

HUNSTANTON CROQUET CLUB

INFORMATION FOR NEW MEMBERS

FOREWORD

This information pack has been written to provide all new members with an introduction to the Club and how it operates. **The Constitution** and **The Bye-Laws** can be found on the Club's website www.hunstantoncroquetclub.co.uk.

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

We are passionate about the game and proud of our excellent facilities and what we achieve.

We offer you a very warm welcome and we hope that you will enjoy your croquet with us.

Janet Kendal

Chairman HCC

1. AN INTRODUCTION TO HCC

Hunstanton Croquet Club (HCC) is on the recreation ground which is 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 2000 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 now have a brick-built Clubhouse which opened in 2000. Information about the Club's history can be found in "History in the Making" in the bookcase.

The Club primarily plays Golf Croquet (GC). Members who wish to play Association Croquet (AC) should approach a committee member who can put them in touch with one of our AC-playing members.

2. THE CLUB'S AIMS

Hunstanton Croquet Club aims to provide first class, affordable and accessible facilities in Norfolk for the playing of croquet for people of all ages and skills.

3. HCC CONSTITUTION

The Constitution details the requirements that are necessary to run the Club. This document can only be amended at the Annual General Meeting (AGM) or a Special General Meeting (SGM). A copy of this document can be found 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 Club's website.

5. EQUALITY, SAFEGUARDING and COMPLAINT/GRIEVANCE POLICIES

The Club follows statutory safeguarding legislation and has adopted Croquet England's Equality Policy and Safeguarding Policy. The Club has a Safeguarding Officer, and a Code of Conduct which can be found on the Club's website and to which all members are expected to adhere. The Club's Complaint and Grievance Policy can also be found on the Club's website

6. CLUB COMMITTEES

The 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 up to a further six elected Members. A list of the current Committee Members can be found on the Club's website.

7. CLUB ACCESS

All members attending the Club must enter their name in the Diary. This requirement is in place as a record of members in attendance and for insurance, licensing and safety purposes.

Each new member will receive instructions about how to access the Club's grounds and facilities from a Committee member, and a gate key and door code can be provided once 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.

Apart from those days when the Club is booked for tournaments or other events, members may use the club throughout the day from 9.30 a.m. until dusk. Please familiarise yourself with the location of the fire extinguishers and fire blanket, and ensure that fire exits are accessible. The last person to leave the club must ensure that all the windows and shutters are locked, all lights, heaters, electrical appliances (except for 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 recorded.

8. CLUB MEMBERSHIP

A list of all members and their contact information is maintained by the Club Secretary. Members can view the Club's membership on Croquet England's Website.

9. VISITORS & GUESTS

Our bar licence requires that all visitors sign the Visitors Book. A few 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 and payment of the current fee should be placed in the 'Green Fees' box. Please be aware that minors (aged 18 and under) must be always accompanied by an adult while within the Club's boundaries.

10. CROQUET ENGLAND

Croquet England (CqE) is the national governing body for the sport of croquet and is responsible for promoting and regulating the game. CqE is a non-profit-making organisation, funded through club

levies, individual subscriptions, and donations.

HCC maintains full club membership of CqE. All club members become Standard Members of CqE so they may participate fully in CqE's activities.

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 Norfolk, Bedfordshire, Cambridgeshire, Essex, Hertfordshire, and Suffolk.

12. THE YEAR'S CALENDAR

The Club's **Calendar** for the year is maintained and displayed on the Club's website.

13. CROQUET PLAYING SEASON

The season starts in late March/early April. The Club holds social playing days for GC on Monday and Wednesday afternoons from 1.15pm, and when the nights are lighter from 4.30pm on a Tuesday evening. These sessions provide an ideal opportunity to meet and play doubles and singles with other members. Other sessions are programmed for members as they gain more experience. You should check the Calendar and website regarding the lawns being closed for tournaments. 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 carried out.

14. TOURNAMENTS & COMPETITIONS

The year's programme of Club tournaments and competitions is displayed on the notice board and on the Club's website. Members are very much encouraged to take part as there are Club tournaments and competitions for every level of experience. CqE runs its own programme of nationwide tournaments which members can enter on the CqE website.

15. 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 Committee Member.

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.

16. CROQUET HANDICAPS

Croquet handicaps are maintained by players using handicap cards to record points gained or lost during official matches. Members are encouraged to keep Handicap Cards. The cards are provided by CqE and are available from the Club Secretary. New members will be allocated a handicap by the Club Handicapper. It is the responsibility of each member to keep their handicap up to date on CqE's website.

17. ETIQUETTE

All players using the lawns must wear flat-soled shoes, preferably not sandals to avoid injury to feet. White clothing is normally worn for all Club competitions and tournaments, but a more informal approach is taken on Club afternoons. Many members wear some white clothing but the most important thing is that you should be comfortable and dressed appropriately for the weather.

Members are expected to attend in good time to help prepare and set out the lawns before play on Club afternoons, and to assist in clearing the lawns at the end of play.

When playing please have regard to the normal courtesies, such as waiting for the other player(s) in your game to take their stroke before walking ahead to your ball.

18. ALCOHOL

The Club holds a licence for the sale of alcohol. A price list is displayed in the bar, and a cash box provided for sales. Purchases are made on an honesty basis by all members and guests.

19. SMOKING & VAPING

Smoking or vaping is not permitted within the Club's premises.

20. ANIMALS

Animals, except for assistance dogs, are not permitted on the Club's premises.

21. CATERING

Tea and coffee are always available to members for a small charge. When we are providing catering for tournaments, your assistance in either preparation or clearing up is always welcome. If you feel you can help, please talk to a Committee Member.

22. THE CLUB'S LIBRARY

We have various books on Croquet in the bookcase situated inside the front entrance door. You are 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 is the official publication of CqE and which is also available on their website.

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

23. 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 Meetings and respond to all suggestions made.

24. RECRUITMENT

We are very keen to recruit new members. Experience shows that members are our best channel to potential recruits, and we encourage all members to introduce friends and acquaintances.

Enjoy your croquet!

APPENDIX

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 Appendices 1&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 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 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 (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.

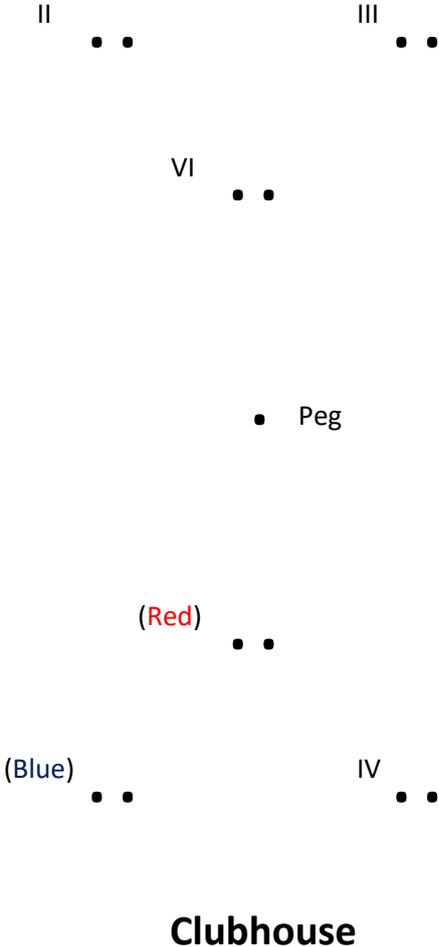
When setting out the lawns hoops must be placed in the holes and tapped-in using a mallet. This is in the equipment room. Under no circumstances should you use your foot or any other implement as this may cause damage to the hoops and/or injury to you.

When removing hoops, the hoop-lifter must be used. This is 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 and competitions is controlled by CqE. Separate holes are used for these events. 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. 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.

APPENDIX.1 - Diagram to indicate the correct location of hoops - Golf Croquet Lawns 2-5



APPENDIX 1.2 - Diagram to indicate the correct location of hoops - For GC Lawn 1 only

