

Hunstanton Croquet Club – New Members Pack

FOREWORD

This information pack has been written to provide all new members with an introduction to the Club and how it operates. Everything you need to know about the running and conduct of the club is contained in **The Constitution** and **The Bye-Laws**. Please familiarise yourself with these two documents, which can be found on the Club's website www.hunstantoncroquetclub.co.uk and on the noticeboard in the Clubhouse.

These notes provide information on the practical day-to-day activities, which should soon become second nature. If you have a query which does not appear to be covered in these three documents, please speak to a Committee Member.

We try to be accessible, which means that we keep our subscriptions at an affordable level and do not have lots of rules. We are passionate about the game and proud of our excellent facilities and what we achieve.

A very warm welcome and we hope that you will enjoy your croquet with us.

Janet Kendal

Chairman HCC

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INTRODUCTION

1. AN INTRODUCTION TO HCC

Hunstanton Croquet Club (HCC) is located in the recreation ground which on Cromer Road. The land is owned by the Le-Strange Estate, but is leased from the Borough Council of King's Lynn and West Norfolk (BCKLWN). The Club was formed in April 1911 and is still located on the original site. Regrettably, in 1999 the Edwardian Clubhouse was the subject of an arson attack. With the assistance of the friends of Hunstanton (details available in the archives located in the Clubhouse) we have a new brick built Clubhouse which opened in 2000.

HCC is proud of its heritage, which include open tournaments that have been played on our five international-standard lawns. The Club has also successfully held International matches, including: England v New Zealand; The Under 21 World Championships in 2011; and the Solomon Trophy England v USA in 2013.

Information about the Club's history along with tournament winners can be found in Volumes 1 - 3 of "History in the Making" in the bookcase.

GOVERNANCE

2. THE CLUB'S AIMS

Hunstanton Croquet Club aims to be a centre of excellence for British croquet:

- providing first class, affordable and accessible facilities in Norfolk for the playing of croquet for people of all ages and skills;
- forming a focus for regional networking; &
- contributing to the development and furtherance of the game nationally.

3. HCC CONSTITUTION

The Constitution details the requirements that are necessary to run the Club. This document cannot be amended outside of either an Annual General Meeting (AGM) or a Special General Meeting (SGM). A copy of this document can be found on the notice board and on the Club's website.

4. HCC BYE-LAWS

The Bye-Laws detail the day to day running of the Club. This document may be amended by the Committee at any point during the season. A copy of this document can be found on the notice board and the Club's website.

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5. CROQUET ASSOCIATION EQUALITY & SAFEGUARDING POLICIES

The Committee has undertaken to adopt our governing body's **Equality Policy** and **Safeguarding Policy** and to include their principles within our Constitution (this is only possible at an AGM or SGM) and the Bye Laws. Copies of these policies are posted on the Club's notice board.

6. CLUB COMMITTEES

Your Club has an elected **President** who does not sit on the Club's Committee. Annually, at the AGM, the membership elects a Committee in accordance with the Constitution, comprising of three officers, these being, **Chairman, Secretary and Treasurer** who are joined by a further four **elected Members**. A list of the current Committee Members can be found on the notice board and on the Club's website, and at Annexe 1 of this document.

7. CLUB ACCESS

Upon entry to the Clubhouse all members must enter their name in the **Diary**. This requirement is in place as a record of members in attendance and for insurance, licencing and safety purposes. Each new member will receive instructions about how to access the Club's grounds and facilities from a Committee member. **A gate key and door code** will only be provided subject to the committee being sure that the member is fully conversant with the required procedures for entry to and exit from the Club, and for setting up a lawn on which to play croquet. With the exception of a number of days when the Club is booked for tournaments or other events, members may use the club between 9:30 am and dusk. The last person to leave the club must ensure that all the windows and shutters are locked. All lights, electrical appliances (with the exception of the fridge and Wi-Fi) and taps are off, and that the Club and grounds are secured properly. Finally, the **Diary** must be signed and a time of leaving added.

8. CLUB MEMBERSHIP

A list of all members and their contact information is maintained by the Club Secretary. Due to the new General Data Protection Regulations a **List of Members** will not be posted on the notice board in the Clubhouse.

9. VISITORS & GUESTS

Our bar licence requires that all visitors sign the **Visitors Book**. A number of members enrol their partners as social members as a simple and inexpensive way to obtain access to the Club for social events. There is a Green Fee for croquet-playing guests; payment of the fee shown in the Visitor's Book should be placed in the '**Green Fees**' box. Please be aware that minors (aged 16 and under) must be accompanied by an adult at all times while within the Club's boundaries.

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AFFILIATIONS

10. THE CROQUET ASSOCIATION (CA)

The following description is extracted from the Association's website www.croquet.org.uk
The CA is the national governing body for the sport of Croquet (including both Association Croquet and Golf Croquet) in England, Wales, Northern Ireland, the Channel Islands and the Isle of Man, and is responsible for promoting and regulating the game in those areas. The CA is a non-profit-making organisation, funded through club levies, individual subscriptions, and donations.

HCC maintains full club membership of the **CA** and has benefited from that membership in a number of ways, including direct financial support during the club's start-up, access to beneficial insurance arrangements and entry into national inter-club tournaments. All club members who are not already **Premium Members** in their own right, are encouraged to become **Standard Members** of the CA so they may participate fully in CA's activities; these include Hunstanton tournaments that are listed in the CA Fixtures calendar. Further details are available from the Tournaments Secretary.

11. THE EAST ANGLIAN CROQUET FEDERATION (EACF)

HCC is also a member of the East Anglian Croquet Federation (**EACF**) which is an association of croquet clubs in the geographical area covered by the Federation: Norfolk and the counties of Bedfordshire, Cambridgeshire, Essex, Hertfordshire and Suffolk. The Federation's primary activities are to assist clubs by providing coaching support and to organise leagues and tournaments in the East Anglia Region.

CALENDAR

12. THE YEAR'S CALENDAR

The year's **Calendar** is maintained and displayed in the Clubhouse and on the Club's website. A copy can be provided by the Club Secretary.

13. CROQUET PLAYING SEASON

The season **starts in early April**. The Club holds social playing days for GC on Monday, Wednesday and Friday afternoons from 1.30pm. These sessions provide an ideal opportunity to meet and play doubles and singles with other members. You should check the Calendar and website regarding the lawns being closed for tournaments or matches. The season **closes at the end of October**, so that the playing surface may recover and to allow other end of season maintenance work to be performed by **volunteers**. Contact the Chairman for details.

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14. LAWN CUTTING SCHEDULE

Lawns are cut at regular intervals. Should this happen when you are using the lawn outside of a tournament or club recognised match then please vacate the lawn upon request of the groundsman. The lawn surrounds are cut **fortnightly** on Wednesday mornings this should not interfere with play. Please see the **Calendar**.

15. TOURNAMENTS

This year's programme of Club tournaments is displayed on the notice board and on the Club's website.

16. INTER-CLUB TOURNAMENTS

The Club no longer enters **teams** in the following AC club tournaments:

ASSOCIATION CROQUET (AC)

- CA Secretary's Shield is open to the winners of each national federation leagues.
- CA Longman Club Team Cup, handicap play for handicaps between 3.5 and 20. Teams must have a combined handicap of at least 24.
- EACF League, four open play matches against other EACF clubs.

The Club continues to enter **teams** in the following club tournaments:

GOLF CROQUET (GC)

- CA Inter-Club, Level play for handicaps -4 and above.
- CA Inter- Club Shield (Murphy) Level play for handicaps 2 and above [the total handicap must be a total of 6 or above].
- EACF Open Level Play League.
- EACF Level Play League for Handicaps between 3 and 8.
- EACF Handicap League for Handicaps of 3 and above.

Members interested in these tournaments should contact the organiser or speak to the Secretary. NB: Rules and eligibility may vary from year to year so best to check with the CA and EACF as to handicap ranges, etc.

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HEALTH & SAFETY

17. HEALTH & SAFETY (H&S)

All Members are responsible for their own safety and that of other Members and Visitors to the Club. Please be aware of your surroundings and the position of other players and the progress of other games on a shared lawn. Any **H&S matters** should be reported to a Committee Member as soon as possible. A monthly H&S review of the premises is performed by a nominated Member who reports to the Committee through the Chairman.

The Club's **First Aid Box** is located in the book case by the front entrance doors. Please ensure details of all injuries are entered into the **Accident Book**.

The nearest **A&E** department is at Queen Elizabeth Hospital, King's Lynn.

The casual observer may be surprised to find this section, but we are pleased to share a few warnings to help avoid painful lessons.

Mallet Injuries – mallets weigh approximately 3 pounds (or 1.4 kg.)

Hitting an ankle is an immediate reminder that $\text{force} = \text{mass} \times \text{acceleration}$.

Less immediate, but just as painful are injuries to wrists, elbows and shoulders resulting from errors of technique or inappropriate mallet swinging, which could also injure other players.

Hoops do not move

Tripping over hoops may look funny from a distance, but can be very dangerous. Remember all that furniture on the lawn forever getting in the way of your shots is equally unforgiving to legs. Never walk backwards without being absolutely sure there isn't a hoop waiting to trip you up.

Lifting hoops takes real strength and that is why you must only use the **hoop lifting device** to save injury to your back and damage to the lawns.

Hoops are also heavy so do not carry more than is comfortable for you.

All **stop boards** must be in place as they are there to ensure that balls do not leave the lawns. Care should be taken when moving them or stepping over them.

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18. COACHING

The Club does not currently have any accredited CA coaches. Please talk any Committee Member about improving your game. You may wish to consider the ‘Skills & Drills’ afternoons.

A full programme of coaching courses is available at the CA Croquet Academy. Ask the Club Secretary for information.

19. CROQUET HANDICAPS

Croquet handicaps are maintained by players using handicap cards to record points gained or lost during official singles matches (i.e. Club, Croquet Association (CA) and East Anglian Croquet Federation (EACF) tournaments, Inter-club competitions and matches versus other clubs). Members are encouraged to keep separate **Handicap Cards** for Association Croquet (AC) and Golf Croquet (GC). The cards are provided by the CA and are available from the Club Secretary. New members will be allocated a handicap. The names of the Club’s handicappers for both AC and GC can be found on the notice board.

20. ETIQUETTE & CUSTOMS

- **Dress:** All players using the lawns shall wear flat-soled shoes at all times, preferably not sandals to avoid injury to feet. “Whites” should be worn for all Club Competitions, Matches and Tournaments. On Club afternoons the wearing of predominantly white clothing is encouraged. Other clubs may have other rules, so best check if visiting.
- **Respect** for games in progress: be aware of games in progress and avoid interfering in any way.
- **Before games:** the player with the lower handicap tosses the coin and sets up any bisques in AC or extra turns in GC.
- **During games:** play as quickly as possible; do not distract your opponent’s play; always call for a referee or for your opponent to watch whenever you are about to play a shot that may result in a fault.
- **Double-banking:** ask the other game before marking and lifting their balls, and inform the players when the balls have been replaced; agree with the other players on the lawn which player should go first when you are both playing in or towards the same hoop or part of the lawn.

A more complete list can be found in the **CA’s Clubs’ Handbook** (Situated on the Noticeboard).

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21. HCC CLOTHING

We do not stock any clothing bearing the **Club's Logo**. Should you wish to purchase clothing with an embroidered badge items are only available from a local supplier, for details talk to a Committee Member.

22. ALCOHOL

The Club does hold a licence (which can be found in the bar) for the sale of alcohol. A **price list** is displayed and a cash box provided for sales. Purchases are made on an honesty basis by all Members and guests.

23. SMOKING & VAPING

All players, visitors and guests are not permitted to Smoke or Vape within the Club's premises.

24. ANIMALS

Animals, with the exception of assistance dogs, shall not be brought on to the Club's premises.

25. LAWN BOOKING

Members do not have to book lawns, but should check the **Calendar** for notification of club days, tournaments or other matches. During tournaments the lawns are closed to all non-competing Members.

26. HOW TO SET OUT A LAWN

The lawns are numbered 1 to 5; the numbers are displayed in each of the lawn huts. In the equipment room you will find centre pegs, hoops, balls, flags and corner markers. All hoops are marked and should always be placed in the ground according to the **instructions in Annexe 2**.

CLUBHOUSE

27. CATERING

Tea and coffee is available at all times to members for a small charge on an **honesty and self-service arrangement**. When we are required to provide catering for certain tournaments, your assistance in either preparation or clearing up is most welcome. If you feel you can help please talk to a Committee Member.

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28. THE CLUB'S LIBRARY

We have various **books on Croquet** in the bookcase situated inside the front entrance door. You are most welcome to borrow these, but please put your name and book details in the Diary.

You will also find copies of the "**Croquet Gazette**" which are full of information about Croquet a recommended read.

The multi-volume "**HISTORY in the MAKING**" contain details of Tournaments, reports and photographs from 1911.

Copies of the Club's **Committee Minutes** are also available for review.

29. SUGGESTIONS BOOK

Your suggestions are welcome and can be made in the **Suggestions Book** which can be found next to the Diary. We discuss all entries at Committee and respond to all suggestions made.

30. RECRUITMENT

We are very keen to recruit new members and believe we have plenty of space to accept many more. Experience shows that members are our best channel to potential recruits and we encourage all members to introduce friends and acquaintances.

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ANNEXE 1 – COMMITTEE MEMBERS - 2020

President	Simon Carter
Chairman	Janet Kendal
Secretary	Vacant
Treasurer	David Boxell
Committee Members	David Brame Pat Dawson Anne Gill Noel Gill Gwenda Mackenzie

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ANNEXE 2 – LAYING OUT LAWNS (SETTING & STORING HOOPS)

These instructions are designed to ensure that each hoop and peg is always set in the same position on the same lawn. This will avoid problems arising from the random placement of hoops and pegs causing their different shapes and sizes to enlarge the holes in the lawn.

Instructions:

Hoops are located in the equipment room and are stored on wall mounted brackets that indicate the Lawn number. Please ensure that you take and return them to the correct lawn. Care must be taken on removal or storage.

On the carrot (that part of the hoop that goes into the ground) of every hoop a number of lines have been cut into the metal to indicate which lawn they belong to:

1 = Lawn 1, 11 = Lawn 2, 111 = Lawn 3, 1111 = Lawn 4, 11111 = Lawn 5.

Located on the end of each hoop cross bar (excluding the blue (1) & red (V) hoops) you will find Roman numerals – 11, 111, 1V, V1.

Hoops must be placed in the correct location (see diagram below) with your back to the Clubhouse and the Roman numeral on the left hand side. For the blue & red hoops the marks on the hoop carrots must face the Clubhouse.

When setting out the lawns hoops must be placed in the holes and tapped-in using a mallet. This is located in the equipment room. Under no circumstances should you use your foot or any other implement as this may cause damage to the hoops and/or injury to you.

When removing hoops, the hoop-lifter must be used. This is located in the equipment room. Under no circumstances should you try to pull out, wriggle or use your foot to loosen the hoop.

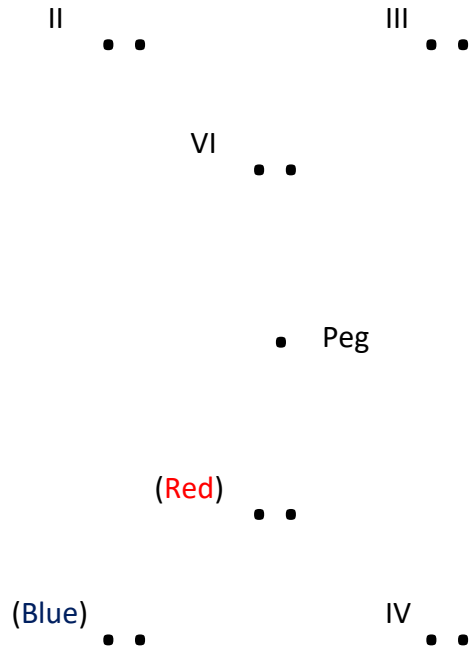
The correct placement and setting of hoops for tournaments is controlled by the Croquet Association. To ensure our hoops meet the requirements for tournament play we provide an extra location for Club play. These locations are indicated with **white paint**. Please ensure you use the correct holes.

All hoops must be placed in the pre-drilled hoop holes with the Roman numerals located on the LEFT when standing with the Clubhouse behind you (as illustrated). However, Lawn 1 is reversed for Golf Croquet (as Annex 2.2) to reduce damage to the corners of the lawn. If in doubt, check with a Committee Member.

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ANNEXE 2.1 - Diagram to indicate the correct location of hoops.

Golf Croquet Lawns 2-5 - Association Lawns 1-5

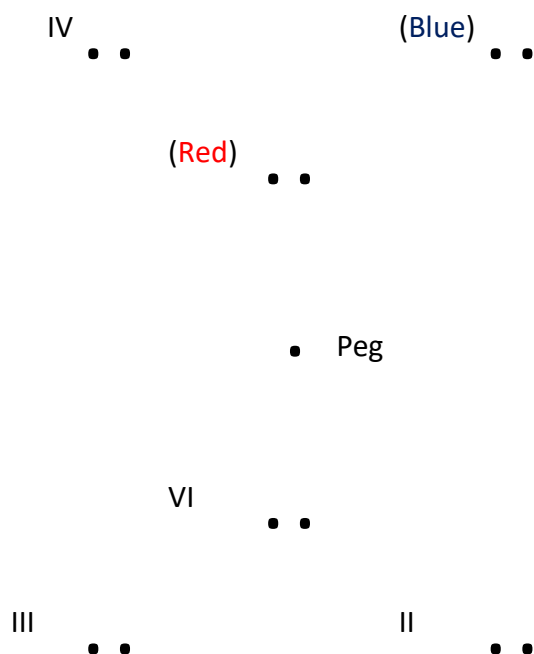


Clubhouse

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ANNEXE 2.2 - Diagram to indicate the correct location of hoops.

For GC Lawn 1 only



Clubhouse

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