

**HUNSTANTON**



# Members' Handbook

Edition last Revised – 31 October 2023

# Hunstanton Croquet Club

## Members' Handbook

### Contents

<b>FOREWARD</b>	<b>3</b>
<b>INTRODUCTION</b>	<b>4</b>
1. AN INTRODUCTION TO THE HUNSTANTON CROQUET CLUB	4
<b>GOVERNANCE</b>	<b>4</b>
2. THE CLUB'S AIMS	4
3. HCC CONSTITUTION	4
4. HCC BY-LAWS	4
5. EQUALITY & SAFEGUARDING POLICIES	5
6. CLUB COMMITTEES	5
7. CLUB ACCESS	5
8. CLUB MEMBERSHIP	6
9. VISITORS & GUESTS	6
<b>AFFILIATIONS</b>	<b>6</b>
10. CROQUET ENGLAND (CE)[CROQUET ASSOCIATION (CA) UNTIL 31.12.23]	6
11. THE EAST ANGLIAN CROQUET FEDERATION (EACF)	7
<b>CALENDAR</b>	<b>7</b>
12. THE YEAR'S CALENDAR	7
13. CROQUET PLAYING SEASON	7
14. LAWN CUTTING SCHEDULE	8
15. TOURNAMENTS	8
16. INTER-CLUB TOURNAMENTS	9
<b>HEALTH, SAFETY RULES &amp; PROTOCOL</b>	<b>10</b>
17. HEALTH & SAFETY	10
18. COACHING	11
19. CROQUET HANDICAPS	11
20. ETIQUETTE & CUSTOMS	11
21. HCC CLOTHING	12
22. ALCOHOL	12
23. SMOKING & VAPING	12
24. ANIMALS	12
25. LAWN BOOKING	12
26. HOW TO SET OUT A LAWN	13

# Hunstanton Croquet Club

## Members' Handbook

<b>THE CLUBHOUSE</b>	<b>13</b>
27. CATERING	13
28. THE CLUB'S LIBRARY	13
29. SUGGESTIONS BOOK	14
30. RECRUITMENT	14
<b>APPENDICES</b>	<b>15</b>
APPENDIX 1 – Laying Out Lawns (Setting & Storing Hoops)	15
APPENDIX 2 – Diagrams to indicate the Correct Location of Hoops	16
• Appendix 2.1 – Golf Croquet Lawns 2 – 5 & Association Croquet (All Lawns)	16
• Appendix 2.2 – Golf Croquet Lawn 1 ( <b>ONLY</b> )	17
APPENDIX 3 – Supplemental COVID Rules [In reserve if needed]	18
APPENDIX 4 – Booking Lawns on-line using the EACF-CBS	19
APPENDIX 5 – How to find a Playing Partner using the HCC MDB on CE's Website	26

# Hunstanton Croquet Club

## Members' Handbook

### FOREWORD

This handbook provides guidance on members' activities and seeks to interpret our rules and regulations as they are applied day-to-day.

It is, however, subordinate to those detailed rules and regulations. These are to be found within our **Constitution** and our **By-Laws**.

Please familiarise yourself with these two documents. They can be found upon the Club's website ([www.hunstantoncroquetclub.co.uk](http://www.hunstantoncroquetclub.co.uk)) and upon the Clubhouse noticeboard.

Should you have a query which does not appear to be covered by either of these, or even by this document, then please speak to a Committee Member.

We are accessible. Indeed, we are legally required to be so as part of our registration with HMRC as a Community Amateur Sports Club. In essence, this means that we keep our subscriptions as affordable as we can, encourage participation in our sport generally and have as few other rules as possible. We are passionate about the game and proud of our excellent facilities.

We are no longer operating any of our temporary procedures relating to COVID-19. We have, however, retained a basic set of procedures within this document (Appendix 3) to re-implement should they ever be needed.

One fundamental principle, however, still holds. Please do NOT visit the club if you are experiencing any symptoms of a cold or 'flu, in particular a cough or high temperature. In such circumstances, you should stay home and seek appropriate advice from your GP.

I offer you all a very warm welcome ahead of the 2024 season and hope that you will all enjoy your croquet this year.

Caroline Harper

Chairman HCC

# Hunstanton Croquet Club

## Members' Handbook

### INTRODUCTION

#### 1. AN INTRODUCTION TO THE HUNSTANTON CROQUET CLUB

Hunstanton Croquet Club (HCC) is located on the recreation ground off Cromer Road. The property is owned by the Le Strange Estate, but it is leased by us from the Borough Council of King's Lynn and West Norfolk (BCKLWN), which itself holds a head lease restricting its use to recreational purposes only.

The Club was formed in April 1911 and is still located on its original site. Regrettably, in 2000 our original Clubhouse fell victim to arson. With the assistance of the Friends of Hunstanton (details available in the archives located in the Clubhouse) we now operate from a new brick-built Clubhouse which opened in 2000.

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

Information about the Club's history along with tournament winners can be found in "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 by:

- 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 the Constitution can be found upon the Club's website ([www.hunstantoncroquetclub.co.uk](http://www.hunstantoncroquetclub.co.uk)) and upon the Clubhouse noticeboard.

#### 4. HCC BY-LAWS

The By-Laws are the day-to-day rules for the running of the Club and may be amended by the Committee at any point during the season. A copy of the By-Laws can be found upon the Club's website ([www.hunstantoncroquetclub.co.uk](http://www.hunstantoncroquetclub.co.uk)) and upon the Clubhouse noticeboard.

# Hunstanton Croquet Club

## Members' Handbook

### 5. 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 By-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.

At the AGM, the membership elects a Committee in accordance with the Constitution. This comprises three officers (**Chairman, Secretary and Treasurer**) and **up to six elected Members**. A list of the current Committee Members can be found on the Club's website [Officers – Hunstanton Croquet Club](#).

### 7. CLUB ACCESS

Upon entry to the Clubhouse **ALL members must enter** their name in the **Diary**.

This requirement is in place to provide a record of members in attendance at any point in time and for insurance, licencing and safety purposes. It also serves to support (should it be needed) the tax advantages allowed us by our registration with HMRC as a Community Amateur Sports Club (CASC).

Each new member will receive instructions about how to access the Club's grounds and facilities from a Committee member. In return for a modest deposit, a **gate key and door code** can also be provided to individual members. Such provision is subject to the Committee being satisfied that the said member is fully conversant with the required procedures for entry to and exit from the Club and knows how to set up a lawn on which to play.

**Lawns can be booked on-line** using the East Anglian Croquet Federation's Court Booking System (EACF-CBS) [Court Booking System - day view \(angliacroquet.uk\)](#), see Appendix 4 for details. Aside from 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, that all lights, electrical appliances [except for the fridge and Wi-Fi] and taps are switched-off and that the Club and grounds are properly secured.

The **Diary must then be signed** and a time of departure added.

# Hunstanton Croquet Club

## Members' Handbook

### 8. CLUB MEMBERSHIP

A list of all members and their contact information is maintained by the Club Secretary (and - in parallel - by the Club Treasurer).

Members are generally either Playing Members or Social Members. Some members enrol their partners as social members as a simple and inexpensive way to obtain access to the Club for social events. *[There are legal restrictions under the CASC rules as to the number of social members allowed as a proportion of our total active membership. These rules have not affected social membership applications to date.]*

Members will normally be able to view the Club's membership on Croquet England's Website ([CA Directory: Home Menu \(croquet.org.uk\)](http://croquet.org.uk)) using their registered e-mail address (as a user ID) and their individual CA password.

Please note that should you elect for total privacy upon application with CE [this option is to be found upon your application form and will be defaulted-in under GDPR rules should you not make your position clear], then other individual members of the Club (as opposed to the Committee) will only be able to contact you through direct personal communication.

### 9. VISITORS & GUESTS

Our bar licence requires that all visitors sign the **Visitors' Book**.

**Playing Guests of Members** - 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 (those aged 16 and under) must be always accompanied by an adult whilst within the Club's boundaries.

## AFFILIATIONS

### 10. CROQUET ENGLAND (CE) [CROQUET ASSOCIATION (CA) until 31.12.23]

*"The Croquet Association (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."*

Croquet Association's website @ [www.croquet.org.uk](http://www.croquet.org.uk)

# Hunstanton Croquet Club

## Members' Handbook

HCC maintains full club membership of Croquet England – the forthcoming new identity for the Croquet Association from 1<sup>st</sup> January 2024 - and has benefited from that membership in several ways. These include access to beneficial insurance arrangements and entry into national inter-club tournaments. Most importantly, membership also allows us to host national and international tournaments. These assist our financial position significantly.

A standard club membership subscription will also enrol you as a Standard Member of CE for the year. This enables our members to participate fully in CE's activities. These include the Hunstanton tournaments that are listed in the CE 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) - 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 aims to assist member clubs by providing coaching support and well as through organising leagues and tournaments in the East Anglia Region.

### CALENDAR

#### 12. THE YEAR'S CALENDAR

An annual **Calendar** is maintained and displayed in the Clubhouse. It can also be found on the Club's website. A hard copy can be provided by the Secretary upon request.

#### 13. CROQUET PLAYING SEASON

The season **starts in early April**.

The Club holds social playing days for Golf Croquet (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. These times may be subject to change at the discretion of the Committee if there is considered to be demand for other sessions. Changes/additions will be posted on the website calendar.

Please remember to check either your Calendar, or the website, for lawn closures arising from the hosting of tournaments or matches.

The season **closes at the end of October**.



# Hunstanton Croquet Club

## Members' Handbook

In addition to allowing our playing surfaces to recover, this closure also allows for a range of other end-of-season maintenance work to be performed by **volunteers**.

Contact the Chairman or another Committee member for details on how to assist your club by volunteering.

### 14. LAWN CUTTING SCHEDULE

The lawns are necessarily 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 immediately upon the request of the groundsman.

Please see the **Calendar** for details.

### 15. TOURNAMENTS

The year's programme of Club tournaments is displayed upon the notice board and can also be found upon the Club's website.

# Hunstanton Croquet Club

## Members' Handbook

### 16. INTER-CLUB TOURNAMENTS

#### ASSOCIATION CROQUET (AC)

- CE Secretary's Shield: Open to the winners of each national federation leagues.
- CE 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.

#### GOLF CROQUET (GC)

- CE Inter-Club: Level play for those with handicaps -4 and above.
- CE 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 competing in these tournaments should contact the organiser or speak to the Secretary.

*[N.B.: The above is a general guide since the rules and eligibilities for all these competitions can vary from year-to-year. Please check the relevant websites for the final handicap ranges for any competition.]*

# Hunstanton Croquet Club

## Members' Handbook

### HEALTH & SAFETY

#### 17. HEALTH & SAFETY (H&S)

All Members are responsible both for their own safety and for that of other members and visitors at the Club. Please be aware of your surroundings, the position of the other players in your match and the progress of other matches on a shared lawn.

Any **H&S matters** arising 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 in the bookcase 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 3lbs (1.4 kg.)**

- Hitting an ankle is an immediate reminder that **Force = Mass multiplied by acceleration**. Please be careful!
- Less immediate [but just as painful] are injuries to wrists, elbows and shoulders resulting from errors of technique or inappropriate mallet swinging. The latter could also injure other players.

#### **Tripping Hazards (Hoops, balls, pegs, flags and stop-boards - amongst others)**

- Tripping over something may look funny from a distance, but it can be very dangerous.
- Remember all furniture on the lawn [especially that which is forever getting in the way of your best shots] is equally unforgiving to your legs. Never walk backwards without being sure there isn't a hoop behind you!
- Lifting hoops takes real strength. You must only use the **hoop-lifting device** to do this. It will help avoid injuries to your back and will minimise damage to the lawns.
- Hoops are also heavy. Do not carry more of them than is comfortable for you.
- All **stop-boards** must be in place before play commences. They are there to ensure that balls do not leave the lawns. Care should always be taken when moving or stepping over them.

# Hunstanton Croquet Club

## Members' Handbook

### 18. COACHING

The Club does not currently have any accredited CE coaches. Please talk to a Committee Member about improving your game. We hope to provide regular 'Skills & Drills' afternoons.

A full programme of coaching courses is available at CE's Croquet Academy. Please ask the Secretary for information.

Please also review the Club's notice board for advance notice of any coaching opportunities.

### 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, CA and EACF tournaments, Inter-club competitions and matches held against other clubs).

Members are encouraged to keep separate **Handicap Cards** for Association Croquet (AC) and Golf Croquet (GC). These cards are provided by CE and are available from the Club Secretary.

New members will be allocated an initial handicap. The names of the Club's handicappers for AC and GC can be found on the EACF Website. Alternatively, please ask the Secretary for information.

### 20. ETIQUETTE & CUSTOMS

#### Dress:

- All players using the lawns shall always wear flat-soled shoes [preferably not sandals please] to avoid both damage to lawns and 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 it is best check when playing elsewhere.

#### Conduct:

- **Have respect** for games in progress. Be aware of all games in progress and avoid interfering in any way.
- **Before games:** the player with the lowest 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.

# Hunstanton Croquet Club

## Members' Handbook

- **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.

## 21. HCC CLOTHING

We do not ourselves stock clothing bearing the **Club's Logo**.

Should you wish to purchase such clothing with an embroidered badge these items are available from a local supplier.

For details, please speak to a Committee Member.

## 22. ALCOHOL

The Club holds a licence (which can be found in the bar) for the sale of alcohol.

A **price list** is displayed. A cash box is also provided. Purchases are made on an honesty basis by all members and guests.

## 23. SMOKING & VAPING

Nobody is permitted to smoke or vape anywhere on the Club's premises.

## 24. ANIMALS

Animals [except for assistance dogs] shall not be brought on to the Club's premises.

## 25. LAWN BOOKING

Members do not normally have to book lawns.

Members should, however, check the **Calendar** for advance notification of club days, tournaments, or other matches.

**Pre-arranged events always take priority over individual play.** During tournaments all lawns are closed to all non-competing Members.

# Hunstanton Croquet Club

## Members' Handbook

To help manage numbers members may wish to use the EACF's Court Booking System. However, this is seldom needed. Please see Appendix 4 of this document for details.

### 26. HOW TO SET OUT A LAWN

The lawns are numbered sequentially from 1 to 5: the relevant lawn 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 Appendices 1 & 2.**

### THE CLUBHOUSE

#### 27. CATERING

Tea and coffee (plus the odd cake and biscuit) are generally available to members for a small charge on an **honesty and self-service arrangement**.

When we are required to provide catering for certain tournaments, the assistance of members in either preparation, or with clearing-up is most welcome.

If you feel you can help, please talk to a Committee Member.

#### 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**."

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

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

# Hunstanton Croquet Club

## Members' Handbook

### 29. SUGGESTIONS BOOK

Your suggestions are always welcome and can be made in the **Suggestions Book**. This can be found next to the Diary.

The Committee discuss all entries and will respond to all suggestions made by members.

### 30. RECRUITMENT

We are very keen to recruit new members.

Experience shows that our existing members are our best channel for potential recruits. We encourage all members to introduce interested friends and acquaintances to the game.

Please remember that non-members may play (subject to payment of a modest green fee) as guests of a member. That member must, however, accompany them.

# Hunstanton Croquet Club

## Members' Handbook

### APPENDIX 1 – 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 kept in the equipment room and are stored on wall-mounted brackets that indicate their lawn number. Please ensure that you take and return them to the correct lawn. Care must also be taken on removal or storage.

On the carrot [that part of the hoop that goes into the ground] of every hoop several lines have been cut into the metal to indicate which lawn they belong to:

I = Lawn 1, II = Lawn 2, III = Lawn 3, IIII = Lawn 4, IIIII = Lawn 5.

Located on the end of each hoop cross bar (excluding the blue (1) & red (V) hoops) you will find Roman numerals – II, III, IV, VI.

**Hoops must be placed in the correct location (Appendices 2.1 & 2.2).** 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 in those appendices). 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 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 always be used.** This also is found in the equipment room. Under no circumstances should you try to pull out, wriggle, or use your foot to loosen a hoop.

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

**In addition, Lawn 1 is reversed for Golf Croquet (as per Appendix 2.2) to reduce damage to the corners of the lawn.**

**If you are ever in any doubt as to the interpretation of the above instructions, please check with a Committee Member before you start setting-out your lawn.**

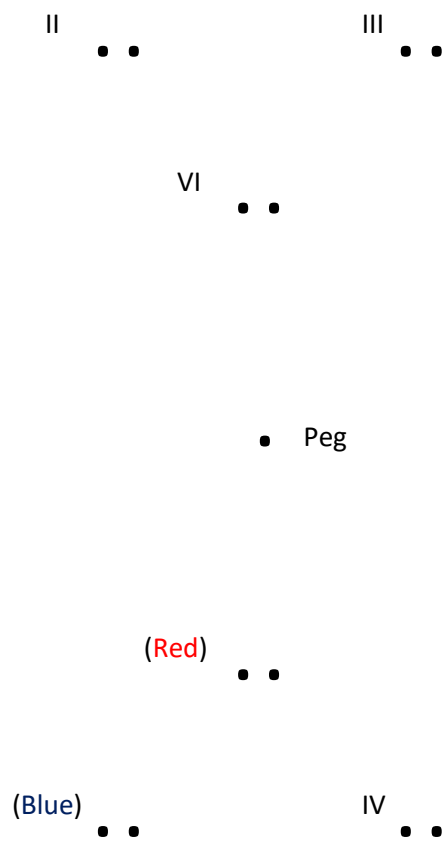


# Hunstanton Croquet Club

## Members' Handbook

### APPENDIX 2 - Diagrams to indicate the correct location of hoops

#### Appendix 2.1 - Golf Croquet (Lawns 2-5) & Association Croquet (All Lawns)

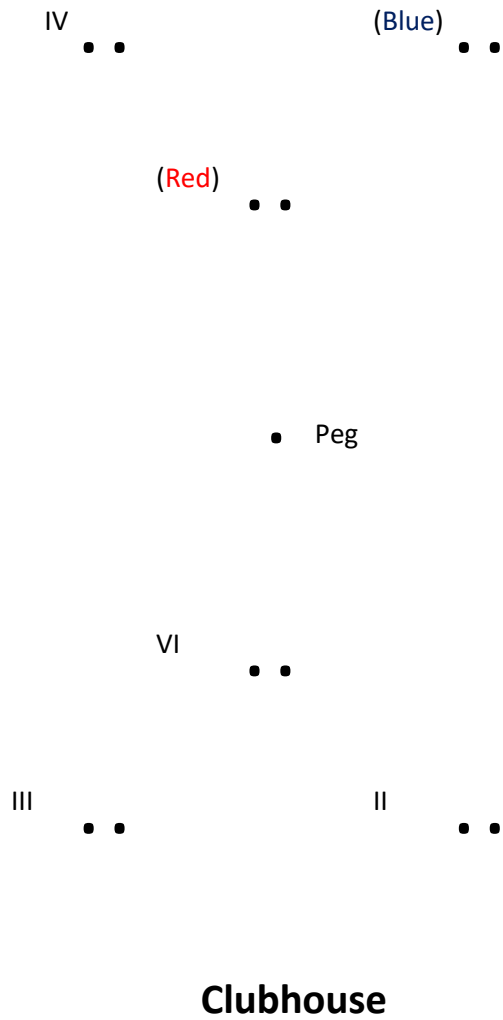


**Clubhouse**

# Hunstanton Croquet Club

## Members' Handbook

### Appendix 2.2 – Golf Croquet Lawn 1 (ONLY)



# Hunstanton Croquet Club

## Members' Handbook

### APPENDIX 3 – Supplemental COVID Rules [In reserve if needed]

#### ALL MEMBERS MUST:

- **NOT go to the club if you are experiencing any symptoms of a cold or flu, in particular a cough or high temperature.** Use the NHS helpline and seek advice from your GP. For your own protection, follow the advice about self-isolation if you are, or are living with, someone in a vulnerable group. [**Please note this is BEST PRACTICE at any time.**]
- **Observe COVID guidance** from His Majesty's Government & Croquet England: especially any current requirements regarding hand hygiene, face coverings and social-distancing.
- **Book lawns in advance** using the EACF's court booking system (See Appendix 5 for details) or go to <https://cbs.angliacroquet.uk/?club=13>. Additionally, a COVID QR code may be displayed for track-and-trace purposes. Such measures may temporarily negate the need to sign-in using the paper diary.
- **Maintain social distancing** of 6 feet (2 metres or 2 mallet lengths) at all times.
- **Clean contact surfaces** such as padlocks, keys and door handles before and after use, using the spray that will be provided on the fence inside the gate. You may also wish to use your own sanitisers and wipes.
- **Wash (or sanitise) hands** before and after play.
- **Only one person** is to handle each piece of equipment when setting out or taking in a lawn. The use of stop-boards between lawns will be suspended.
- **All equipment to be washed after use** in the buckets provided using water from the outside tap under the kitchen window.
- **Avoid using the toilets** (if at all possible) and clean them after use.
- **The kitchen and bar may be out of service.** Please check! If you need refreshments and we are closed, please bring them with you. Please also take any recycling or rubbish home with you.

Thank you for your assistance.

If you have any questions, please address them to [chairman@hustantoncroquetclub.co.uk](mailto:chairman@hustantoncroquetclub.co.uk)

# Hunstanton Croquet Club

## Members' Handbook

### APPENDIX 4 – Booking Lawns on-line using the EACF-CBS

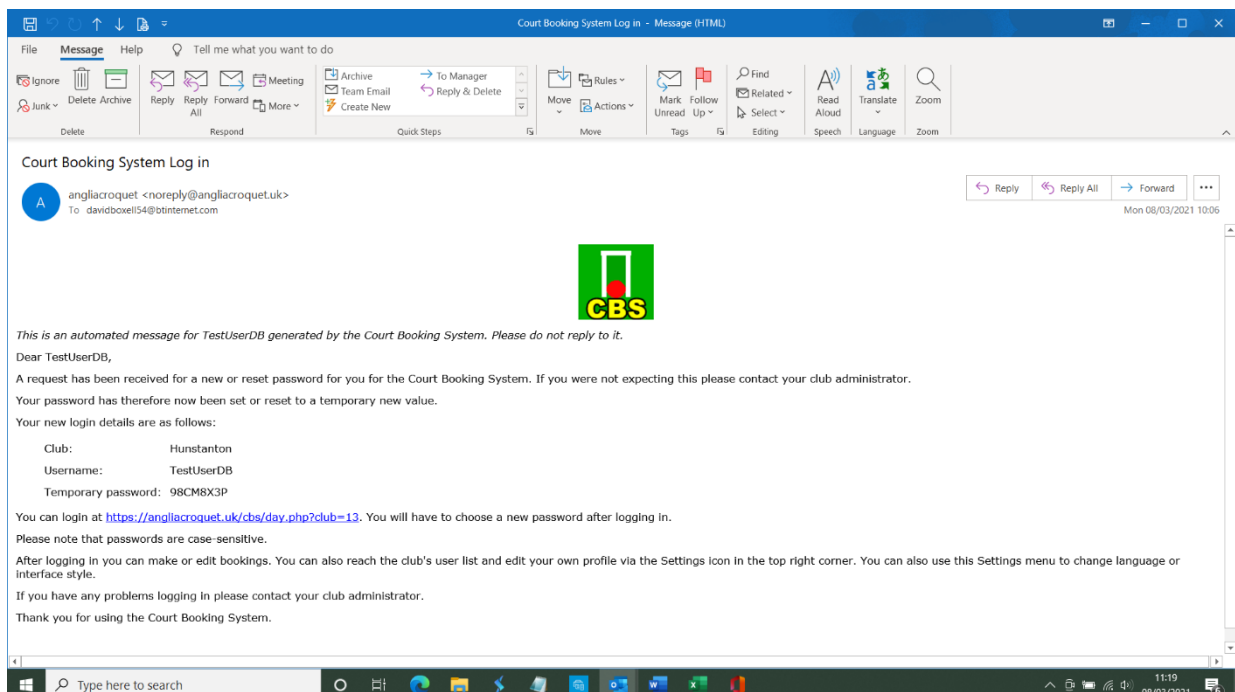
You can view the East Anglian Croquet Federation's – Court Booking System (EACF-CBS) for Hunstanton Croquet Club from your web-browser using the link below:

<https://angliacroquet.uk/cbs/day.php?club=13> (You may wish to save this link as a favourite).

**The illustrations below reflect the process at a point-in-time – Please understand that the screenshots below may differ when you use the system.**

To book a lawn you will need to apply for and be given a User ID by the Club's system administrator. Then 'Log in' using your EACF CBS User ID and Password. When you log-on for the first time you will be required to change your password (help is available on the system).

If in doubt, please check with your system administrator and you will be set-up. You should then receive an e-mail which looks like this:



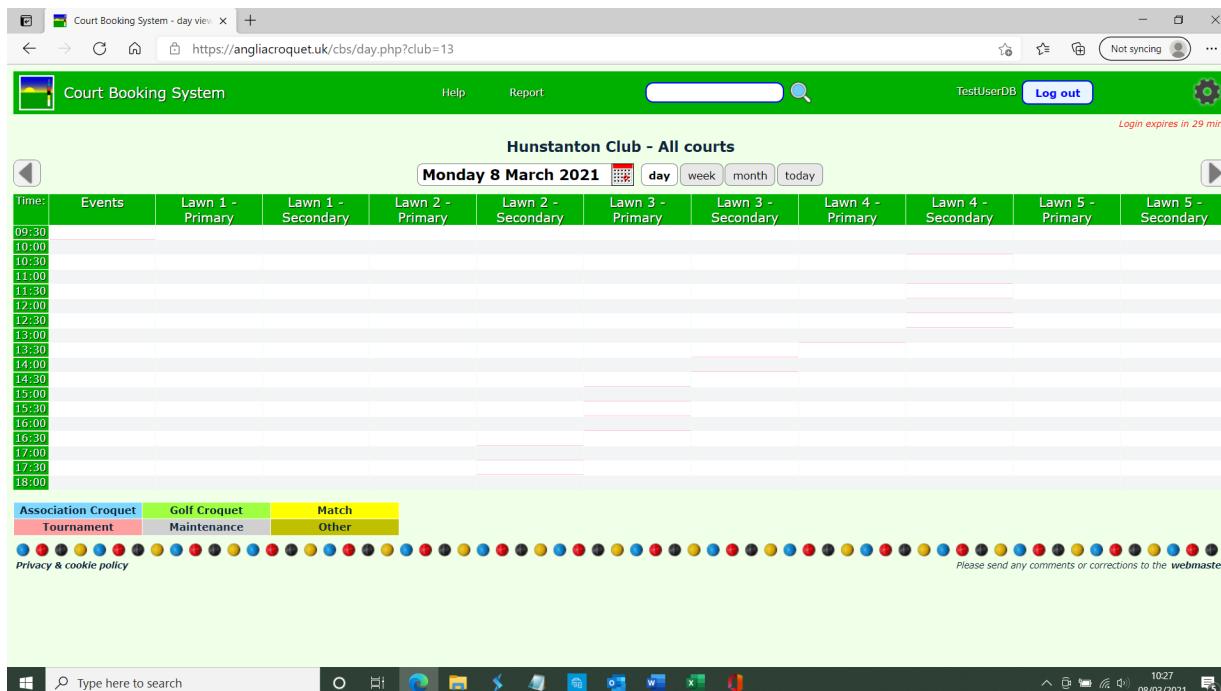
On receipt of the e-mail, click on the link. This will display the current day's Calendar for Hunstanton Croquet Club.

You will see that Club Events and then Lawn bookings for Club or Members are shown using primary or secondary colours. Where there are no Club Events, time slots are shown as blank and available to be booked by Members.

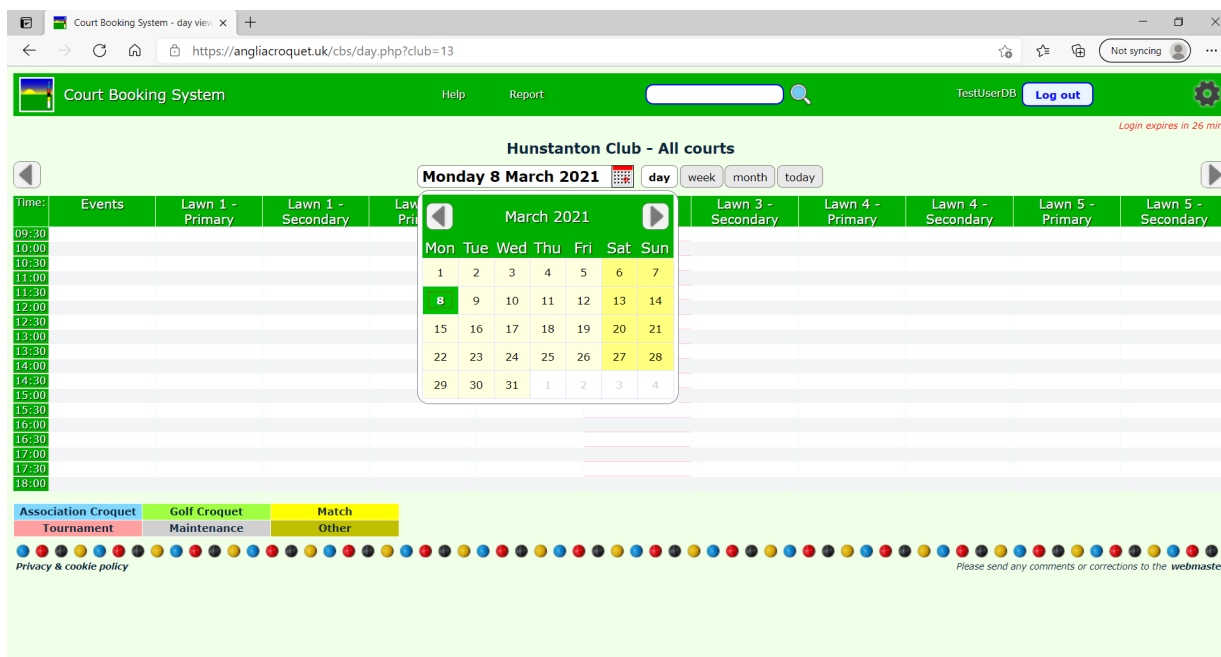
The 'Help' button provides some help in using the system.

# Hunstanton Croquet Club

## Members' Handbook



The arrow buttons on the left and right take you respectively to the previous and next days. To navigate to any other date, instead it is easier to click on the calendar icon, which will make a calendar pop-up like this appear:



You can then use the calendar to pick any other date in the month, or switch to another month. Then just click on the day you wish to select, and the pop-up will disappear and leave a page showing the bookings for your selected day.

# Hunstanton Croquet Club

## Members' Handbook

To switch between the 'Day', 'Week' and 'Month' views, just click on the corresponding button in the date navigation bar.

The 'Today' button will take you straight to the 'Day' view for the current day's bookings. In the 'Week' and 'Month' views the navigation bar is very similar, except that there is also a court selection button next to the Club name. Use this to show bookings for different lawns.



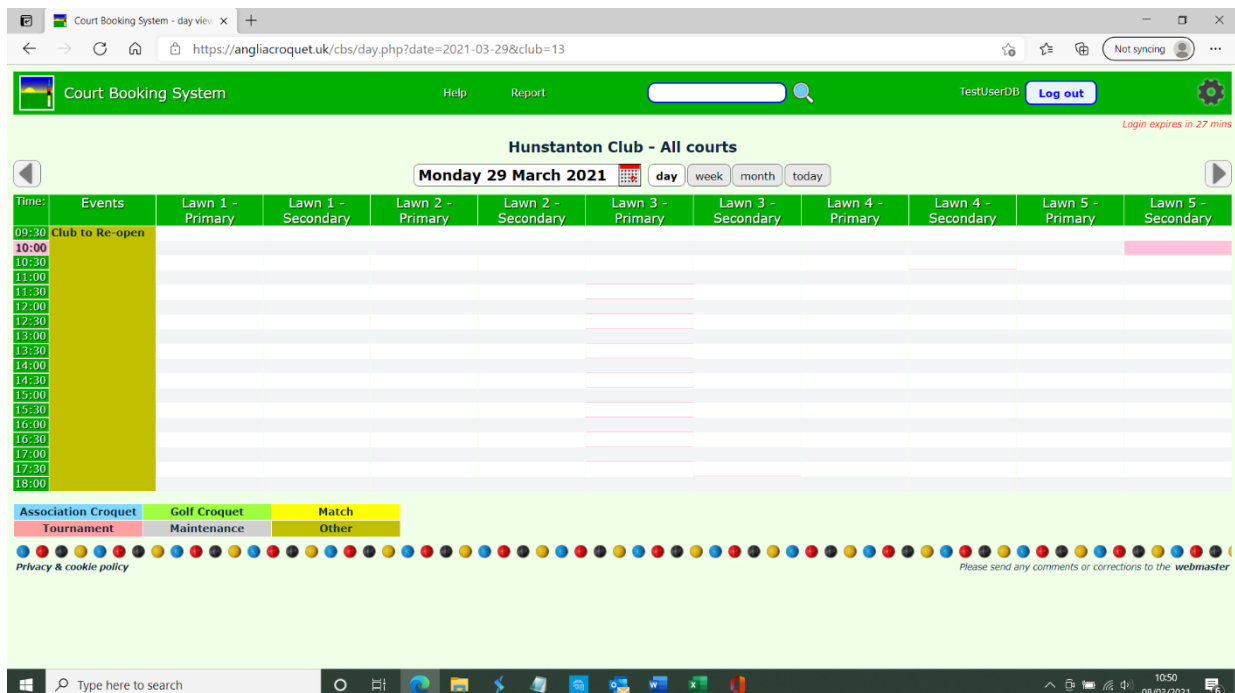
To book a lawn:

- select the desired date;
- check availability;
- Click on an available cell by start time, lawn number and ball colour.

**Please note that, at present, you can only make bookings up to 4 weeks ahead.**

# Hunstanton Croquet Club

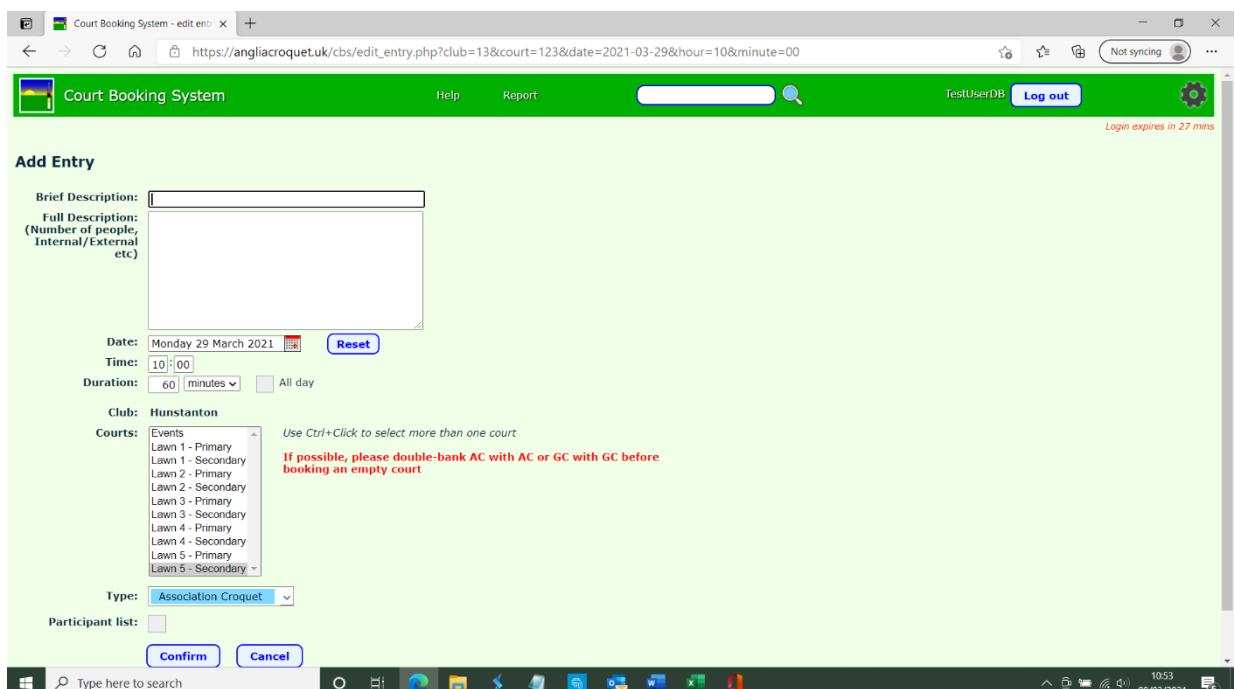
## Members' Handbook



If this is your first log-on you will be required to choose a new password.

If this is a subsequent visit then you will need to log-on on using the CBS User ID (SurnameFirstInitial) and password, which you have set and probably saved to your password manager.

The Court Booking Screen then appears for you to fill in:



# Hunstanton Croquet Club

## Members' Handbook

A sample booking is shown below: The default booking is for 60 minutes; this example is for 180 minutes = 3 Hours.

**Add Entry**

**Brief Description:** Your Name & Your Opponent's Name

**Full Description:** Friendly  
(Number of people, Internal/External etc)

**Date:** Monday 29 March 2021

**Time:** 10:00

**Duration:** 180 minutes  All day

**Club:** Hunstanton

**Courts:**

- Events
- Lawn 1 - Primary
- Lawn 1 - Secondary
- Lawn 2 - Primary
- Lawn 2 - Secondary
- Lawn 3 - Primary
- Lawn 3 - Secondary
- Lawn 4 - Primary
- Lawn 4 - Secondary
- Lawn 5 - Primary
- Lawn 5 - Secondary

*Use Ctrl+Click to select more than one court*  
**If possible, please double-bank AC with AC or GC with GC before booking an empty court**

**Type:** Golf Croquet

**Participant list:**

Privacy & cookie policy Please send any comments or corrections to the webmaster

Once satisfied that you have completed the booking, press 'Confirm'. This will show the booking.

**Court Booking System** Help Report  TestUserDB  Login expires in 30 mins

**Hunstanton Club - All courts**

Monday 29 March 2021

Time	Events	Lawn 1 - Primary	Lawn 1 - Secondary	Lawn 2 - Primary	Lawn 2 - Secondary	Lawn 3 - Primary	Lawn 3 - Secondary	Lawn 4 - Primary	Lawn 4 - Secondary	Lawn 5 - Primary	Lawn 5 - Secondary
09:30	Club to Re-open										
10:00										Your Name & Your Opponent's Name	
11:00											
12:00											
13:00											
14:00											
15:00											
16:00											
17:00											
18:00											

**Association Croquet**  **Golf Croquet**  **Match**   
**Tournament**  **Maintenance**  **Other**

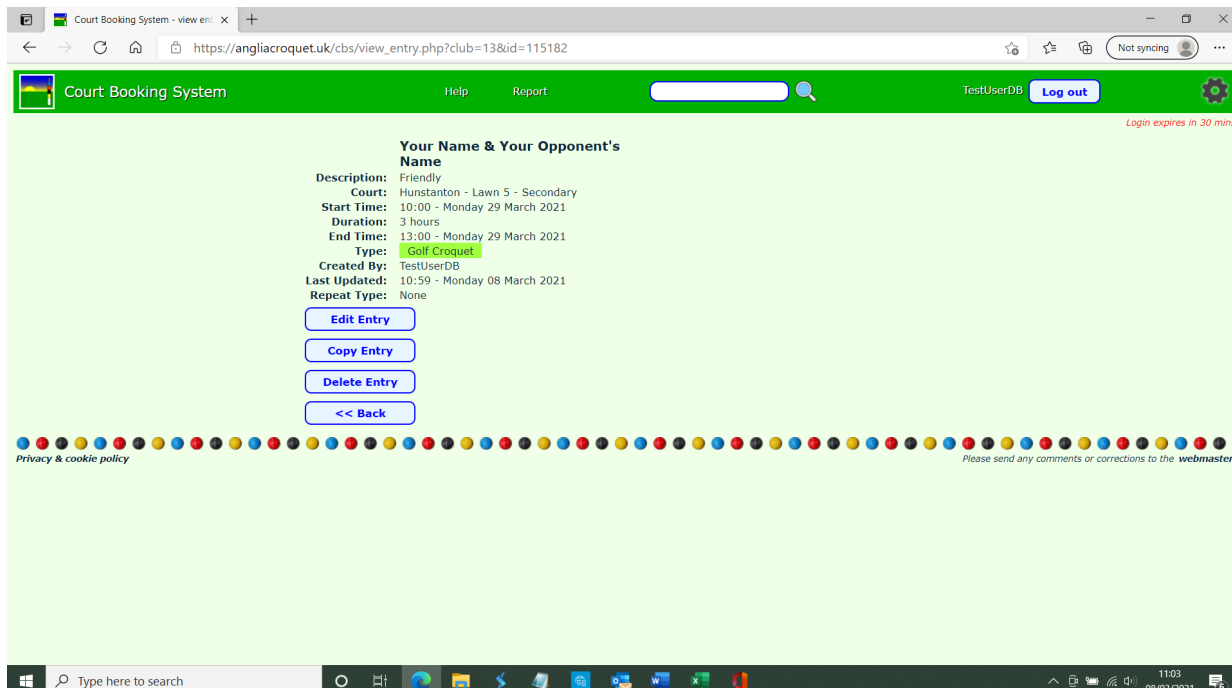
Privacy & cookie policy Please send any comments or corrections to the webmaster



# Hunstanton Croquet Club

## Members' Handbook

If you need to edit or delete the booking, then click on the booking. That will bring up the 'Booking Edit' screen.



Perform whichever editing task is appropriate. This will return you to the Booking Screen.

If you wish to make other bookings, then continue.

When finished you may wish to Log-out. This will return you to a view of the current day's calendar, from which you can explore the calendar to see what other Club Events have been booked and what other bookings have been made.

When finished you can close the Court Booking System window in your browser.

Please note that:

- If you logged in but *didn't* click the "Keep me logged in" box, then you will be logged out automatically anyway when you close your browser *or* switch off your device *or* after 30 minutes of inactivity.
- If you logged in and *did* click the "Keep me logged in" box, then you will stay logged in for up to 30 days or the next time that you actively log out by clicking the 'Log Out' button, even if you close your browser and turn off your device (though you *will* be logged out if you clear your 'cookies' as well). That saves having to repeat the login steps every time. The login only applies per device + browser combination, so there is no risk of someone accessing your login from another device somewhere else. (*You can even have two independent log-ins on the same PC for two different users by using two*

# Hunstanton Croquet Club

## Members' Handbook

*different browsers, e.g., Chrome for one login and MS Edge for another! They won't interfere with each other.)*

If you have any questions help is available on the system. Otherwise, the system administrator may be able to assist you.

As with all new systems it takes a while to find your way around. Some of our members have already been using this system at other Clubs.

# Hunstanton Croquet Club

## Members' Handbook

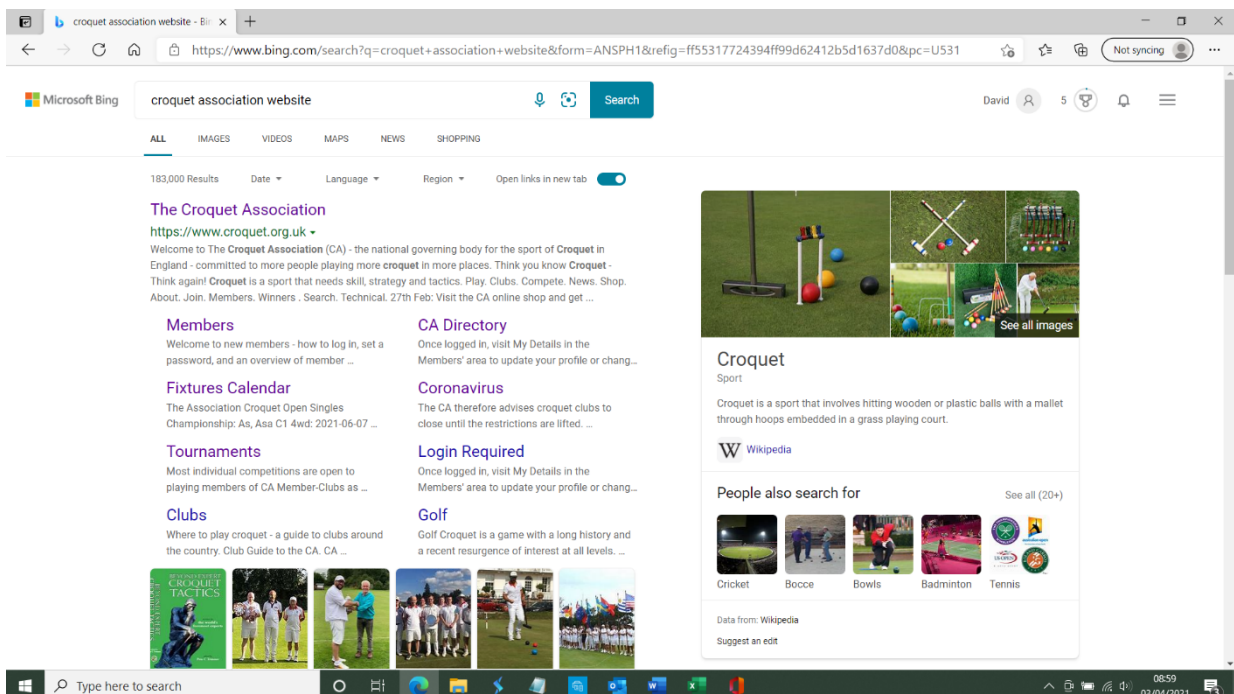
### APPENDIX 5 - How to find a playing partner using the Hunstanton Croquet Club MDB on CE's website

These notes are intended to help you find and use CE's Website and specifically the Membership Database to assist you in finding a playing partner.

**The illustrations below reflect the process at a point-in-time – Please understand that the screenshots below may differ when you use the system.**

**It is also expected that the site below will be heavily revised by the start of the 2024 playing season to reflect the new identity of the Croquet Association (CA) as Croquet England (CE) – as such the details below are likely to change somewhat. [The site is in any case urgently in need of an update as it currently stands.]**

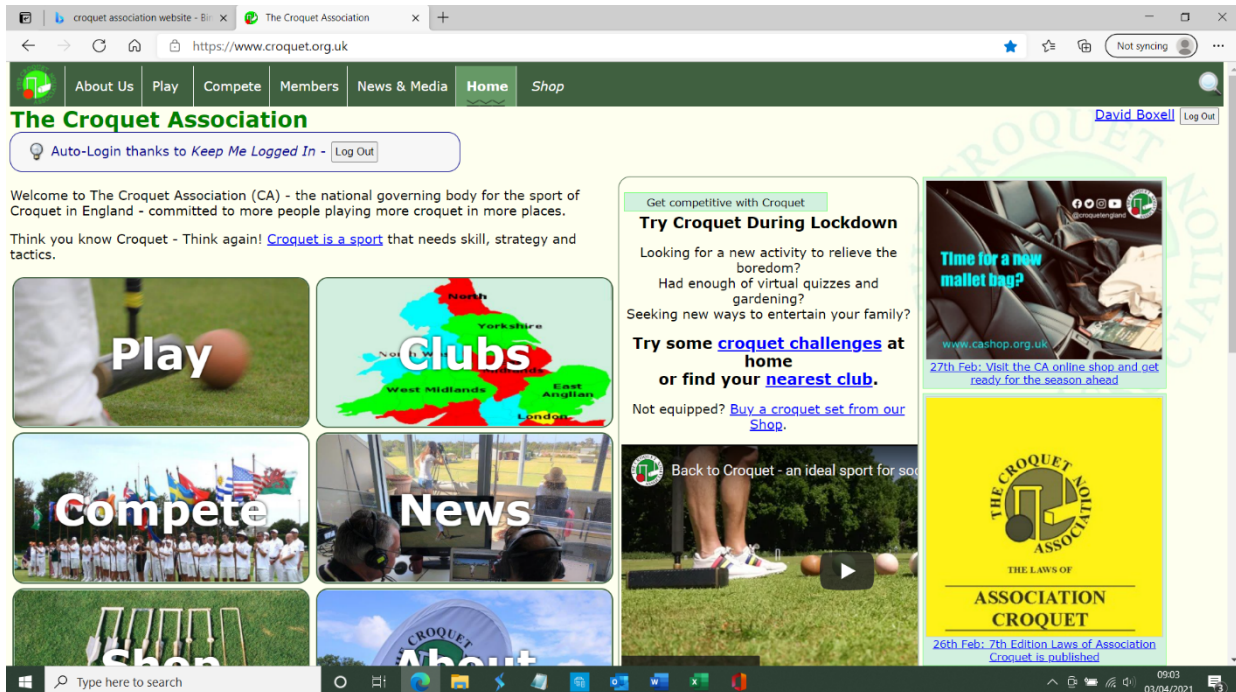
**Step 1 – Find the CE Website** If you have not visited the CE's website before then, Open your Internet Browser and search for "Croquet Association" or "Croquet England". This will return the following page.



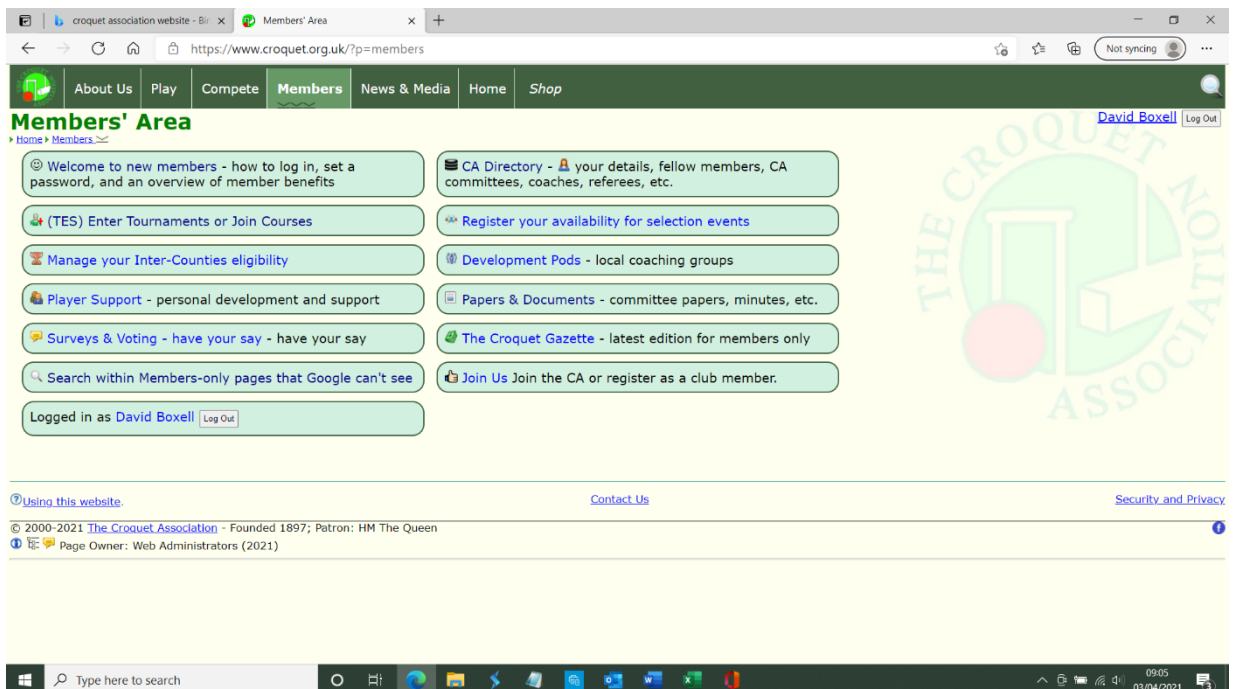
Click on the hyperlink (words in blue text) "The Croquet Association". Alternatively, click on this link: <https://www.croquet.org.uk/> Either route will return a screen which looks like this.

# Hunstanton Croquet Club

## Members' Handbook



You may then choose to save The Croquet Association Website as a favourite for future use. You can either select “Members” from the green menu bar or scroll down and click on the picture with the word “Members”. Either way this will return the following screen:

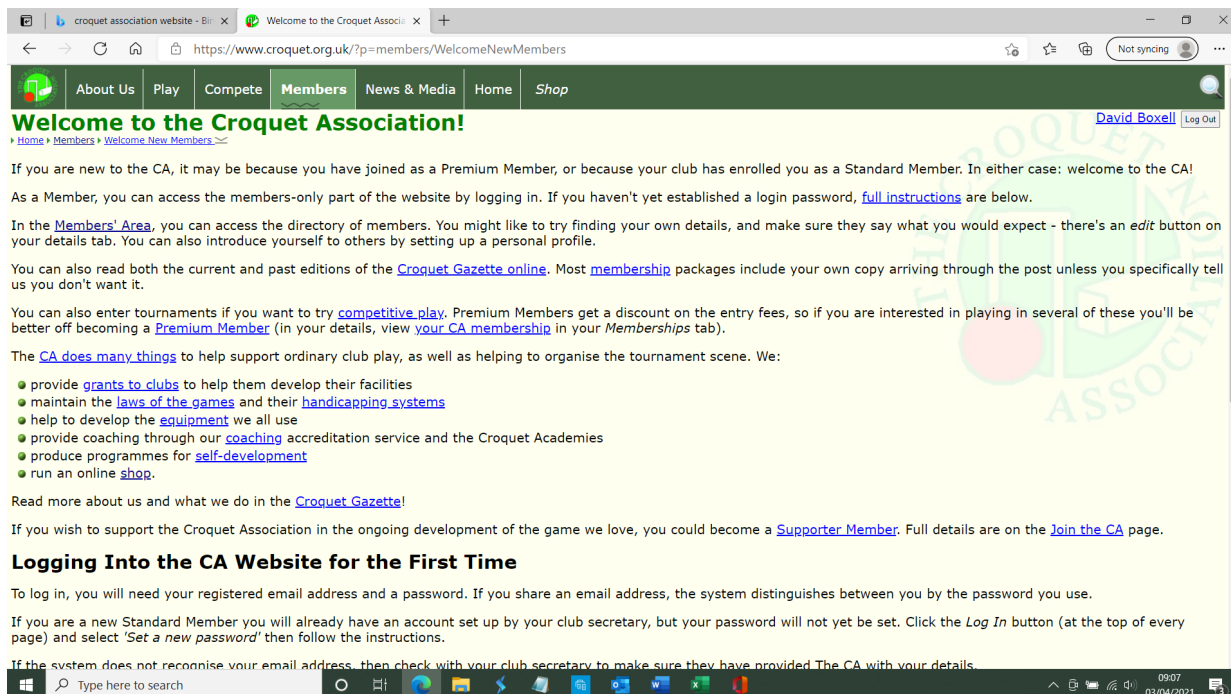


# Hunstanton Croquet Club

## Members' Handbook

### Step 2 – Log-on to CE Member's Area.

If this is your first visit to CE's website you should click on the "Welcome to new members" option. This will return the following screen.

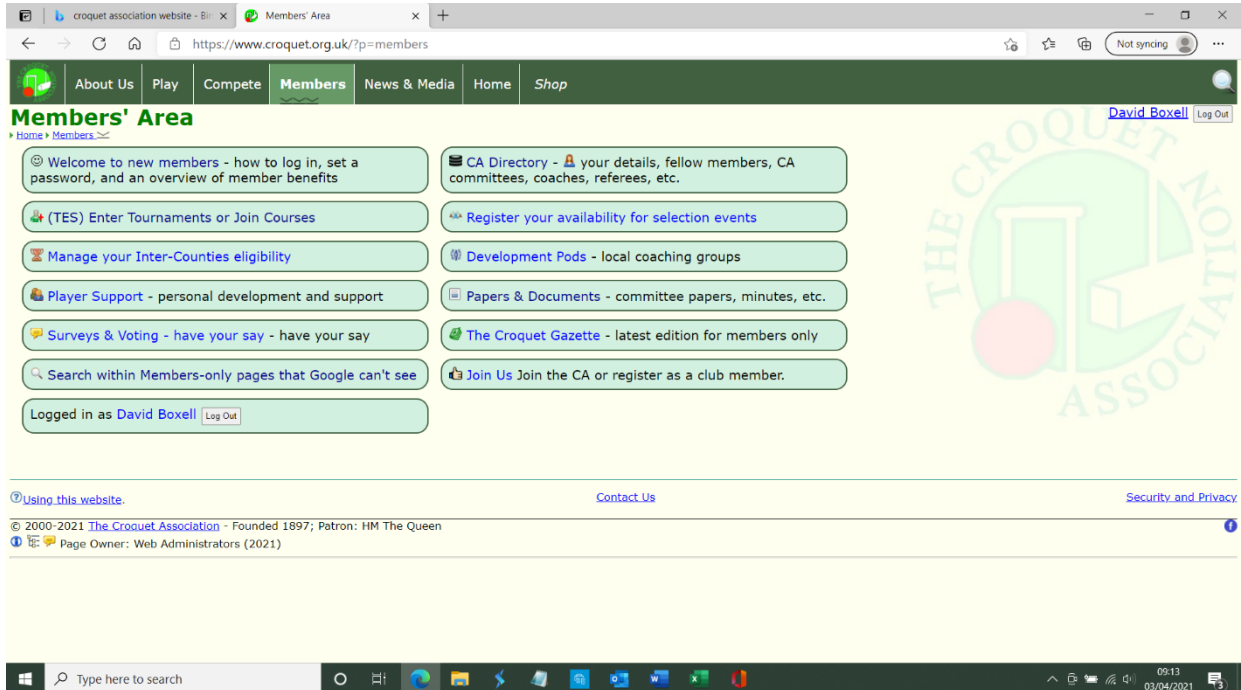


Follow the instruction for "Logging into the CA Website for the First Time". You should use your e-mail address as your user ID.

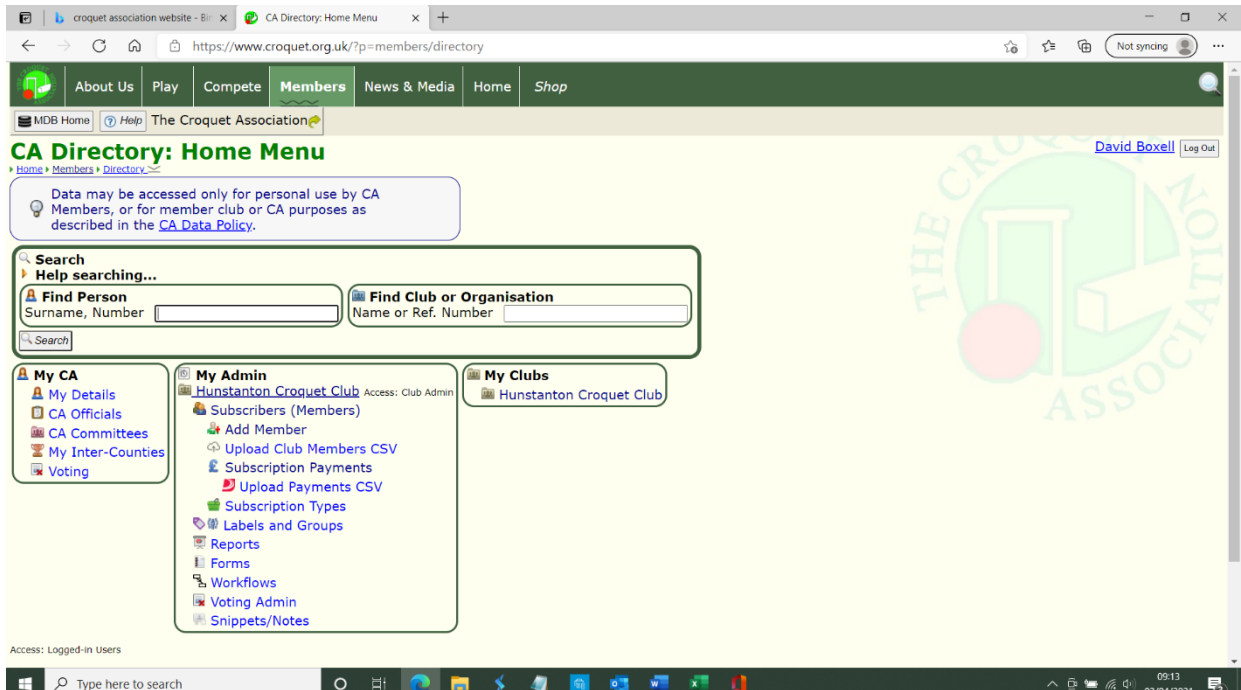
# Hunstanton Croquet Club

## Members' Handbook

**Step 3 – Find List of Members at Hunstanton Croquet Club** Once you have logged on to CE's Website you will be able to access the "Member's Area" and from there navigate to a list of Hunstanton Croquet Club Members as follows:

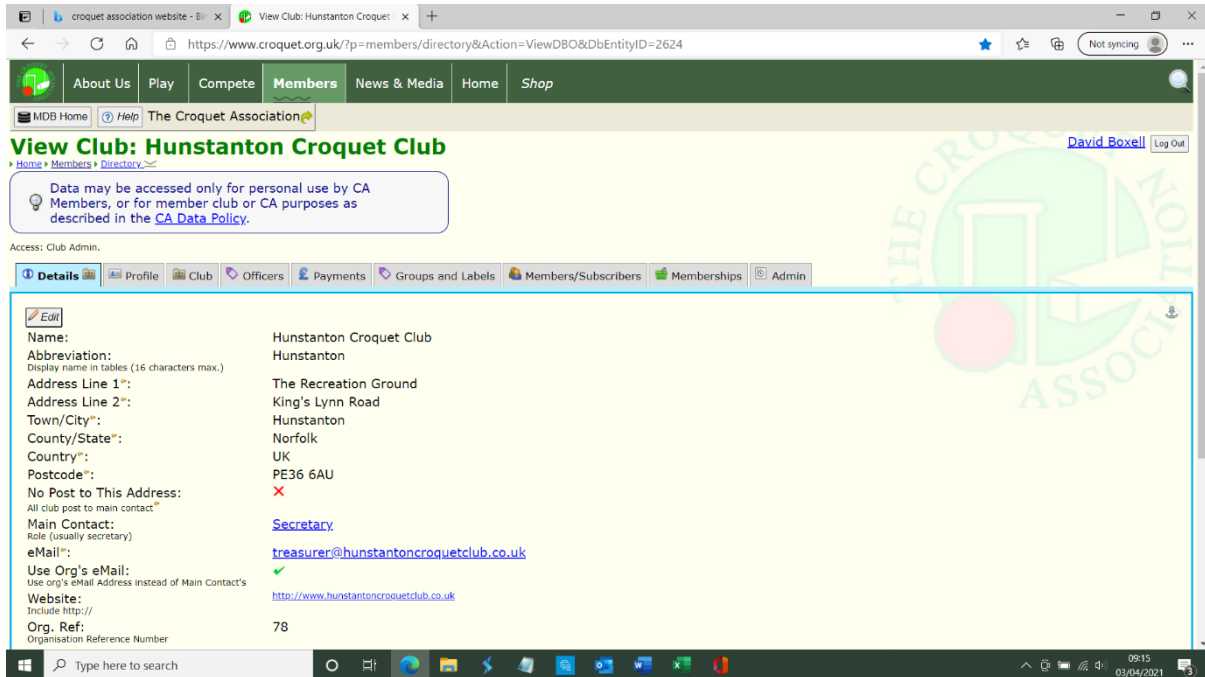


Select CA Directory. This will return the following screen.

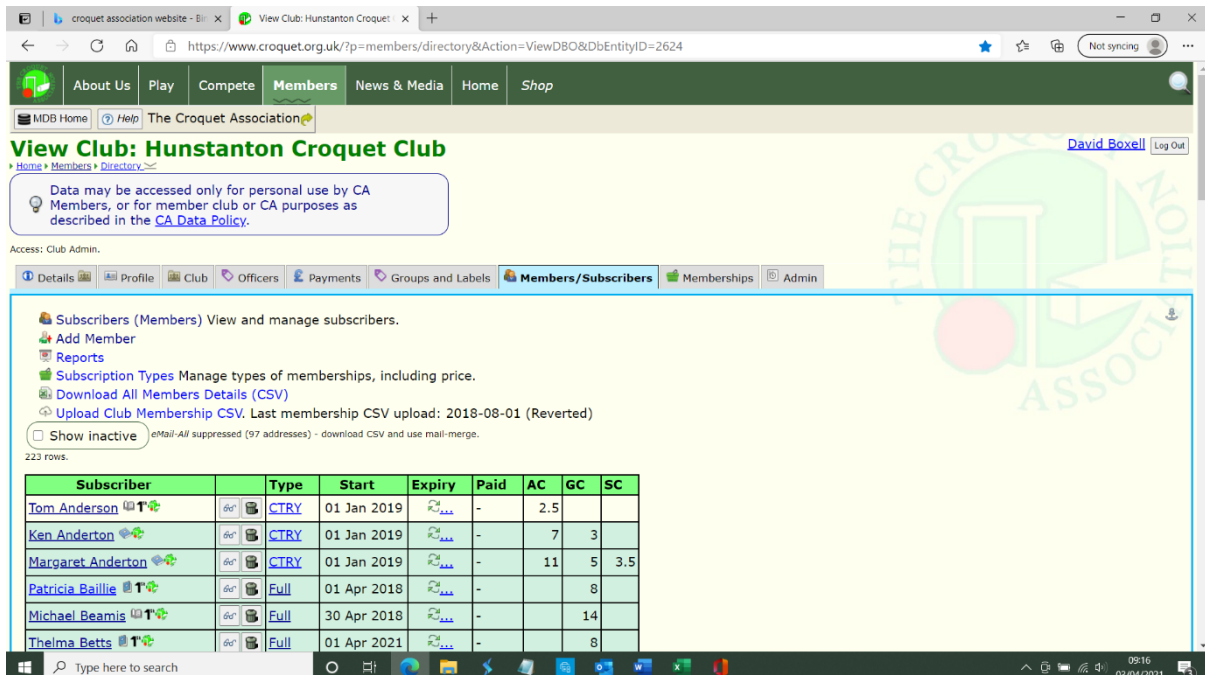


# Hunstanton Croquet Club Members' Handbook

Select "Hunstanton Croquet Club" from My Clubs. This will return the following screen.



Select "Members/Subscribers". This will return the following screen.



# Hunstanton Croquet Club

## Members' Handbook

N.B: The personal data sharing preferences of individual CE members are denoted by a book icon against their name as follows:

- Closed book - No data sharing at all (This member's information is only visible to the HCC Secretary and to the CA Management).
- Partially open book – The member allows data sharing with members of his/her own home club and with members of any other clubs affiliated with CE of which he/she is also a member.
- Fully open book - Data sharing with all members of CE.

**Scroll down until you find a familiar name.** Then click on that name and depending upon their data sharing preferences that person's contact details will appear on screen and can be printed or saved to a .pdf file for future reference. Make a note of their contact details. *[N.B. With members whose details are indicated by a closed book icon this will obviously not be possible.]*

Close each window and repeat the process, as necessary.

Then either close each of the windows or end the browser session.

If you have ticked the "Keep me logged-in" box, the CA's system will remember you for up to 30 days.

Once you have found a playing partner or partners get in touch with them to arrange a game or games.

You then need to decide who is going to make the lawn booking on the EACF-CBS! Please refer to the separate set of user notes in Appendix 4 for further details.

# Enjoy your croquet!