the umpires and referees of the game are usually also current players. As you develop within the code(s) of your choice please do attend any rules education courses that are offered and, when ready, take the step to become qualified as an official. This takes the form of a verbal examination of your understanding of the laws and a practical test of your ability to detect faulty strokes during play.

**27.COMPLAINTS PROCESS**

Although we endeavour to manage the Club in ways that hopefully ensure enjoyment for all, there may be an occasion where things don't go as we might hope.

If a member wishes to complain regarding some aspect of Club operations or in respect of the behaviour of another member, such complaint should be made in writing and forwarded to the Club Secretary for consideration by the Club Committee.

