

TOURNAMENT MANAGEMENT GUIDE



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Welcome to the Croquet Tournament Managers Help Guide

This guide is designed to support Tournament Managers in creating enjoyable, well-run events that foster participation and fun for all.

Our goal is to ensure players have a positive experience - one where they play as many games as possible, enjoy the spirit of competition, and feel encouraged to take part, no matter their level.

With thoughtful planning and clear communication, every tournament can be a highlight on the croquet calendar.

Links used throughout this document will take you directly to information located on the Croquet Australia website.

1. PREPARATION

1.1 Set the Date

Try to avoid a clash of dates with Croquet Australia (CA), States and other club events which might attract the same group of players who are likely to be interested in your event.

Croquet websites:

New South Wales/ACT	South Australia	Victoria
Queensland	Tasmania	Western Australia
Gateball	Croquet Australia	World Croquet Federation

1.2 Plan the Event

(a) Establish a Host Tournament Committee:

- Tournament Manager
- Referee Coordinator
- Handicapper

The following positions are not mandatory, but will make the event committee's job easier:

- Volunteers Coordinator
- Catering Coordinator
- Publicity Coordinator
- Lawn Manager/Ground Crew

(b) Consider Event options:

- Handicap or Level play
- Singles, Doubles and/or Teams
- Minimum and maximum entry numbers
- How many sessions and games can your courts accommodate?
- Open and closing dates for entries
- Confirm any specific rules to be enforced
- Sections and handicap ranges
- Entry fee and prize money if any
 - **NOTE: Croquet Australia has set entry fees for national events**
 - **NOTE: Croquet Australia events are subject to a Memorandum of Understanding**
- Hoop width
- Balls to be used
- Dress requirements

Laws/Rules

Current (Seventh Edition) [Association Croquet Laws](#) can be downloaded from the CA website.

Current [Golf Croquet Rules](#) can be downloaded from the CA website.

Current [Ricochet Rules](#) can be downloaded from the CA website

Current [Gateball Rules](#) can be downloaded from the World Gateball Union

Hoop width

Normally 3 11/16" for Div 1, Open, low handicap events; 3 3/4" for other events.

Tolerance is $\pm 1/32$ ". See the Croquet Australia [Tournament Regulations](#)

Time limits

If games are untimed, the tournament manager may still impose a time limit in advance of a particular round or in the case of a game exceeding 2 hours (AC) or 1 hour (GC).

See the [CA Tournament Regulations](#)

Calculating numbers

Use this document - [Calculating Numbers](#) to assist you with working out how many sessions, games and participants your courts can accommodate during the days you have available.

- c) Other aspects to be considered
- Hours of light available for play
 - Lawn set up each morning
 - Untimed games or timed games (how long? finish on bell? or extra turn after bell?)
 - Referees: supervising or on call
 - Will food and beverages be available?
 - **NOTE: Food and beverages are to be available at all Croquet Australia events.**
 - Raffles
 - Livestreaming
 - Sponsorship
 - Billeting
 - **NOTE: There is no billeting for U18 players at Croquet Australia events**
 - If juniors are participating, check your State Child Safeguarding Policy for legal requirements.
- (d) The Flyer - Keep it simple and attractive.
- Include the main information:
 - Event name
 - How to enter/Link to enter
 - Venue/s
 - Date
 - Cost
 - Closing date for entries
 - Format if known
 - Any special rules
 - Restricted numbers (if applicable and how they are selected eg WCF ranking)
 - Which Tregs are you following: State or Croquet Australia
 - Acknowledge any sponsors already supporting the competition.
 - Mention functions and practice arrangements if known.
 - **NOTE: For Croquet Australia event documents, nothing is to be published without final approval by the Croquet Australia Events Advisory Group.**
- (e) Contact Players
Invite players who have attended in the past and others you think may be interested.
Email flyers to stakeholders
- (f) Organise Resources
- Volunteers to help run the event:
 - Social media
 - Catering
 - Photographer
 - General cleaning
 - Scorecard collectors
 - Ground crew/Lawn Manager
 - Venue managers, if you are using more than one venue.
 - Referees, including venue referees if required (Tournament Referee does this if you have one)
 - For handicap events, a Tournament Handicapper. This role may be taken by the Tournament Manager.
 - Download the [AHS1 handicap reporting form](#) from the website,
 - This is suitable for both Association Croquet, Golf Croquet and Ricochet

- [Croquet Australia – Handicapping Manual](#)

- Sponsorship: confirm involvement with your sponsors, invite them to attend and offer the opportunity to open or close the event.
- [Acknowledgement of Country](#) – at host club discretion

(g) Go Online

- Go to your Club/State website, find Event Information, and check that the details are correct.
- [Croquetscores](#): If you do not have a login, create a profile from top right of the screen.
- Once the event is on Croquetscores - Notify Peter Freer pfreer@netspeed.com.au that this event qualifies for inclusion in the WCF World Rankings.

(h) Opening

Do you wish to book a dignitary to open the tournament? If so, this will need to be done well in advance. Government officials usually have an online form to complete. Check their website for details.

2. VENUE PREPARATION

This should be done some weeks before the event so that there is ample time to make any necessary improvements to the condition of your lawns.

- Get the lawns ready. Talk with the greenkeeper or members involved with court maintenance about mowing, court preparation, moving hoops, and marking lines.
- Conduct a risk assessment for actual or potential hazards and prepare a plan.
- Arrange with partner organisations if you are using other lawns
- Inspect all courts to be used and identify any damage or conditions for which relief will be given.
- Check the condition of the balls. Use the best batches of balls (do not mix batches).
- Check equipment:
 - Timers and batteries
 - Hoop clips
 - Centre pegs and extensions
 - Corner pegs, halfway markers and flags
 - Spare handicap cards
- Drinking water availability
- First Aid box. Conduct a stocktake before and after the event. Check defibrillator battery and pads.
- First Aid area
- Emergency vehicle access
- Prayer room, if applicable
- Useful items to have on hand:
 - icepacks (in case of injury), jellybeans, hydrolyte

3. THE DRAW AND PROGRAM

After entries have closed, finalise the sections of your competition based on entries. If using qualifying blocks for a final series knockout, make blocks as even as possible.

When planning the program, take into account:

- How long will the games take?
 - Will there be a time limit?
 - If so, add an allowance for time after the bell or time for a golden hoop.
- Time between games?
 - Your players will need to complete their handicap cards, and possibly have some refreshment or a bathroom break.
- How many games can you accommodate on your courts?
 - Single banked?
 - Double banked?
 - Add a time allowance where games are double banked.
 - Try to avoid double banking for critical games towards the end of the tournament.

- Decide on the format of play, eg round robin in blocks, knockout, Swiss, Egyptian. See the [Croquet Australia Tournament Regulations](#) for options. If entry numbers are small, consider a double round robin format.
- **Finals:** Be very clear with the rules for moving from the Block to the Knock Out finals.
 - Are they re-seeded or another process?
- Set up the tournament on Croquetscores.

Determining the winner/s

For a round-robin block, this can be problematic. [Croquet Australia](#) has guidelines to assist. Whatever method is used should be outlined in the Tournament Conditions which are circulated before the tournament, to ensure there is no confusion at the event. If tie-break games are to be used, this must be mentioned in advance.

The [CA Tournament Regulations](#) include a section on draw formats, including:

- Blocks
- Knockout
- Swiss
- Egyptian

Draw options can be found on the Croquet Australia website > Resources > [Event Resources](#)

The Program can be distributed once the draw has been completed. The program will have more details on the Tournament Regulations, Player seedings, Conditions of Play, Specific Conditions of Play, Names of Officials, and the final Draw including the rules for moving from block to KO/Consolation events.

A Croquet Tournament Management System (CTMS) developed by David Stanton is available on [Event Resources](#) and contains a wide variety of block, cross-block and knockout formats.

- CTMS caters for AC, GC and Ricochet events, level and handicap, including Full Bisque AC and Advantage GC.

4. RUNNING THE TOURNAMENT

4.1 Set Up

Try to do as much setup prior to the first day of play.

The Courts

- Final mowing and line-marking of the lawns
- Set the hoops at the required width as set out in the conditions of play for the tournament for the first event, flags in corners, halfway pegs for GC, corner pegs for AC.
- Balls are of the same brand, model/batch, and in good condition, suitable for the event
- Timers are operational and ready for play
- Clipboards for score recording
- Pens or pencils for score recording
- Coins available for tossing

Documentation - **NOTE: If using RevSPORT, run a report of participants entered and paid**

- Name
- ID
- Handicap
- Club
- Enter these details on your AHS1 form or into your CTMS (if you are using one).
- Prepare [results slip](#) or results sheets.

The Clubhouse

- Set up a welcome desk with your:
 - Player registration list
 - Receipt book (if required)
 - AHS1 form
 - Handicap cards
 - Medical forms and envelopes (if used)
- Prominently display the following:
 - Tournament notice
 - Conditions for the tournament
 - Details of the Tournament Manager and Tournament Referee
 - Emergency Contact details for local hospitals and chemists.
 - Draw and/or the Game Schedule.
 - Posters acknowledging any sponsors.
 - Relevant [Code of Conduct](#)
- Results Sheets area
- Refreshments area (tea, coffee, biscuits)

As players arrive at the venue

- Welcome everyone
- Ask players and spectators to sign in if required
- Record player initial handicaps and indexes on the AHS1 form.
- Ask permission for photographs and publication (for example, on your web or Facebook page).
 - **Photo permission can be requested on the RevSPORT Online Registration form**
 - If using paper consent forms, ensure this information is held securely in the TM Office during the event
 - Participants who do not wish to be photographed should have a coloured wrist band to allow the admin to know who is not to be photographed or published
- Collect medical information forms (in envelopes), if used.
 - All medical information must be held securely in the TM Office during the event

4.2 Open the Tournament

- Schedule the tournament opening for fifteen minutes before the advertised start of play.
- Introduce yourself and other officials.
- Welcome and introduce any dignitaries.
- Acknowledge sponsors.
- Welcome all players to the event.
- If relevant, invite a dignitary to declare the tournament open.

4.3 Pre-Event Briefing

- Remind participants that if they leave valuables in the clubhouse or court surrounds, they do so at their own risk.
- If players are allowed to practice before play, advise them of any limitations and time restraints
- Advise where any notices of changes to the event will be shown
- Facilities are and the court layout, etc.
- Reinforce:
 - Times of play
 - Breaks
 - Conditions of play
 - Adverse Weather Guidelines
 - Arrangements for managing clocks
 - Reporting results
 - Mobile phone rules

- *Warm up procedure*
 - It is standard to allow 5 minutes warm-up before a player's first game of the day. This can be extended to 10 minutes if their opponent has just played, and also be allowed if a player has just had a bye.
- Provided all participants are advised, you can open the courts for practice the day before the tournament starts, and/or at a specified time each day before play begins.
- Tournament Referee to outline any court and refereeing issues
- Etiquette expectations, including respect for other players in double-banked games.
- Request permission from the Tournament Manager if they wish to leave the venue before their games are complete.
- Outline how players qualify for finals (if any) and the format for finals and consolation events.
- Announce players and courts for the first session.

4.4 During the Tournament

- Strictly follow the tournament conditions unless adverse conditions or circumstances make it impossible to do so. If you cannot follow the tournament conditions, announce your intention as soon as your decision is made and post a notice where everyone can see it.
- Monitor weather, state of the courts, and condition of players. Halt play if necessary, according to the relevant weather policies and guidelines.
- If courts for all rounds are allocated when the draw is done, situations will arise where two opponents are ready to play each other but their court is not yet available. To keep the tournament moving, allocate them to another available court rather than waiting for their allocated court to be free.
- Ensure scores are recorded and handicap cards updated after each game. Note any changes to player handicaps.
- Update Croquetscores regularly.
- At the end of each day, print and display the interim results from Croquetscores. If you have the resource, display Croquetscores on a screen in an area where players and spectators can see it.
- Take photographs for publicity.
- Liaise with the Tournament Referee to ensure referees are comfortable and have breaks and refreshments.
- Prepare as much as you can in advance for the presentation of trophies and medals. Polish cups and/or plates, prepare envelopes with prize money and set up an area for making the presentations.

4.5 Pegging Down a Game

If playing conditions (lightning; no light) make it impossible to complete a game on the scheduled day, it may be resumed later in the tournament at an agreed time.

If you need to peg down the game, use a [peg down sheet](#). Mark the ball positions, whose turn it is to play, any special circumstances, progress score, time remaining on the clock. Get both players and the Tournament Referee to check and initial the sheet.

4.6 Managing Possible Issues

How to manage most issues will be covered by the conditions of the tournament, the Tournament Regulations, the Rules of Golf Croquet or the Laws of Association Croquet.

For convenience, here is an example of the most common issues, but the documents listed about will take precedence:

- (a) **Lateness:** If very late without good cause, player forfeits the game (26/0 or 7/0). If late with good cause, you have discretion. If it is impracticable for the game to be played, you may determine that the late player should forfeit. In a best of 3, the penalty may be just forfeit of the first game.

(b) **Withdrawal from a game:** Unless the Adverse Playing Conditions policy applies, a player withdrawing from a partly completed game concedes a win to the opponent (26:n or 7:n), where n is the number of hoops/points they have scored.

(c) **Withdrawal from the Event:** If a player withdraws from the event after having completed one or more games, the results of their games count for the player and their opponent/s in terms of handicapping and world rankings but are not to be included in calculations to determine the winner and placings in the event. This is handled automatically in Croquetscores.

1. Include all games on the handicap card and in the final handicap and index that is recorded on the AHS1 form

2. Do not delete games from Croquetscores so that they are submitted automatically for world rankings

3. It is recommended you keep a separate record of all games for the player in case a mistake is made when you withdraw a player in Croquetscores.

4. Special Case - If a player withdraws in the second round of a double round robin, then their games in the first round are used in the calculations to determine the winner and placings, but their games in the second round are not.

(d) **Inappropriate Behaviour:** As Tournament Manager you are responsible for supervising off-court behaviour of players, officials and spectators. Breaches of etiquette include not accepting decisions of or arguing with referees or managers, disturbing other players, and abuse of equipment. A serious breach may result in a reference to the Tournament Committee or a formal complaint to the governing body.

4.7 Tournament Conclusion

- Check that all games have been entered on Croquetscores correctly
- Make sure all players have provided their final handicap and index for the AHS1 form.
- If using medical forms, return them to players or destroy them.
- Prepare certificates if required
- With your invited dignitary (if any) announce results, present prizes, trophies and medals
- Thank referees and club members/volunteers for their assistance and players for their participation.

5. RESOURCES

[Association Croquet Laws](#)

[Golf Croquet Rules](#)

[Ricochet Rules](#)

[Croquet Australia Adverse Playing Conditions Guidelines](#)

[AHS1 handicap reporting form](#)

[CA Tournament Regulations](#)

[Play by the Rules](#) has a wide range of resources to support safe, fair and inclusive sport.

Croquet Australia's [National Integrity Framework](#) provides codes of conduct and procedures for handling complaints.

[Croquetscores Help](#)

6. FOLLOW-UP

6.1 Publish the Results

Club events:

- Update the tournament section of your club web page.
- If you have not used Croquetscores, you need to send full game results to [Peter Freer](mailto:Peter.Freer@netspeed.com.au) (WCF). pfreer@netspeed.com.au for inclusion in the world ranking data.
- Association Croquet scores are sent to chris@butedock.com for world ranking updates.
- Update the relevant tournament on RevSPORT with the event winners and links to results.
- You might also like to post your report and pictures on your club web page and/or Facebook page.

State events:

- Forward the results and photos to the State representative.

Croquet Australia events:

- Forward photographs to admin@croquet-australia.com.au for social media and website posts as soon as possible.
- Check the background for bins, lights, etc, before taking photographs.
- Do not post Croquet Australia event winners to your social media channels before Croquet Australia has done so.

6.2 Submit your Paperwork

- Email or post AHS1 forms to your State and National Handicapper.
- Update the indexes also and send to the State Representatives.
- Send a list of referees to the relevant State and/or referee coordinator.
- Keep the game's record sheets for three months in case there are queries.

6.3 Review

- Write a summary report for the owners of the Competition with recommendations for future events.
- **Croquet Australia events:** an event template will be forwarded to the TM for completion.