

President  
Simon Carter



Website:  
[www.hunstantoncroquetclub.co.uk](http://www.hunstantoncroquetclub.co.uk)

**Secretary**

E: [secretary@hunstantoncroquetclub.co.uk](mailto:secretary@hunstantoncroquetclub.co.uk)

**Chairman**

Janet Kendal  
14 Campbell Close  
Hunstanton  
Norfolk  
PE36 5PJ  
01485 533551

E: [chairman@hunstantoncroquetclub.co.uk](mailto:chairman@hunstantoncroquetclub.co.uk)

**Treasurer**

David Boxell  
1 Styleman Road  
Hunstanton  
Norfolk  
PE36 5PW  
Tel: 01485 533176

E: [treasurer@hunstantoncroquetclub.co.uk](mailto:treasurer@hunstantoncroquetclub.co.uk)

To  
All Members of Hunstanton Croquet Club

Your Ref:

Our Ref: Volunteers Required

Date: 16/06/2021

Dear Member,

## **SECRETARY, TOURNAMENT SECRETARY & TREASURER**

As you will now be aware, David Boxell has decided to stand down from his many duties and responsibilities at the end of the season. As President, let me say on your behalf what an amazing job he has done in all the various roles he's filled. Having been involved with three croquet clubs over thirty years, I fully appreciate how demanding just one of his functions has been.

The time has come for members to step in and help to fill the huge gap that David will leave. Clubs rely on volunteers, and there is a serious risk that ours will not survive - certainly in its current form - unless we can all give support.

What we need is a wide range of volunteers to give a little time, rather than the burden falling to a few. That way, it's fairer all round. You don't need to have any experience; just be willing to give a few hours of your time on a regular basis.

Please contact David or Janet if you feel you'd like to be more involved.

Hunstanton Croquet Club is a special place so let's all come together to keep it this way.

Warm wishes,

*Simon*

Simon Carter  
President, Hunstanton Croquet Club

## JOB DESCRIPTIONS FOR SECRETARY, TOURNAMENT SECRETARY & TREASURER

The Secretary and Treasurer, together with the Chairman are Officers of the Club. As such they are bank signatories and deal with Her Majesty's Revenue & Customs (HMRC) for Community Amateur Sports Club (CASC) and Gift Aid Purposes. The Club's Constitution defines the roles of Secretary and Treasurer as follows:

The SECRETARY shall arrange meetings, prepare agendas, and keep minutes. In addition, the Secretary shall attend to correspondence, maintain a register of Members, and advise the Committee on any matters concerning procedures and rules.

The TREASURER shall keep the accounts of the Club and be responsible for all monies belonging to the Club or payable by the Club and shall place before the Members at the AGM a Statement of Income and Expenditure (the Accounts) for the preceding year. The Accounts shall be in a form agreed by the Committee and duly approved and signed by the Scrutineer. Banking and other financial arrangements shall be reviewed by the Committee at least once a year.

Traditionally the role of TOURNAMENT SECRETARY has been performed by the SECRETARY as the principal point of contact for correspondence from and to the Croquet Association (CA), the East Anglian Croquet Federation (EACF) and other Clubs. The Tournament Secretary may either liaise with individual Tournament Managers or act as the Tournament Manager for individual Tournaments or Club Competitions. The Tournament Secretary needs to ensure that all necessary arrangements are in place for each Tournament (lawns properly set, catering & bar stocks in place, volunteers available, etc.). The Tournament Manager is responsible for the allocation of places, preparation of the 'Order of Play' and reporting of results, using 'croquet scores' as appropriate.

The key records for planning and running the club include: The Annual Calendar for the Coming Season, plus 2 years ahead, using Excel spreadsheets, Google Calendar, EACF-CBS Lawn Booking System & Manual Diary; The CA Fixtures Book - now on line; The Annual Budget - to determine subscription rates and other prices; & The Annual General Meeting (AGM) and Management Committee Meetings (MCM) - for in year monitoring and detailed planning for forthcoming events such as tournaments, competitions and inter-club matches, etc.. The Treasurer maintains a manual cash book to record income and expenditure, with more detailed analysis in an Excel spreadsheet; Performs periodic reconciliation of the Club's bank statements; Submits periodic claims to HMRC for Gift Aid on donations; Prepares the Annual Statement of Accounts and makes recommendations on Subscription Rates for agreement at the AGM.

Ideally, candidates should have good inter-personal skills, an eye for detail and it would be an advantage to be familiar with Information Technology (IT). Most of the Club's business is now performed by email, and over the internet using the CA's Membership (CA-MDB) and Tournament Entry Systems (CA-TES). Additionally, the Treasurer acting as Secretary has maintained the content on the Club's website (the design being maintained by the Website's Host & Designer). Help and support to learn the basics of these systems is available from the CA and the EACF, and from the Club's own Webmaster.

IT is used for the following:

- Communication by email using contact-lists.
- Word-processing for the creation and maintenance of forms & standard letters, etc.
- Spreadsheets for maintaining records in searchable tables, including downloads of data from the CA in comma separated value (.csv) files.
- Maintenance of website content using WordPress, to upload photos and portable document format (.pdf) files.

Information prepared by Treasurer as at 17/06/2021.