



Cammeray Croquet Club



# **MEMBERS' HANDBOOK**

**FEBRUARY 2018**

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# Cammeray Croquet Club Members' Handbook

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## Club Clothing

### Colours and clothing guidelines:

The Club's colours are navy blue and white either singularly or in combination. The Australia Croquet Association's (ACA) guidelines state that neat and appropriate sporting attire should be worn along with flat-soled shoes which do not mark the court lawn and if wearing sandals (i.e., open-toed) a player should be conscious of surrounding play (e.g., incoming balls at speed) in order to ensure their own safety.

### Club clothing:

The following items are available with the club logo embroidered on the left chest.

- White short sleeved polo shirts.
- White long sleeved polo shirts.
- Navy fleece jackets.
- Navy reversible fleece/showerproof Vest with logo on showerproof side.
- Navy or white bucket hats.
- Navy or white baseball hats.
- Navy rugby top

Orders for club clothing are usually taken at least twice a year, generally in May and November. The club carries a few items for sale to members during the year, but not all styles are available, and the range of sizes is limited.

Players representing the club in Pennants teams are required to wear a club polo shirt, and new players to Pennants teams are issued with a polo shirt in the style of their choice when first selected.

### Cloth badges:

Badges with the club logo are also available, navy badge with white embroidery and white badge with navy embroidery. These can be used to sew on to such things as wet weather gear, sun hats and baseball hats.

### Order Form:

A Clothing Order Form is available on the club web site under Club documents.

## Committee

The committee is elected annually at the Annual General Meeting of the club, usually held in February or March. The committee is made up of the four office-bearers (President, Vice President, Secretary and Treasurer) and six other members.

The committee meets every month, usually on the first Saturday of the month. Meetings are held at the clubhouse starting at 8.45 am, and they conclude about 10 am. There is

an option for *e-meetings* held via email if necessary instead of the physical meeting, e.g., over the Christmas break or for other reasons. There is also usually a meeting of the new committee immediately after the Annual General Meeting.

The agenda for each committee meeting is posted on the website at least a few days before the meeting. If any member has an item they wish to have considered by the committee, they should let the secretary know and, if appropriate, it will be added to the agenda.

Minutes of each committee meeting are posted to the website as soon as possible after each meeting, and a summary of matters discussed is also reported in the following month's newsletter. Resolutions of the committee, if appropriate, are reflected in a change to the Members' Handbook.

## Competitions & Tournaments

The Games Captain is responsible for organising competitions for club members, and for organising any tournaments that the club might run involving players from other clubs.

As a minimum, the following Association Croquet (AC) competitions should be run each year:

- Club Championship
- Gold Championship
- Silver Championship
- Bronze Championship
- Open Handicap
- Beginners' Tournament

Other competitions such as a Golf Croquet Club Championship and a Hi-Lo Doubles championship might also be run if there is sufficient interest amongst members.

At the start of each year, the Games Captain prepares a schedule the year, showing when entries for the event open and close, when play in the event can start and the date by which the event must be completed.

As each event approaches, an *event* should be created on the website, and a booking sheet placed in the clubhouse. Each of these set out clearly which members are eligible to play in the event and the conditions of play. The Games Captain is responsible for deciding whether an event will be played as a single block or as more than one block, and whether there will be a final series after block play is completed. In the AC Club Championship there is always a final, which is played as the best of three games.

Where a handicap range is specified for an event, a player whose handicap is higher than the top of the range is permitted to take part if there is room in the schedule. A player who is at or close to the lower limit when entries close is permitted to play as long as his/her handicap does not fall more than one step below the minimum handicap specified.

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Automatic Handicap System (AHS) cards are used for all club singles competitions, with a maximum handicap of 20 except in the Beginners' Tournament, where all competitors start on a handicap of 22.

The Club Championship, the Gold Championship and the Silver Championship are all played as 26-point games under Advanced Rules. The Bronze Championship and the Beginners Tournament are both played as 18-point games, non-advanced. The Open Handicap is played under Advanced Handicap rules, 26-point games. The Club Championship must be completed in time for the name of the club champion to be notified to Croquet NSW before the close of entries for the Croquet NSW Champion of Club Champions event, usually held in July.

### **Cammeray Tournaments with other club's players**

The main tournaments involving players from outside the club are the Cammeray Birthday Tournament, usually held in the last week of February each year but may be moved to May, and the Beryl Chambers Memorial State Handicap North Eastern Sydney Qualifying Round held in April.

In February 2014 the inaugural Dixon Advisory Croquet Classic, a sponsored event with significant prize, money was held. It is hoped this will become an annual event attracting the top players in Australia and New Zealand.

In May & July 2014 Cammeray Croquet Club hosted the first Sydney Premier League AC Croquet Competition in which the top six players by world ranking from the Sydney region plus two wild cards play under lights every Tuesday evening.

### **Doors, Gates and Keys**

When you join the club you are presented with a key. Should you cease to be a member you are to return the key to the Club Secretary.

Both entry gates (from Ernest Street and Park Avenue) are opened by the same key, which also opens the doors to the clubhouse, to both equipment lockers and sheds and the electrical fuse box on the north wall of the clubhouse. The padlocks for the gates are fastened by chains to the fence or gate so that they cannot be stolen.

Both doors to the clubhouse are set to automatically lock from outside when they are closed, but are able to be opened from inside without a key. If you are playing and you close the clubhouse door, ensure that at least one player has a key with them.

When you enter the club grounds, please make sure that the gate is closed and fastened behind you, and not left to swing in the breeze. This is particularly important for the Ernest Street gate, to stop balls that leave lawn 2 in that direction from disappearing into the bushes around the skateboard park or careering down Ernest Street.

**When you leave the club, and you are the last to leave, please ensure that:**

- All balls are returned either to the window boxes in the clubhouse (balls in black plastic trays) or to the equipment shed (balls in wooden carrying trays)

- Any water jugs, glasses, cups and plates are returned to the kitchen, washed, and either dried and put away or left to dry on the drying rack
- Both clubhouse doors are closed, and all lights, fans or heaters are turned off and the sliding windows closed and locked. (If they are not locked they can be slid open from the outside!).
- Hoops and pegs (and corner pegs and flags if they have been used) are put away in the lockers and these are locked, unless there is another scheduled playing session following almost immediately
- Lower and store the Australian and club flags under the window seats. Securely fasten the lanyard.
- Any club mallets which have been used are returned to the equipment shed or to the mallet hire rack in the clubhouse
- The doors to both sheds are closed and padlocked
- Any rubbish is cleared up and put in the bin near the Park Avenue gate If you are last to leave on a Thursday, please take the roller bins out (*see: [Garbage](#)*)
- **It is important to make sure both gates** (not just the one you are leaving by) are securely locked.

### Equipment

Croquet equipment consists of:

- Sets of hoops plus pegs and rubber mallets
- Ordinary mallets
- Bisesques, clips, corner pegs, gauges and flags
- Balls and their containers
- The spiked practice ball
- Fulcrum (for carefully removing hoops from the ground)
- Equipment for making and filling hoop holes
- Levels
- ***Tru-gauges***™
- Referee materials
- Shelves and mallet racks in the sheds

It is important that all equipment is put away in its proper place (lawn lockers, one of the sheds, or the clubhouse) at the end of play for the day and that they are locked.

### Correct usage of equipment:

#### Quadway Hoops

*Atkins Quadway*™ hoops are now in use on both lawns. The correct procedure putting them in the lawns and removing them is:

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1. Place the hoops in the prepared holes (note that the carrots are square, not round) and tap lightly with the WHITE Mallet until the top of the carrots are about 5 or 6 mm above ground level.
2. Make sure that you TAP ON THE CENTRE of the crown of the hoop, NOT over the top of each leg.
3. Remove the hoops using the wooden fulcrum (hoop lifter). Do not wriggle the hoops to loosen them. *See below*
4. NEVER dig in the hoop holes with any implement or place grass cuttings etc., in the holes.
5. NEVER hit the hoops with a black mallet!
6. The width of the hoops (11 narrow and 12 wide) will be set when the hoops are placed in the holes for the games – Platinum/Gold or Silver/bronze – to be played that day. If set at the narrow gauge (11) then at the end of play they will be re-set to the wider gauge (12), so there will be no need for Silver/Bronze players to change them.

## Fulcrum - hoop lifter

The procedure for lifting the hoops out of the lawns is:

Place the base of the fulcrum in front of the hoop. Place the groove on the underside of the handle on the round bar on top of the base; the groove on the top of the handle should be under the top bar of the hoop. Gently lower the handle and the hoop will rise from the ground. NEVER wiggle the hoops in the ground!

- **It is very important that the hoops are not mixed up, i.e., that the hoops for lawn 1 are not used in lawn 2.** This is because when the holes are made for the hoop carrots to fit into they are carefully prepared for that set of hoops only.
- Likewise **sets of balls** are to be replaced in their container and **never mixed up with balls from another container.** When balls are purchased from the manufacturer they are purchased as sets and the milling, rebound and playing characteristics of each ball in a set have been tested as similar to each other and must comply with the requirements of the Laws of Association Croquet, Appendix 2, 6<sup>th</sup> Ed., (2008).

## Clips

Check your clothing, shoes, pockets or hat for clips before you go home!

The Equipment Manager is responsible for the maintenance of the equipment. Please report (or leave a prominent note) any breakages, problems or missing equipment as soon as you notice the problem.



## Financial Statements

The Committee has passed the resolution, shown on the second page of the Governance section of this handbook, establishing the Financial Statements sub-committee. The following checklist (prepared by the sub-committee in 2013) sets out their activities.

### Financial Statements Sub-Committee Review Checklist

#### Preamble

The inspection of the financial statements of the Cammeray Croquet Club (CCC) is not a professional audit, such as might be carried out by an authorised, external professional auditor. It is an internal review and inspection of the accounts of the CCC to facilitate compliance with the provisions of the Associations Incorporation Act 2009 and in the interests of good governance of the CCC.

The inspection is carried out by the Financial Statements Sub-Committee (FSSC), appointed by the CCC and in accordance with the governance guidelines of the CCC. As set out in the governance guide of the CCC, the FSSC will receive accounts and associated documentation from the Treasurer and will meet to discuss these items with the Treasurer.

#### Detail

##### *Balance Sheet*

The Balance Sheet review will comprise:

- Verification of major items (refer to bank statements etc.)
- Review of cut off for inclusion or exclusion in accounts
- Consideration of possible omissions
- Review of comparative figures

##### *Profit and Loss Account*

The Profit and Loss Account review will comprise:

- Verification of major items (e.g. membership income; improvements)
- Review of cut off for inclusion or exclusion in accounts
- Consideration of possible omissions
- Review of comparative figures
- Transaction testing (on a sample basis)

##### *Other*

Other items may include any aspect of the financial affairs of the CCC including (but not limited to): a record of items owned; self-insurance; notes to the accounts; membership listings; future commitments; accounting policies and procedures.

##### *Interim Review*

At a convenient time during the year (typically during the second half), the FSSC will seek to conduct an interim review. The interim review will be the time when the main transaction sample testing occurs but may also include a discussion with the Treasurer

on any other aspect of the financial affairs of the CCC. A key purpose of the interim review is to provide a sound base from which to review the final year-end results.

Transaction testing may include, but may not be limited to:

- Verification of membership income (checked against member listing)
- Verification of major expense items
- Random testing of routine processing (both from source to accounts and from accounts to source)
- Review of authorisation for major items

### Garbage & Recycle Bins

Thursday night is garbage and recycle bin night. Players on Thursday afternoons or evenings are asked to empty the kitchen and bathroom bins, reline them, and place the soiled contents in the wheelie garbage bin by the gate. Then take both wheelie bins out as they leave and place them on the verge of Park Street opposite the tennis courts.

Friday morning players are asked to bring the empty bins back inside the club grounds.

### Governance Guide

This guide has been prepared to assist members of the committee in the discharge of their obligations under the Associations Incorporation Act 2009 (the Act), the 2010 Regulations (Regs) and the Club's constitution. The Club is a Tier 2 association.

Four matters are dealt with:

- (1) [Annual General Meetings](#)
- (2) [Public Officer](#)
- (3) [Special Resolutions](#)
- (4) [Additional Guidance](#)

### Annual General Meetings

Clause 24 of the constitution governs the AGM. The committee resolves to call an AGM and gives at least 14 days' notice. Only life members and full members are entitled to hold office and vote (Clause 2A). A quorum is one quarter of those members entitled to vote (Clause 27(2)). The procedure for nomination of office holders is set out in Clauses 14 and 15.

At the AGM the financial statement must be submitted by the committee to the meeting.

### What the Act provides:

#### **47 Financial statements**

- (1) As soon as practicable after the end of each financial year, the committee of a Tier 2 association must cause financial statements for that year to be prepared, in accordance with this section, in relation to the association's

financial affairs (including its affairs as trustee of any trust).

(2) The financial statements must give a true and fair view of the association's affairs and must deal with such matters as are prescribed by the regulations.

#### **48 Submission of financial statements to AGM**

At each annual general meeting of a Tier 2 association, the association's committee must cause the association's financial statements for the previous financial year to be submitted to the meeting.

#### **49 Lodgment of summary with Director-General**

(1) A Tier 2 association must lodge with the Director-General, in accordance with this section, a summary, in the approved form, of the association's financial affairs for the previous financial year.

(2) The summary:

(a) must be lodged within:

(i) one month after the annual general meeting for the current financial year, or

(ii) 7 months after the end of the previous financial year,

whichever is the earlier, or within such further time as the Director-General may allow, and

(b) must be accompanied by the fee prescribed by the regulations

### **What the Regulations provide:**

#### **9 Financial statements for Tier 2 associations**

For the purposes of section 47 (2) of the Act, the financial statements prepared by a Tier 2 association must include the following:

(a) an income and expenditure statement and a balance sheet that sets out the appropriately classified individual sources of income and individual expenses incurred in the operation of the association and the assets and liabilities of the association,

(b) details of any mortgages, charges and other securities affecting any property owned by the association,

(c) a separate income and expenditure statement and balance sheet for each trust for which the association is the trustee.

### **Committee resolution with respect to Financial Statements Sub-Committee**

The annual financial statements of the Club shall be inspected by a sub-committee to be known as the Financial Statements sub-committee, the membership of which shall be determined annually by the committee and shall comprise at least one member of the committee and at least one member of the Club who is not a member of the committee and who is eligible to vote at general meetings of the Club. The Treasurer and any Assistant Treasurer are not eligible

to be members of the sub-committee.

The Treasurer shall provide the annual financial statements to the Financial Statements sub-committee at least two weeks before the Annual General Meeting (AGM). The Financial Statements sub-committee shall inspect the financial statements and prepare a report for members of the Club which report shall be provided to the Treasurer at least three days before the AGM and the Treasurer shall present this report to the AGM. The Treasurer shall also provide for the Financial Statements sub-committee appropriate management accounts and access to the financial books and records of the Club at such other times during the year as may be agreed between the Financial Statements sub-committee and the Treasurer and failing agreement as determined by the committee.

The Financial Statements sub-committee may make recommendations to the Treasurer and to the Committee regarding the financial management and affairs of the Club.

The current composition of the Financial Statements sub-committee can be found under the Who does what? Link on the members page of the club website.

## Public Officer

The Public Officer is appointed by the committee (not by the members at AGMs). The Public Officer does not have to be a member of the committee or of the Club.

### What the Act provides:

#### Division 2 – Public officer and authorised signatories

##### 34 Public officer

- (1) An association's committee must appoint a public officer. Maximum penalty: 1 penalty unit.
- (2) The public officer must be a person who is aged 18 years or more and is ordinarily resident in New South Wales. An association's registration is liable to be cancelled if its public officer does not comply with this subsection.
- (3) The position of public officer may, but need not be, held by a committee member.
- (4) The public officer's acts are valid despite any defect in his or her appointment.
- (5) The first public officer of an association is the person nominated as public officer in the application for registration of the association.
- (6) Within 28 days after taking office as an association's public officer (other than its first public officer), a person must notify the Director-General, in the approved form, of:
  - (a) the person's full name and date of birth, and
  - (b) the person's address for service of notices, being either the person's residential address or some other address at which the

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person can generally be found, and

(c) the fact that the person has taken office as public officer.

(7) If there is any change in the address of the public officer of an association, the public officer must notify the Director-General, in the approved form, of the new address within 28 days after the change occurs. Maximum penalty: 1 penalty unit.

### **35 Vacation of office of public officer**

(1) An association's public officer vacates office in the following circumstances:

- (a) if he or she dies,
- (b) if he or she resigns the office in writing addressed to the association's committee,
- (c) if he or she is removed from office by resolution of a general meeting of the association,
- (d) if he or she becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration for their benefit,
- (e) if he or she becomes a mentally incapacitated person,
- (f) if he or she ceases to ordinarily reside in New South Wales,
- (g) in such other circumstances as the constitution of the association may provide.

(2) Within 14 days after vacating office, a former public officer of an association must ensure that all documents in his or her possession that belong to the association are delivered to a committee member of the association. Maximum penalty: 1 penalty unit.

(3) An association's committee must fill any vacancy in the office of public officer within 28 days after the vacancy arises. Maximum penalty: 1 penalty unit.

### **36 Authorised signatories**

(1) An association's public officer is, by virtue of that office, an authorised signatory for the association.

(2) An association's committee may from time to time appoint additional authorised signatories from among such of its members as are ordinarily resident in Australia, and may at any time revoke any such appointment.

(3) A person (other than the association's public officer) vacates office as an association's authorised signatory if:

- (a) his or her appointment as an authorised signatory is revoked, or
- (b) he or she ceases to be a committee member, or
- (c) he or she ceases to be ordinarily resident in Australia

## Special Resolutions

### What the Act provides

These are governed by **section 39 of the Act** which provides:

#### **39 Voting on special resolutions**

(1) A resolution is passed by an association as a "**special resolution**":

- (a) at a meeting of the association of which notice has been given to its members no later than 21 days before the date on which the meeting is held, or
- (b) in a postal ballot conducted by the association, or
- (c) in such other manner as the Director-General may direct,

if it is supported by at least three-quarters of the votes cast by members of the association who, under the association's constitution, are entitled to vote on the proposed resolution.

(2) A notice referred to in subsection (1) (a) must include the terms of the resolution and a statement to the effect that the resolution is intended to be passed as a special resolution.

(3) A postal ballot referred to in subsection (1) (b) may only be conducted in relation to resolutions of a kind that the association's constitution permits to be voted on by means of a postal ballot and, if conducted, must be conducted in accordance with the regulations.

(4) A direction under subsection (1) (c) may not be given unless the Director-General is satisfied that, in the circumstances, it is impracticable to require votes to be cast in the manner provided by subsection (1) (a) or (b).

## Additional Guidance

Associations are administered by the Department of Fair Trading and on their website is a section on running associations. It contains additional information to this Governance Guide. The link is:

[http://www.fairtrading.nsw.gov.au/ftw/Cooperatives\\_and\\_associations/Running\\_an\\_association.page?](http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations/Running_an_association.page?)

## Green Fees

A small charge is payable each day on which a member or visitor uses the lawn, with the following exceptions:

- There is no charge if you are playing in the Club Championship

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- There is no charge if you are playing in a tournament for which you have paid an entry fee
- There is a surcharge for playing when the lights are used
- For members there is a maximum weekly payment for green fees and lighting.

### Members

Currently the daily fee for members is \$3, with a lights surcharge of \$1. The weekly limit is \$8 per week. The week resets Sundays at 11.59 pm. Members can play morning and/or afternoon for a single \$3 payment.

### Visitors

Currently the daily fee for visitors who are members of another Croquet Club is \$5, and \$10 for all other visitors. The \$1 charge for lights also applied to visitors.

### Attendance Book

When you come to practice or play sign the attendance record book in the day and time section and note and pay the appropriate lawn fee. Please still sign the book even if you have reached the fee limit for the week. This is in order to comply with CNSW's insurance policy.

### Personal Responsibility

Players are required to take responsibility for themselves in regard to weather conditions and to the following: hydration, nutrition, appropriate wearing apparel for all weather conditions, sunscreen protection and insect repellent. Fresh water, clean glasses, sunscreens and repellents are all available at the Club House as is a basic First Aid Box.

### Visitors from Other Affiliated Clubs

These visitors pay \$5 per day, and can play morning and/or afternoon for that amount.

### Other Visitors

Other visitors pay \$10 per day.

### Night Play

When playing at night under lights, the charge is \$3 for members, \$7 for visitors from affiliated clubs, and \$12 for other visitors. If a fee has been paid for morning or afternoon play, this fee can be offset against the fee for night play

### Handicaps

Handicaps for all players are maintained via the AHS (Automatic Handicapping System) as implemented by the Australian Croquet Association. When a new member joins (not having played Association Croquet before) their handicap is set at 24, and this reduces to 22 when they play in the beginners' tournament, then to 20 when they play in any other tournament, either at Cammeray, at another club or in a Croquet NSW event.



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Similarly, Golf Croquet handicaps start at 12, with an index of 0.

### **Association Croquet**

A player's *index* starts at 950, which is equivalent to a handicap of 20. For each competition game played, this index is increased for a win and decreased for a loss. The

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amount by which the index increases or decreases can be anything from 1 to 19 points, depending upon the handicap of the opponent, and whether the game was played as a level game or a handicap game. For all handicap games, the points won or lost are 10: +10 to the winner, -10 to the loser.

For level games, the exchange of points is calculated from the back of the AHS card by looking for the intersection between the column relating to the loser's handicap and the row relating to the winner's handicap. For example, if a 10-handicap player beats a 14-handicap player, the 10-handicapper gains 7 points and the 14-handicapper loses 7 points. If the 14-handicapper beats the 10-handicapper, the exchange of points is 13.

A player's handicap changes automatically when the index reaches or crosses a *trigger point*. After starting on an index of 950, the first trigger point a player will reach is 1000 (assuming more wins than losses!), at which point his/her handicap changes to 18. If the index drops to or below 900, it stays at 900, and the handicap remains at 20

## The Handicap Committee

The system of handicaps described above, where your index is adjusted simply on the basis of games won and lost, can sometimes lead to anomalies. For example, a new player may improve at a rate much faster than they can play enough competition games to bring their index up to the appropriate level. As the overriding purpose of the handicap is to ensure that two players with the same handicap will each have a 50/50 chance of winning, each club has a Handicap Committee which has the authority to make a step adjustment to a member's index. The Cammeray Croquet Club Handicap Committee is appointed by the Club Committee. It has three members all of whom play and watch enough games to recognise when a member's index should be adjusted. The Handicap Committee is an independent body with the authority to use their judgement to make whatever index adjustments are necessary to ensure that when Cammeray members play in competitions their opponents have no cause to complain that the member's handicap is either too high or too low.

## Insurance

We have put aside a sum of money as self-insurance for the club possessions. The aim of this sum is to enable us to recover in the case of a fire or other disaster that causes substantial damage. It is assumed that any damage will occur *either* to the clubhouse *or* to the sheds *or* to the lawn lights, but not to more than one of these.

The funds which we would need to set aside for any single major disaster will be shown in the Annual Accounts as Insurance Reserve and is periodically reviewed.

Note that the immediate funds, which we would need in the event of a disaster to clubhouse or sheds, would be small, as there are balls and mallets in both areas. Clips, pegs and bisque sticks would need replacing if sheds were destroyed; basic kitchen equipment would be needed if the clubhouse were destroyed. The total cost would be a few hundred dollars in each case.

## Kitchen and Bathroom

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The housekeeper is responsible for the purchase of the following supplies:

### **Kitchen**

- Tea, coffee, biscuits, catering items
- Soft drinks
- Cleaning products and equipment
- Crockery, cutlery, glasses, trays, bowls
- Water jugs and mugs
- Tea towels and tablecloths

### **Bathroom**

- Hand wash
- Hand towels
- Sun screen

- First aid supplies
- Cleaning products
- Toilet paper
- Air freshener

Club members are welcome to help themselves to the free tea, instant coffee, milk and biscuits. Coffee from the coffee machine costs \$1 a capsule. Please place in the tin provided. The cost of soft drinks, beer and wine are clearly displayed (along with other information regarding the contents of the fridge) on the refrigerator door. Please place the appropriate money in the adjacent tin. Any personal items placed in the fridge or a cupboard should be clearly marked as such, e.g., 'Saturday Club'.

After checking the cupboards for kitchen and bathroom supplies and finding that they have run out or are low, or if any other item attracts your attention (e.g., broken utensil, etc.), please leave a note for the housekeeper.

While the housekeeper is responsible for laundering, the working condition of kitchen and bathroom equipment, liaising with the fortnightly cleaner and the general cleanliness of the premises, all members, female, and male, are requested to:

- Wash up, wipe and put away their own cups, plates etc., particularly those you take outside
- Make sure the toilet bowl is in a presentable condition for the next person to use. There are cleaning products available and extra toilet paper in the cupboard
- Empty the kitchen and bathroom waste bins into the wheelie garbage bin and insert liners.

### **Catering for Major Tournaments & Social Events**

The housekeeper attends to setting up tea and coffee, the urn and biscuits for morning tea for major competitions and liaises with the organizers of club social events and helps with the catering.

- **Please obey the *Kitchen Staff Only* sign during these events**

### **Lawns**

North Sydney Council's Parks and Reserves Department maintain the lawns. They are responsible for mowing, marking and the general maintenance of the surrounding green areas. They are also responsible for aeration, top-dressing and fertilising.

The club's Lawns Manager is responsible for the correct measured placement of hoops and pegs, boundaries and the resetting of these when it is necessary because of 'rat-runs' or other damages that occur from time to time.

### **Lawn dividers**

The Manager is also responsible for the positioning of the lawn dividers. When you are playing on the yard line next to them you may wish to move one of them back to ensure you get a clear un-hindered swing. First check to see if players are clear on the other

lawn, then simply lift the divider out of one of its holes, swing it back until you have ample room and then replace it in its hole after you play your shot. Do not overlap the dividers as it makes it difficult to move them.

### Lawn Hire

It is a requirement of our landlord (North Sydney Council) that we make our facilities available for hire by outside groups,

Friday, from 1.00 pm to 10 pm, and Saturday from 4 pm to 10 pm, have been set aside for this purpose. You can see whether an outside booking has been made by clicking on the [See what's on at the Club over the next four weeks](#) link in the members area of the website. Booking are also announced via the 'Today and Tomorrow the Club' listing on the home page of the website and are also posted a few weeks ahead on the whiteboard near the kitchen. If there is no booking members are free to use the club facilities for practice.

Croquet is popular for corporate events, birthday parties, hens' parties etc and, particularly in the summer months, our facilities are in high demand. The hire fee provides a useful source of income for the club.

If you get a request from anyone about hiring the club, please refer them to the Lawn Hire link on the left hand panel of our website. There they will find up-to-date information about fees and conditions.

For each hire, someone from the club needs to act as host. The host sets up the lawns, welcomes the group and reminds them of the conditions, shows them around, ensures the BBQ works and there is a sufficient supply of gas (if they want to use the BBQ) and then introduces a subset of the group to the game of Golf Croquet. Once social Golf Croquet is underway, the host is free to leave.

Arrangements also need to be made ensure that the club is left clean and tidy, that equipment has been put away and the club secured at the end of the event.

The Secretary or his/her nominee handles bookings and recruits a host and someone to do the handover at the end of the event. Acting as a host is one of the many ways you can contribute to the Club. If you are prepared to do this, please contact the Secretary and your name will be added to the pool.

In exceptional circumstances, outside hires are permitted at times other than Friday and Saturday afternoons. If the time clashes with a regular club playing session those affected are always consulted before approval is given.

Club members can of course hire the club for their own events. Club members pay 2/3 of the fee charged to outside organisations.

## Lawn Lights

The switches for the lights are on the wall to the left of the windows next to the kitchen servery. The lights do not turn on automatically but they do turn off at 10:00 PM. Once turned on you must wait 10 minutes before turning them off. You cannot turn the lights on with these switches before 5:00 PM. If it gets very dark before 5:00 PM and you need the lights on during a competition for instance then you can override the timer.

The procedure for overriding the timer for the lights is:

1. Turn the light switches on in the clubhouse
2. Go to the electrical box on the clubhouse wall opposite the tennis courts
3. Use your key to unlock and open the lid; open the Perspex cover on the upper section
4. Open the Perspex cover on the small section on the right
5. Press the lower buttons marked + simultaneously. This over-rides the timer.

The lights should then come on.

## Lockers

A limited number of lockers are available for hire. Usually two players can share a locker at a yearly cost of \$5 each and payable on the initial allocation of the locker and renewable with your yearly subscription fees.

Please contact the Club Secretary for availability and *immediately* if you no longer require your locker.

The Club takes no responsibility for any items in the lockers, so you may wish to arrange your private insurance. Please keep the interior clean and tidy.

You can padlock your locker but be warned that if the clubhouse is broken into your locked locker will certainly be wrenched open with the possibility of damage to the door.

Respect other's lockers and do not open them without their permission.

## Mail

The club has a post box at Cammeray Post Office. Mail is collected from there at least weekly and deposited in the open box near the kitchen. If you are expecting mail or hold a position where dealing with club mail is part of your duties (ie office bearers) you should regularly check this box. The box may also be used for 'posting' items to other members but you will need to advise them that there is something waiting for them

## Mallet Hire

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# Cammeray Croquet Club Members' Handbook

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A small number of good quality mallets are kept in the clubhouse and set aside for members to hire. Other mallets, for general use at no charge, are kept in the equipment shed.

The charge for hiring a mallet is \$10 per month for up to 3 months.

After 3 months, a member may hire a mallet for a further 3 months if no other member has requested that item. The maximum hire period for a mallet is 6 months.

Payment is to be made in advance.

A member may try out any available mallet for a reasonable time before making a hiring decision.

A member may hire only one mallet at a time.

Any member hiring a mallet is responsible for any loss or damage to that mallet and, on ceasing to be a member, must return it. A hired mallet should be kept at home or in a locker.

Mallets for hire are not for sale.

Details of who to contact to arrange hiring are to be found on the notice under the 'Mallets for Hire' rack in the clubhouse.

## Medical Details Card

One of the forms you can download from the members' area of the website is a medical details form.

Croquet New South Wales (CNSW) recommends that you fill in this form and put in a sealed envelope with your name on it, and give it to the tournament organizer whenever you are participating in a tournament. In the unlikely event that you do have a medical emergency the envelope will be opened to give paramedics vital information.

At Cammeray we have a concertina alphabetical file in the cupboard near the kitchen where members can lodge their medical details in a sealed envelope. By having such an envelope in the system you will be protected whenever you play at the club.

## Membership

### Classes of Membership

(1) The classes of membership are full, life, restricted playing and social members. All nominations for membership shall state the class of membership sought by the nomination. The class of membership of each member shall be recorded in the register of members.

(2) All members irrespective of their class of membership shall have all the rights, privileges and obligations of membership except that:

- (a) Only full members and life members have the right to vote and to be an office-bearer of the association or an ordinary member of the committee and to requisition the holding of a special general meeting,
- (b) Entrance fees and annual subscriptions for each class (and in the case of restricted playing members, within the class according to the playing rights granted) shall be determined by the committee from time to time and no annual subscription shall be payable by life members,
- (c) The playing rights of restricted playing members to use the associations lawns and facilities shall be as determined by the committee from time to time, and
- (d) Social members shall not be entitled to use the association's lawns.

(3) A member shall be a life member if that member has been elected to that position by a special resolution of the association in which it is recognized that the member has rendered meritorious service to the association. Only one member may be elected as a life member in any one calendar year.

(4) Full members may elect to become restricted playing members, restricted playing members may elect to become social members and social members may elect to become restricted playing members by notice in writing to the secretary.

(5) Restricted playing members and social members may only become full members by making application to the secretary and the committee approving the application. The committee may adjust membership fees payable for the year of membership in which a member changes class of membership.

### Eligibility conditions for restricted membership

To be eligible for a restricted membership a person must either be a member of a social group recognized as such by the Committee or be under 25 years of age.

### Playing rights of restricted members

Restricted members under 25 may use the club facilities at times other than during designated playing sessions.

Restricted members belonging to a social group may use the club facilities at a specific period of each month. Each social group will have their own designated session and will have exclusive use of the club's facilities during that session.

### Becoming a member

Members of the public can enquire about membership by telephoning the secretary or filling out the membership enquiry form on the website. The normal process is for prospective members to be offered a course of eight one hour weekly lessons for a fee of \$60 which includes a booklet 'Beginner's Croquet'. Courses of lessons for small groups of prospective members are held regularly to meet demand. On completion of the course the prospective member will be nominated for full membership (see below). Prospective members who already hold an ACA Association Croquet Handicap card, or



who are seeking restricted membership can be nominated without undertaking the lessons, provided, in the case of restricted membership that they meet the conditions defined above.

### **Nomination for membership**

- (1) A nomination of a person for membership of the association:
  - (a) Must be made by a member of the association in writing in the form set out in Appendix 1 to this constitution, and
  - (b) Must be lodged with the secretary of the association.
  
- (2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
  
- (3) As soon as practicable after the committee makes that determination, the secretary must:
  - (a) notify the nominee, in writing, that the committee approved or rejected the nomination (whichever is applicable), and
  - (b) if the committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.
  
- (4) The secretary must, on payment by the nominee of the amounts referred to in subclause (3) (b) within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

### **Cessation of membership**

- A person ceases to be a member of the association if the person:
- (a) Dies, or
  - (b) Resigns membership, or
  - (c) Is expelled from the association, or
  - (d) Fails to pay the annual membership fee under clause 8 (2) within 3 months after the fee is due and the committee resolves to notify such person to the effect that the person has ceased to be a member.

### **Membership Fees**

1. Fees are paid for a calendar year, the amount being decided by the committee of the club on advice from the treasurer.
2. Each year, usually at the November meeting, the Committee sets the fees for the coming year, taking into account the known or expected change in the Croquet NSW capitation fee. Fees are set for each class of membership, and the fee for

members who are affiliated with Croquet NSW through membership of another club take that into account.

3. The fee for locker hire is also set at the November committee meeting.
4. Members who join during the year are charged a pro-rata amount based on number of months of membership.
5. Invoices for annual fees are despatched (either by post or by email) early in December, and it is expected that fees will be paid in full by the end of December.
6. If the annual fee remains unpaid at 31 March, the committee may resolve that that person is no longer a member.
7. Fees that currently apply are listed on the Membership page of the club website.

### Mobile Phones

**Turn off** your phone while playing on the lawn particularly when playing in competition.

If you have to have it on because of an emergency or urgent family business then you should consider whether you should be playing at all. At the very least consult the wishes of the other players and/or the tournament manager.

### Name Badges

Club name badges can be ordered through the secretary.

### Newsletter

The newsletter is published regularly and a link to it is sent to all members by email, as well as it being posted on the club's notice board and available on the website. It contains vital information of forthcoming club and other events in the State and Nationally that you may be interested in. It also reports the news on our member's activities in tournaments around the world. There are tips on how to improve your game and answers to common problems that you may come across while playing.

A most important feature of the newsletter is the last page where you will find the playing and social events program for the period. In most members household's this is a must for the fridge magnet!

The Editor is always interested in your contributions: you might have played in a competition in another State, taken a photo of gate ball being played in a remote Chinese village, or found an old photo of your grandparents playing in 1901! Please send them to the Editor.

## Pennants

Croquet NSW Pennants inter-club tournaments are held every year usually during June and July. Where there are sufficient players the tournaments are played by all grades:

- **Premium Pennants - handicaps up to 4.5**
- **Gold Pennants – handicaps 5 to 8**
- **Silver Pennants – handicaps 9 to 12**
- **Bronze Pennants – handicaps 14 to 24**

The games against other clubs are played weekly on a home and away basis. There are two singles games and one doubles game at each meeting. If the results at the end the tournament are tied between two or more clubs the final(s) are played on the lawns at Croquet NSW, Tempe.

These are very enjoyable social events fostering goodwill, interaction, learning and competition between croquet clubs in neighbouring zones in NSW. All Cammeray members are strongly urged to participate in the pennants, no matter what is their level of skill or handicap.

Beginners and Bronze players will find that the games are an excellent introduction to competition playing under the guidance of a coach, captain, team camaraderie and encouragement. The result is that you will learn a lot, gain confidence in your game, and enjoy the interaction with other players.

Maybe you might even be confident and interested enough in entering other Croquet NSW, competitions such as their Beginners' Bronze and Silver games or one of the many other clubs' events which are posted from time to time on the notice board and on the website!

## Pennants team selection process

In February each year the Games Captain will invite members to register their interest in playing in the Pennants competition. The Games captain will recruit a Captain for each team and at least five players to form the team. In the case where more than five players are interested at a particular handicap level either a second team will be established, or the extra players will be included as reserves. Where there are two or more teams the teams will be filled with lowest handicapped players first. In some cases Bronze players will be selected as members or reserves for the Silver Pennants team and similarly higher handicap players may be selected for the Gold and Platinum teams

## Playing Sessions

The playing sessions are posted on the first page of the website daily. You are advised to check them there if you are in doubt as to when to play. Please note that the web entry gives the time that play starts. Someone needs to arrive well before this to set up

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## Cammeray Croquet Club Members' Handbook

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the lawns and all players should arrive at least ten minutes prior so that the draw can be sorted out. The following list is current but may change from time to time, especially if there is a tournament, pennants' practice, lawn maintenance or other disruption to normal scheduling.

<b>Beginner Games:</b>	By arrangement- usually Wednesdays 12.30 -3.00 or Saturdays 8:30 – 10:00
<b>Bronze Games:</b>	Mondays 1:30 – 4:00 Tuesdays 1:30 – 4:00 Wednesdays 6:00 - 9:00 PM Thursdays 1:30 – 4:00 Saturdays 1:30 – 4:00
<b>Silver &amp; Gold Plus Games:</b>	Mondays 9:30 – 12:30
<b>Gold Plus Games:</b>	Wednesdays 9:30 – 12:30
<b>Games for All Grades:</b>	Tuesdays 9:30 – 12:30
<b>Twilight Games:</b>	Mondays, Thursdays 5:00 - 7:00 (4:00.PM in Winter)
<b>Invitation Games</b>	Friday 9.30-12.30 (Platinum 1 <sup>st</sup> , Silver 2 <sup>nd</sup> , Bronze 3 <sup>rd</sup> Gold 4 <sup>th</sup> )
<b>Golf Croquet</b> (Lyndey Milan's Group) (Denis Rolles' Group)	2 <sup>nd</sup> Sunday in the month 9:30 – 2:00 4 <sup>th</sup> Sunday in the month 9:30 – 2:00
<b>Golf Croquet for All</b>	Sundays 2:30 – 5:00
<b>NOTE: Lawn Mowing:</b>	Tuesdays 11:30 – 12:30

### Privacy Policy

Cammeray Croquet Club will follow the National Privacy Principles defined by the Office of the Federal Privacy Commissioner [Extracted from the Privacy Amendment (Private Sector) Act 2000].

Members of the club are expected to provide the following information:

- Name
- Address
- Telephone number (s)
- Email address
- Their membership of other croquet clubs

Information regarding the croquet performance and abilities of members will also be recorded, including handicap, performance in tournaments and other games, qualifications as coach and referee etc.

Any such information on a member will be available to members of the club committee. It will be made available to other members of the club, and to Croquet NSW, unless specifically requested otherwise by the member.

Information about members will not be made available to anyone other than club members and Croquet NSW except by specific permission from the member.

## Roles

Upon election each committee recruits members from within its ranks and from club members generally to take on certain roles with specific responsibilities. Roles and their associated duties change from year to year depending on how best to divide up the task of running the club in a smooth and efficient manner. Typical roles are Games Captain, Lawns, Equipment, Social, Housekeeping, Club Clothing, Publicity, Corporate Hires. Roles may be shared between individuals and the same individual can take on more than one role. No one individual is excessively loaded when everyone takes on some aspect of the club's administration.

## Smoking

Smoking is prohibited in the clubhouse, the sheds and on the lawns. Please dispose of your butts in a suitable container and make sure that they are extinguished.

## Special Awards

### The Stephen Howes Award

Known as *The Stephen Howes Trophy for Most Improved Player* this award was established by Stephen in 2007 and is awarded annually. It is awarded to the bronze or silver AC player who shows the most improvement in his/her game during the year. The Handicap Committee, in association with the President, assesses the contenders.

### The Mila Kotala Award

In 2013 the family of the late Mila Kotala donated the *Mila Kotala Trophy* in memory of Mila, who was a much loved life member of the club. The trophy is awarded annually to the member of the club, who in the opinion of two non-committee members of the club, has contributed the most to the running and welfare of the club during the year. The current composition of the selection committee for this award can be found under the Who does what? Link on the members page of the club website.

## Super Sopper

The super sopper is kept under the tarpaulin next to the sheds. It is used to remove excessive surface water off the lawns prior to and during competitions and tournaments. Great care and diligence must be shown if it is being used **during** these games and the decision to super-sop at these times is made by the tournament manager and/or committee.

It can, of course, be used before or during games at the usual playing sessions if you wish to do so. We suggest you all familiarise yourself with using the machine.

### Use:

Using the long handle, wheel the sopper on to the affected area of the lawn. Once there, wind down both handles on the top to engage the drum with the sopping material. This will squeeze the water into the holding drum below. Make sure that the pipe on the right hand side is pointed upwards towards you where you can see inside it. Push or pull the sopper over the wet areas several times in stages. When you see water mounting up inside the pipe, and when it is getting heavier, it is time to take it over to the gutter and turn the pipe down into the gutter to let the water out. Also tilt the sopper towards the gutter to help the flow out. Turn the pipe back towards you and repeat until finished.

Release the pressure on the drum by unwinding the two top handles and return the machine back to its storage place and cover with the tarpaulin.

## Telephone

The Club has no landline telephone. In its place we have a pre-paid mobile (0477 603 151) which is permanently being charged. When the phone rings out callers get a greeting asking them NOT to leave a message, suggesting instead they ring the Secretary's mobile directly.

To make a call, pick up the handset and press OK once, then a second time followed by the \* key to unlock the phone. If there have been any missed calls they will be displayed. To clear the screen so that the phone is ready for dialing, click the \_\_\_ button underneath the word 'Back' You will now see a screen with Telstra on it and you can dial out.

For non-club related local calls please place \$1 in the container provided or in the lawn-fee tin with an appropriate note in the daily attendance book, e.g., 'phone call'.

Private ISD or International calls are not permitted.

## Website

The Club Website is: [www.cammeray-croquet.org.au](http://www.cammeray-croquet.org.au).

It has two sections: a public area and a members and guests only area.

The home page of the public area gives some general information about the club, but for members its most useful feature is the display of what is scheduled at the club today and tomorrow. Any current news items that Committee members have uploaded will also be displayed. It is worth checking the website before leaving home expecting to have a game or a practice as sometimes special events or private hires are scheduled.

No matter where you are in the website there is a sidebar that will take you to the other public pages or back to the home page. The link names are self-explanatory. Two that may be of particular interests are the link that gives you access to past newsletters and the Mallet Mart which is used by croquet players across the state to advertise mallets and other Croquet equipment for sale.

To get into the members and guests area of the website you must have been given a password. This happens when you first join. Your user name is always your family name (all lower case). If you have forgotten your password you can request that a new one be sent to you by clicking on the link immediately below the login area.

Once you have logged in you will find links where you can:

- Change your password
- Update your contact details and handicap and indicate whether you are happy for your contact details to be made available to other club members- so they can invite you to have a game
- See an up-to-date listing of what is on at the club for the next four weeks
- Download committee meeting agendas and minutes
- Download the CNSW medical details form
- See the score blocks for any club tournament that is underway (if the tournament manager chooses to use this facility)
- Register (or cancel your registration) for club events and see who else has registered
- Get access to an e-notice board where invitations from clubs across NSW to participate in their local AC tournaments are displayed. You can also download entry forms from this page
- See who is on the Committee and what position they hold
- Get access to two areas of the website from which club forms and various club documents can be downloaded
- Contribute a tip

Members of the Committee have access to many more features of the website. They can:

- Insert or edit a news item for display on the home with a pre-set deletion date
- Post an advertisement on Mallet Mart with or without an image

- Upload documents and forms
- Upload newsletters, minutes and agendas
- Create events for which members can register on-line
- Send an email to all members
- Add an event to the club program schedule. Either a one off event, or one which repeats at regular intervals over a defined period of time
- Print lists of members
- Generate the paperwork needed for the annual report to CNSW
- Generate fee invoices for annual membership renewals and record when these have been paid.
- Print envelopes for all club members
- Add a new member to the data base
- Modify the database record of a member including their qualifications, locker number (if any), and affiliations with other clubs and resetting their password. (Note administrators cannot see member passwords – they can only reset them). A photograph of the member can also be uploaded.
- Create tournament score blocks and enter results
- Record who is on the committee
- Record the fee schedule (used for the annual invoices)
- Assign web access permissions
- Print lists of members in each handicap range, with each qualification and with each membership category
- Register members for event or delete a member's registration

If you don't have the access to do something that you would like done using the website, send an email to [secretary@cammeray-croquet.org.au](mailto:secretary@cammeray-croquet.org.au)

### **Young Persons**

Persons under the age of 18 are permitted to play if accompanied by, and under the supervision of, a full member of the club.



## Your Links

The following are useful links to other croquet sites:

- Croquet NSW: [www.croquet-nsw.org](http://www.croquet-nsw.org)
- Australian Croquet Association: [www.croquet-australia.com.au](http://www.croquet-australia.com.au)
- For immediate access to worldwide croquet scores: [www.croquetscores.com](http://www.croquetscores.com)
- To enter and pay for Croquet NSW Events: [www.thedufferstice.com](http://www.thedufferstice.com)
- For Laws etc.: [www.croquet.org.uk](http://www.croquet.org.uk)
- Oxford Croquet: [www.oxfordcroquet.com](http://www.oxfordcroquet.com)
- Croquet World Online (America): [www.croquetworld.com](http://www.croquetworld.com)
- And to check your World Ranking (hopefully!):  
<http://butedock.demon.co.uk/cgs/rank.php>

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