

Croquet Auckland: 2019/20 Tournament Manager's Guide

Updated 15/03/2020

This document should be used as a check list of the responsibilities a Croquet Auckland Manager should perform.

Pre- Tournament:

1. Collect names, contact details, handicaps of the players entering the tournament.
2. Check entry fees have been paid to the Auckland Treasurer.
3. Send out flyers (which the manager will have received from the Match Convenor) to clubs and associations outside the Auckland area.
4. If any entries are low, actively try to encourage local and players from other associations to enter.
5. Once entries are closed, in consultation with the Match Convenor and the Match Committee decide on the best format for the event.
6. Prepare your draw for the event. (The Match Convenor will help with this if you are unable to do it).
7. Email all the players confirming start time, club house fees and format.
8. Put names of players and clubs on croquetscores. (If you don't know how to do this please contact the Match Convenor).
9. If possible, obtain the balls from Epsom/Remuera club to be used for the event.
10. Collect Certificates from either AC or GC Match Convenor.
11. Arrange Referees/Umpires.
12. No play in any grade unless there are at least 4 entries.

After the Tournament:

1. Put results on croquetscores.
2. Present the certificates to the winner, and runner up if applicable.
3. Take a photo of the winners, along with a caption for the photo, and send together with the tournament results report to secretary@aucklandcroquet.org. Also, please copy both the AC or GC Match Convenor into this email.
4. Print off the claim form Managers Expenses from FORMS on aucklandcroquet.org website. Email these to the Match Convenor.