

PHYLLIS COURT CLUB

**THIS DOCUMENT IS IN NEED OF SOME UPDATING.
This will be done at the end of the 2018 croquet season.**

PHYLLIS COURT CROQUET CLUB



Members Guide

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1. GENERAL INFORMATION

Two forms of croquet are played at Phyllis Court Club. They are Association Croquet and Golf Croquet. All games of Golf and Association Croquet are played according to the Laws published by the Croquet Association.

Phyllis Court Club has four croquet courts. Courts 1 and 2 are almost full size. Courts 3 and 4 are smaller.

The croquet summer season at Phyllis Court Club normally starts on 1 April and continues to the 30th September. The winter season is from 1st January until 31st March.

The Croquet Calendar also lists dates of Club tournaments, matches with other clubs and other key dates including social events organised by the Croquet Club.

During the summer season a court may be booked for a session of a half an hour or for more than one session during each of three periods of play where the periods are defined as:

Morning	10.00 am to 1.00 pm
Afternoon	1.30 pm to 4.30 pm
Evening	5.00 pm to 8.00 pm or dusk if earlier

Booking is either via the Phyllis Court computerised system on line or through Reception.

Unless a court is booked for a formal match then a second game may be booked to double-bank on that court, provided it is the same form of croquet. A mixture of Association and Golf croquet games cannot be double-banked.

Courts may not be booked during Regatta, nor when they have been reserved for 'all-comers' sessions, formal training sessions, tournaments and matches with other clubs.

The Croquet Pavilion contains mallets, balls and other equipment which may only be used by Croquet Club members. In particular, the Croquet Pavilion contains a supply of plastic markers for the place marking of balls. All equipment must be returned to the Croquet Pavilion after use. A key to the Pavilion is held at the Phyllis Court Reception Desk and may be borrowed by any member of the Croquet Club.

During the playing season, the web site and notice boards in the Croquet Pavilion will display current information for members, please read these regularly.

During the season the Croquet Club organises a number of tournaments and competitions. Some are only open to the more skilled and low handicap players,

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whilst others are designed for members with little experience. Most one day tournaments may be entered by members adding their name to a list posted in the Croquet Pavilion about four weeks before the event. Knockout competitions usually take place over the season and must be entered at the start of the season. The rules for Competitions and Tournaments are as shown on the website and may change from time to time.

The Croquet Club organises 'all-comers' sessions at which all members of the Club, who have attained the required standard of play, may attend without booking. All Courts are normally reserved for 'all-comers' Golf Croquet on Tuesday, Thursday and Sunday afternoons and similarly for 'all-comers' Association Croquet on Wednesday mornings and afternoons. .

Training and coaching in Golf and Association Croquet is given by qualified coaches from among the Croquet Club members. Beginner's courses are planned at the start of the season and should be booked on the annual Registration form. Extra courses may be arranged if there is sufficient demand. In addition, members who feel they need ad hoc coaching in either Golf Croquet or Association Croquet should contact the Chairman of the appropriate sub-committee.

Complete beginners usually learn Golf Croquet. As soon as they have achieved an acceptable standard they will be cleared to play in 'all-comer' sessions and appropriate Club competitions. However, if after their **first** lesson they decide not to continue and do not wish to join the Croquet Club then their fee and subscription will be returned.

Members who have some experience of Golf Croquet and wish to learn Association Croquet, or beginners who specifically wish to learn this form of the game, should contact the Chairman of the Association Croquet sub-committee and every effort will be made to provide them with a four session beginner's course. This will be followed by a series of mentored games and further training sessions until they have sufficient experience to receive a handicap, after which they can play in Association 'all-comers' sessions and appropriate Club competitions.

New members who can already play Association Croquet should contact the Membership Secretary or the Chairman of the Association Croquet sub-committee.

Supervised training may take place on all courts but unsupervised practise should be restricted to Courts 3 and 4. A separate practise area will be set aside for training in the use of jump shots, etc. which might damage the courts. Specific training can be arranged in such shots.

All members of Phyllis Court Club are entitled to play on the croquet courts but, if not also members of the Croquet Section, are subject to certain restrictions (see Rule 15 – Page 7). Guests are welcome to play if accompanied by a Croquet Club member.

The Croquet Club at Phyllis Court has:

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A Constitution approved by members at an Annual General Meeting and ratified by the Council of Phyllis Court Club.

Bye-laws approved by the Croquet Club committee and ratified by Council;

Rules issued on the authority of the Committee.

The affairs of the Croquet Club are managed by a Committee elected at each Annual General Meeting. The names of the Committee members and further information about the club may be found in the Croquet Folder in the Lounge of Phyllis Court Club.

2. CONSTITUTION

The object of the Croquet Section is to promote the playing of Association Croquet and Golf Croquet by members of Phyllis Court Club.

1. Membership shall be open to any member of Phyllis Court Club.
2. A member of Phyllis Court Club may become a member of the Section by notifying the Membership Secretary and paying the annual subscription.
3. An annual General Meeting will be held every November, to be convened by the Secretary, giving at least three weeks' notice.
4. The Treasurer will present examined accounts for approval at an Annual General Meeting and subsequently file a copy of the approved financial accounts with the Management of Phyllis Court Club.
5. Any change in the annual subscription must be approved at an Annual General Meeting.
6. An Extraordinary General Meeting must be called if one third of the membership sign their support of a stated proposal. No other business will be discussed.
7. The affairs of the Section will be administered by a Committee consisting of a minimum of six and a maximum of ten members. This Committee will be elected at each Annual General Meeting for a term of office which expires at the next Annual General Meeting. The Treasurer may not be the Treasurer of any other Section. No one should serve as Chairman for more than three years consecutively.
8. All members of the Section are eligible to serve on the Committee with two exceptions –
 - (a) A member who has served on the Committee for five consecutive terms of office is not eligible for the next term of office;

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- (b) A member of the Committee who resigns during a term of office is not eligible for the remainder of that term of office and the whole of the next term of office.
9. Notice of candidature for election to the Committee must be in writing, signed by a proposer and seconder, and given to the Secretary, together with the signed agreement of the candidate, at least one week before the date of the Annual General Meeting.
 11. The Committee will appoint a Chairman, Secretary and Treasurer. Any two of these three officers have the authority to sign cheques on behalf of the Section. The Committee may appoint any other officers deemed necessary for the running of the Section. The Committee may co-opt any eligible member to serve on the Committee so long as this does not cause the Committee to exceed the maximum size permitted.
 12. A quorum for a Committee shall be four members of the Committee, which must include two of the following officers – Chairman, Vice-chairman, Secretary, or Treasurer. A quorum for a General Meeting shall be a quarter of the paid-up members of the section and must include two of the above officers.
 13. Decisions made at a Committee meeting shall be by a simple majority of votes from those members of the Committee attending the meeting. Decisions made at a General Meeting shall be by a simple majority of votes from those paid-up members of the Section attending the meeting. At any Committee meeting or General Meeting, if equal numbers of votes are recorded both for and against a motion, the Chairman of the meeting shall be entitled to the casting vote.
 14. Any alterations to the Constitution must be presented in draft form to Council prior to being approved by the Section at an Annual General Meeting and subsequently ratified by the Council of Phyllis Court Club.
 15. Nothing in the constitution, bye laws or rules of the Croquet Section shall conflict in any way with the Rules of Phyllis Court Club. Where a conflict of interest might appear to arise the Rules of Phyllis Court Club shall prevail and the decision of the Council of Phyllis Court Club will be final in all such matters.
 16. The Committee will draw up Bye-laws for the Section and agree them with the Council of Phyllis Court Club.
 17. In the event of the Section closing, after all debts are paid any remaining money will be transferred to Phyllis Court Club.

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3. BYE-LAWS

The Croquet Club operates under Bye-laws which are set out on the website or are available from the Secretary on request

4. RULES

1. Everyone going on to the croquet courts or the lawn areas surrounding the courts must wear flat soled shoes, which fully cover and protect the foot from injury.
 - a. Everyone playing croquet must be dressed in white, including their shoes, with the following exception:
 - b. Prospective members during their initial training course;
 - c. Winter play
 - d. Weather protection clothing
(This rule also applies to wet weather clothing and other protective clothing for inclement weather but may be relaxed, in this case only, for members who rarely play in such conditions.)
2. New members are not allowed to use Courts 1 or 2 until they are cleared to play in 'all-comers' sessions, except for formal training sessions under the supervision of a Croquet Club coach.
3. If the position of balls on the courts needs to be marked, for example during double banked play, then plastic markers must be used. Coins or other metal objects must not be used for this purpose. This is to protect the ground staff from injury
4. No one may use jump shots on the courts until they have been tested and cleared to do so by an authorised coach.
5. A member of the Club who obtains the key to the Croquet Pavilion from Reception is then responsible for its safekeeping until it is returned to the Reception Desk, unless another member explicitly takes over the responsibility. Before returning the key to Reception, the member holding the key must ensure that all Croquet Club equipment (including chairs and umbrellas) is returned to the Croquet Pavilion and the doors locked. All players should assist in ensuring all equipment is secure.
6. Personal property must not be left in the Croquet Pavilion overnight.

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7. No one may go on to the courts when the courts are undergoing maintenance, for example when grass cutting is in progress.
8. Play must not commence before 10.00 am nor continue after dusk, except for specific events organised by the Croquet Club.
9. Courts must not be used when water-logged; and no play is allowed during thunderstorms. Play must cease if either of these conditions occur during a game.
10. No play is allowed out of season.
11. Courts must always be booked before use by the computerised system or through Reception. If a booking is subsequently not required then Phyllis Court Reception must be informed as soon as possible.
12. Courts may not be booked more than two weeks in advance except for Club competition matches which may be booked four weeks in advance.
13. The booking for a court must name all the players, state whether Golf, or Association Croquet is to be played, state if for a formal match and whether for a full or half session. If a court is booked for a game which is not a formal match then a second game may be booked to double-bank on that court. The first booking determines whether both the games are either Golf or Association Croquet. The players booking first are entitled to priority of play and choice of colours.
14. If the guest of a member of the club wishes to play, then their name must be entered in the Visitors Book in the Croquet Pavilion (as well as the PCC Visitors Book in Reception). Guests of members of the PCC Croquet Club may normally only play on Courts 3 and 4. They may play on Courts 1 and 2 if they are experienced players. Anyone playing on Courts 1 and 2 must wear whites. Guests may not take part in “allcomers” sessions without explicit permission from a member of the Golf Croquet sub-committee for Golf Croquet or a member of the Association Croquet sub-committee for Association Croquet.
15. Members of Phyllis Court Club and residential guests only are entitled to play on the croquet courts but, if not also members of the Croquet Club, are subject to the following restrictions:
 - a. Inexperienced player members of Phyllis Court Club, (who are not members of PCC Croquet Club) and residential guests may only play on Courts 3 and 4. They are not allowed to play on Courts 1 and 2;
 - b. Non Croquet Club members playing on Courts 3 and 4 are not required to play in all white, but it would be appreciated if they did

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- so. Everyone going on to the croquet courts or the lawn areas surrounding the courts must wear flat soled shoes, which fully cover and protect the foot from injury.;
 - c. They are not permitted to use the Croquet Pavilion and the Club's equipment stored in it. They may use their own equipment or may borrow the mallets and balls held at the PCC Reception, which must be returned to Reception after use;
 - d. They may not take part in 'all-comers' sessions;
 - e. They are not allowed to double-bank with Club members without explicit permission from a member of the Golf Croquet sub-committee for Golf Croquet or the Association Croquet sub-committee for Association Croquet.
16. While a game may over-run the end of a session by up to 15 minutes, it must be cleared in time for a game booked for the following session to start on time.
17. Players in 'all-comers' sessions or any of the Croquet Club competitions or tournaments must wear a club name badge.
18. Anyone who alters the chains surrounding the courts is responsible for replacing them before leaving.
19. Members selected to represent the Croquet Club for a match must conduct themselves in an appropriate manner, and support the team captain's decisions. Any such member who fails to arrive for a match without notifying the team captain, and cannot subsequently provide a good reason, will be reported to the committee.

5. Regulations for Golf Croquet Tournaments

1. Laws

- (a) The Laws of Golf Croquet, Fourth Edition, March 2014, published by the Croquet Association, will apply. All previous versions are superseded.
- (b) It is the responsibility of all competitors to be familiar with the laws.
- (c) When players are their own referees Law 14, Etiquette (page 24) must be strictly enforced.

2. Officials

- (a) Every tournament shall have a tournament manager and a tournament referee, who are together responsible for the application and enforcement of the laws and regulations and the administration of the tournament.
- (b) The tournament manager and tournament referee are appointed by the Golf croquet sub-committee.

3. Duties of the Tournament Manager

- (a) The duties of the tournament manager are to manage the tournament in all respects.
- (b) Advertise the event and method of entering.
- (c) Receive entries, arrange the draw and seeding, time and order of play, allot courts to games and announce before play has started the form that the competition will take.
- (d) Arrange for all necessary courts, facilities, equipment and officials to be available.
- (e) Make any alterations to the programme, draw and other arrangements as are necessary.
- (f) Endeavour to ensure fair competition.
- (g) Ensure the standard of dress is maintained and name badges are worn.
- (h) If necessary, issue an official warning, disqualify a player, and report any serious breach of the laws, or tournament regulations to the committee.

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(i) Ensure prizes if available are presented at an appropriate ceremony and publish the results.

4. Duties of the Accredited Tournament Referee

(a) The duties of the referee are to ensure that the game is played in accordance with the stipulated laws as defined in The Laws of Golf Croquet, Fourth Edition March 2014.

(b) The tournament referee may nominate assistant referees.

5. All Day Tournaments

(a) Players must report to the tournament manager at least 30 minutes before start of play.

(b) Play will commence at the advertised time.

(c) Players who sign up to enter an all day tournament and fail to arrive without notifying the tournament manager before the event, will be reported to the committee, unless a good reason is given.

(d) Practice is not allowed before play begins because of logistics.

(e) Games may be double-banked. Players must be aware of the other game and try to avoid conflict.

(f) Balls from the other game may be marked, using plastic markers only, with permission from the participants of that game.

(g) The use of coins or metal objects as markers will result in disciplinary action by the tournament manager.

(h) Players must not put the mallet against either side of a hoop to judge if a ball has completed running the hoop.

(i) The manager may impose a time limit of not less than 45 minutes for a 13- point game, or 50 minutes if double banked.

(j) When the time allowed expires, play shall continue for a further eight strokes. If the scores are equal and no announcement has been made before the start of the event that a tied outcome is acceptable, play shall continue and the side which scores the next point shall be the winner.

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6. Season Long Competitions

(a) The competition manager will set dates by which time all matches must be completed.

(b) All players are responsible for arranging and playing their match by the specified deadline. In the event of any match not being completed players must contact the tournament manager.

(c) All competition matches may be preceded by 5 minutes practice.

(d) The winners of a match must enter the result on the appropriate sheet on the notice board.

(e) Finals and semi finals will be supervised by a referee (if available).

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6. Regulations for Association Croquet Tournaments

1. Laws

- (a) The Laws of Association Croquet, Sixth Edition amended 2008, published by the Croquet Association, will apply.
- (b) It is the responsibility of all competitors to be familiar with the laws.

2. List of Events

- (a) Before the start of the season a list of the tournaments and competitions to be played during that season will be published.
- (b) The list will describe the format and specific conditions for each event.

3. Manager

- (a) Every tournament and competition must have a manager, appointed by the Association Croquet sub-committee.
- (b) Once appointed, the manager has complete control of all aspects of the event.

4. Conditions

The following general conditions apply unless otherwise stated.

- (a) Events are open to any member of the Croquet Club who has been assigned an Association Croquet handicap.
- (b) Games must be played on Courts 1 or 2 at Phyllis Court Club – except for events restricted to high bisquers which may be played on Courts 3 or 4.
- (c) Players may not decline to play because a game will be double-banked.
- (d) Players must play to the handicap listed on the handicap notice posted in the croquet Pavilion and also displayed on the web site.

5. Season Long Competitions

- (a) These events must be entered by completing the entry form, circulated before the start of the season, and returning it – together with the entry fee – by the due date.
- (b) The manager will arrange the draw and post a notice in the Croquet Pavilion at the beginning of the season giving the schedule of play and stating any conditions specific to that competition.
- (c) All players who have entered an event are responsible for keeping themselves aware of this notice and the progress of the competition until they are knocked out.
- (d) The manager will set dates by which all matches in a round must be completed and may scratch players who have not done so.
- (e) The winner(s) of a match must immediately enter the result on the appropriate notice in the Croquet Pavilion and inform the manager that this has been done.
- (f) If a player's handicap changes whilst they are still involved in an event then they must inform the manager and play to their new handicap as advised by the manager.

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- (g) Players will be encouraged to play their matches on Wednesday afternoons.
- (h) Except for events restricted to high bisquers, games are 26 pt and have a time limit of 3 hours, but 15 minutes may be added for double-banked games.

6. Tournaments held on a specified day (or consecutive days)

- a) These events must be entered by signing up on a sheet posted in the Croquet Pavilion, which will be available from at least 4 weeks before the date of the tournament until not less than 4 days before the date of the tournament.
- b) Members may also pre-enter a tournament by completing the pre-season entry form (as for season long competitions above) but must confirm their entry on the appropriate sheet in the croquet Pavilion. If a member signs up on the sheet but subsequently finds they cannot play then they must inform the manager as soon as possible.
- c) Players who have not pre-entered must pay their entry fee to the manager before the start of play in the tournament. The manager is responsible for transferring these moneys to the Chairman of the Association Croquet sub-committee.
- d) Players are responsible for arranging their own refreshments.
- e) Players must play to the same handicap throughout a tournament.
- f) Players must ensure that they are ready in good time for each match they are scheduled to play.
- g) Players must be prepared to play more than one game a day.