

AUSTRALIAN CROQUET ASSOCIATION

REGULATIONS FOR TOURNAMENTS

PREAMBLE

1. APPLICATION

1. The Australian Croquet Association (ACA), the Croquet Council of New Zealand, The (English) Croquet Association and the United States Croquet Association have agreed that the Regulations for Tournaments within their respective jurisdictions are a domestic matter for the Association concerned.
2. These Regulations (TRegs) dated 4 July 2012 are a refinement of the 21 May 2012 revision which incorporated Tournament Conditions from the Handbook and Tournament Regulations printed in the Laws Book prior to 2000. They cover all Association Croquet (AC) and Golf Croquet (GC) events in Australia unless otherwise advertised. State Associations and their affiliated clubs may adopt variations providing they are published with the tournament announcement.
3. WCF Regulations for Refereeing (WRRs), as amended from time to time, are adopted for use in Australia.

GENERAL

2. LAWS, RULES AND REGULATIONS

Events held under ACA management are played under the current Laws of Association Croquet or WCF Golf Croquet Rules. AC and GC refer to Association Croquet and Golf Croquet respectively. These Regulations apply unless otherwise provided for and advertised. If State Associations or clubs use these Regulations any variations should be advertised.

3. ELIGIBILITY TO COMPETE

1. Eligibility to compete in events conducted by the ACA, State Associations and affiliated clubs is restricted to affiliated players and overseas players affiliated to an organisation which is a member of the World Croquet Federation.
2. For a player to represent a State in the Interstate Cup or Interstate Shield, or to participate in either of the Australian Medals, they must, at the date of close of entries, be a full-time resident of the State for three months and be affiliated to the State which they are to represent, provided, nevertheless, that any player who is affiliated to a State and plays the majority of their tournament croquet within that administration, is eligible to represent that State.

4. OFFICIALS

1. COMMITTEE OF MANAGEMENT

The Committee of Management referred to in these regulations is the ACA, the State or the club controlling the tournament. The Executive of the ACA is the Committee of Management for events controlled by the ACA, Executive Committees of the various State Associations control state events, and Executive Committees of clubs which organise tournaments are the Committees of Management for those tournaments. The Committee of Management for an event shall appoint the Tournament Referee (TR), who must be an accredited Referee, and the Tournament Manager (TM).

2. TOURNAMENT COMMITTEE

The Tournament Committee is appointed by the Committee of Management to be responsible for the tournament. The TR and the TM are members of the Tournament Committee. This Committee is to conduct events in accordance with the current Laws, Rules and Regulations unless otherwise varied by the Committee of Management, and acts as the grievance and/or discipline committee of the event.

3. TOURNAMENT OFFICIALS

Every tournament must have a TR, a TM and, if the event is a handicap event, a Tournament Handicapper, who are together responsible, each so far as his powers and duties are defined, for the interpretation and enforcement of the Laws, Rules and Regulations and the administration of the tournament. The powers and duties of all three officials may be discharged by one person. These appointees have equal authority within their areas of responsibility. The TM may appoint an Assistant Tournament Manager to carry out duties as required and to deputise for the TM when the TM is absent. If a tournament is held at multiple venues a Venue Manager (VM) and Venue Referee (VR) may be appointed at each venue. The VM is responsible to the TM and performs the duties of the TM at the appointed venue. The TR usually appoints a VR as a Deputy Tournament Referee in accordance with WRR 5(b).

5. HANDICAPS AND THE TOURNAMENT HANDICAPPER

ACA Handicap Regulations apply.

6. TROPHIES

1. Perpetual trophies are awarded for most competitions. Medallions are presented to winners and runners-up in ACA events except for the President's AC Eights and President's GC Tens, where invited players receive a special badge the first time they participate.
2. Should an overseas player win an event, any perpetual trophy is to remain in Australia in the custody of the ACA Office.
3. Trophies must be returned, carriage paid, to the TM, in good order, not later than the first day of the next event. Engraving will be arranged by the recipient, at ACA cost, after receiving agreement to any relevant costs.

MANAGEMENT OF TOURNAMENTS

7. THE TOURNAMENT MANAGER

1. POWERS AND DUTIES

The powers and duties of a Tournament Manager (TM) are to manage the tournament in all respects to ensure it is enjoyable for players, spectators, officials and all others involved. This includes:

1. Being a member of the Tournament Committee.
2. Being responsible for the conduct of all events contained in the tournament program.
3. Observing and adhering to all conditions for the tournament as contained in these Regulations or approved by the Committee of Management for the event.
4. If more than one venue is being used the TM may delegate these powers and duties to Venue Managers (VMs), but remains responsible to see that the duties are correctly performed.

2. BEFORE TOURNAMENT

Before the commencement of the tournament, the TM is to:

1. Ensure that VMs are conversant with their duties.
2. Familiarise all VMs with the clerical preparation required, the allocation of matches to courts, and the recording and reporting of match results.
3. Prepare programmes, forms, result sheets etc. as required by VMs in the performance of their duties.

3. DURING TOURNAMENT

During the tournament, the TM is responsible for:

1. Arranging daily draws to be available as early as possible on the preceding day.
2. Deciding, if necessary in consultation with VMs, the suitability of weather (including whether it is too hot for play to start or continue) and court conditions for playing matches. Due to differences in climate, the specific conditions promulgated by the host State are to apply.
3. Ensuring that courts are ready for play prior to the scheduled commencement of play.
4. Ensuring that hoops are set to the required width and relocated as necessary.
5. Ensuring that approved balls are available and used.
6. Ensuring that a clock or suitable electronic timepiece is available for each game.
7. Allotting courts to matches.
8. Allowing the 5 minute practice (or otherwise as prescribed) on each court immediately prior to the match
9. Ensuring that matches commence at the designated starting time each day.
10. Determining whether or not a player not in readiness to play at the appointed time, without a valid reason, should be disqualified from that game. Such a player has the right of appeal to the Tournament Committee.
11. Ensuring that only the breaks listed below are taken during or between games. As a general guideline, play in a match is intended to be continuous, particularly so in GC. The maximum time for all items combined is 15 minutes. Individual times are not cumulative. In some tournaments a lunch break of 30 minutes may be allowed, at the TM's discretion. Otherwise, a player not prepared to start will forfeit the game concerned.
 1. Toilet breaks. Some players physiologically need a toilet break and something to drink at the end of a game, however such breaks may be taken at any time. They are to be as short as possible.
 2. Eating during a game or between games in a match. "Grazing" is encouraged, but is not to be allowed to distract opponents.
 3. Sickness or injury. If a player suffers either heat exhaustion, migraine, diarrhoea, biliousness, etc or an accidental fall, pulled muscle, cramp, etc that prevents them completing a game in a best-of-three or best-of-five match they are allowed 15 minutes to rest and recover. If they are unable to continue then, they forfeit that game (see TReg14.7). Another 15 minutes is allowed before the next game is forfeited and so on.
12. Pegging- down unfinished AC games, or requesting the TR (who could ask a referee) to do so, and in doing so avoiding, if possible, a situation involving a ball in a critical position (AC: Law 6(d)). In GC, deciding the procedure if a game or match is prevented from finishing.
13. Being responsible for setting out the court prior to resumption of a pegged-down game. See TReg 15.2 for practice before resumption.
14. Allowing or refusing practice on the tournament courts.
15. Reporting in writing to the Tournament Committee any player guilty of misconduct (for example, deliberate substantial damage to equipment or courts is classed as misconduct).
16. Forwarding results as designated by the Committee of Management;
17. Submitting a report including recommendations to the Committee of Management, if required.

8. THE TOURNAMENT REFEREE AND DEPUTY TOURNAMENT REFEREES

See World Croquet Federation Refereeing Regulations.

9. ASSISTANT TOURNAMENT MANAGER AND VENUE MANAGERS

The TM may appoint an Assistant Tournament Manager (ATM) and Venue Managers (VMs) who are to carry out duties as requested by the TM and deputise for the TM as required. They are responsible to the Tournament Manager.

RESPONSIBILITIES OF STATES OR CLUBS ORGANISING TOURNAMENTS

10. EXPENSES

The State or club hosting an ACA tournament is to complete the form "Tournament Expenses Estimate/Claim", see Appendix B, paragraph 2. When accepted this becomes a de-facto contract with the ACA.

11. TOURNAMENT NOTICE

1. TOURNAMENT INFORMATION

A tournament notice should give the following information:

1. The names of the tournament, the organizing body, the Tournament Manager, the Tournament Referee and Tournament Handicapper (if known) and the name and contact details for the Tournament Secretary for receipt of entries.
2. Venue or venues of the tournament, with number, location and size of the courts.
3. Dates and the nature of each event, any qualifications or restrictions and the entry fees.
4. Notice of any seeding (see TReg 15(a)).
5. Notice of any authorised variations (see TReg 11.2 below).
6. Type of balls to be used.
7. Hoop dimensions to be used (see TReg 15.6 below).
8. Time play will begin on the first day.
9. When entries close and when the draw will be made.
10. Details of prizes and trophies

2. VARIATIONS IN PLAY

1. Authorised AC variations include full bisque handicap play, alternate stroke handicap doubles play, advanced handicap play, one-ball play and short croquet (see Appendices 3, 4, 5, 6, & 7 respectively of the Laws) and any other variations approved by the Committee of Management responsible for the Tournament.
2. Authorised GC variations include the length of games (7, 13 or 19 points), the number of games in each match and the method of determining the winner (see Rule 1(c)).

RESPONSIBILITIES OF PLAYERS

12. RESPONSIBILITIES OF PLAYERS

1. An entry for an event will be accepted providing the entry fee is paid prior to the closing date for entries. Players withdrawing before the closing date are entitled to a refund of the entry fee less an administrative charge. Withdrawals after the closing date may be refunded 50% if for a compelling reason or if a replacement is found.
2. Players are to record on their entry forms their current handicap and, if different, their current club handicap. Any subsequent alterations to their handicaps must be reported to the Tournament Manager on arrival or earlier if possible. Every player bears the final responsibility for ensuring that they play at their correct handicap. Players who play in a handicap event at a handicap higher than their handicap or in a class event that their handicap does not entitle them to enter must be disqualified. In knock-out events in which the player has not been defeated, their place is taken by their last opponent. In American or Swiss events their record is deleted from the event.
3. Players are to report to the VM on arrival and before leaving the venue and must furnish the TM with an address and telephone number at which messages can reach them during the event.
4. A player not ready to play at the appointed time may be disqualified or otherwise penalised at the discretion of the TM.
5. Players may only practice on courts being used for the event with permission from the TM. After the toss, a five minute warm up with the balls to be used in that match and on that court is permitted.
6. Players may only take breaks between games and matches as provided in TReg 7.11.
7. Players are to wear neat and appropriate sporting attire and flat-soled shoes ie shoes, the soles of which do not mark the court. Players choosing to wear sandals shall, as all players should, be conscious of surrounding play in order to ensure their own safety. A player presenting at the venue in unsuitable attire will be given the opportunity to dress appropriately or will not be permitted to participate in the event.

13. DOPING POLICY

Doping is forbidden. The anti-doping policy of the Australian Sports Commission as in force from time to time is adopted as the policy of the ACA. It is the responsibility of players to ensure that they are aware of the doping policy which applies to all events.

14. ETIQUETTE

1. Players are responsible for maintaining good standards of behavior towards other players, equipment, courts and spectators. Some examples of unacceptable behavior that players are expected to avoid are:
 1. Leaving the vicinity of the court without permission from the opponent, referee or manager.
 2. In AC, giving advice inappropriately. See Law 50. A match in AC is intended to be a contest between the skills and intellect of the players alone. To avoid misunderstandings spectators are requested to not position themselves near a player or remain nearby if they could be thought to be offering advice.
 3. Abusing their mallet or other equipment.
 4. Disturbing other players during a match.

5. Interrupting the striker by standing or moving in front of the striker or otherwise, except as permitted or required by the laws or rules.
 6. Arguing aggressively or continuously with or being aggressive towards an opponent.
 7. Failing to play with due dispatch. Players are not to waste time.
 8. Playing after an opponent has forestalled or clearly asked for play to be stopped to enable an action to be investigated or a ball to be placed.
 9. Refusing to observe the required standard of dress (eg removing shirt).
 10. Failing to accept a decision of a referee on a matter of fact or showing lack of respect for a referee.
 11. Acting in such a manner that may bring the game into disrepute.
2. If a second act of unacceptable behavior occurs (not necessarily the same misdemeanour) the player may be penalised by the ending of that turn or the loss of the next turn. If a third act occurs the player may be disqualified from the match. In this case the opponent is declared the winner with the maximum points (usually 26 in AC and 7 in GC) and the disqualified player is recorded with the points scored when the match is stopped.
 3. AC Laws 50 and 51 and GC Rule 14 and GC Reg 6 also address players' behavior.

EVENTS

15. GENERAL

1. ENTRIES

Entries, with entry fees, must be received by the ACA Office by the date specified in the tournament programme and/or the tournament conditions published on the ACA website. Entry fees are set by the Executive and accepted by Council at the AGM. Except for the Interstate Cup, Interstate Shield and Gold Medals, the TM, with the approval of the Executive Committee, may limit the number of entries either by using handicaps, world rankings, by arranging a play-off or any other method.

2. PRACTICE

Courts may be available for practice a few days before an event commences at the discretion of the club concerned. During the event, courts being used for the event may only be used for practice at the discretion of the VM. In Association Croquet after the toss players are allowed a five minute warm up with the balls to be used in the match and on the court to be used. In Golf Croquet a five minute warm up may be allowed at the beginning of the day and after lunch or other extended break. If a match has been pegged down overnight the TM would usually allow the players a five minute warm up before resumption of the match. In all cases the TM has discretion to vary the arrangements.

3. SEEDING

Seeding is permitted in an event if it is advertised in advance. Seeded players are to be shown in the programme.

4. THE DRAW

The Tournament Committee determines the outline according to the arrangements designated for a given event, including seeding and order of play. The Events Committee prepares the programme. The TM allocates courts, starting times and any modifications for local conditions. The draw may be adjusted only in order to avoid as far as possible an early meeting of: players from the same club/State; or close relatives; or players already drawn to meet in the first round of another event; or players of similar handicaps to avoid imbalance of playing strengths in divisional play events.

5. PROGRAMMES

Programmes for major events will be available from the ACA website or Tournament Headquarters. The TM may make any judicious alterations to the program, draw or other arrangements as necessary to complete the event in the time available.

6. HOOPS

1. The distances between the inner surfaces of the uprights of each hoop are to be set as near as possible to the nominal distance (3 11/16 inches or, where advertised, 3 3/4 inches) as can in practice be achieved. To allow for inaccuracies in gauges, hoops and setting techniques, a tolerance of plus or minus 1/32 inch is allowed.
2. In all ACA events other than Handicaps the nominal distance is to be 3 11/16 inches. It is to be 3 3/4 inches in Handicap events.
3. Law 35(b) Ball Jammed in a Hoop is replaced by Law 53(b)(3).

7. FORFEITING OR WITHDRAWING

If a match is forfeited, the score of the forfeiting player at the time of forfeiting is recorded as their final score and the opponent's score is recorded as the maximum possible for the game or match being played. If a player withdraws from the event before completing a block their scores are voided. If a player withdraws from a knockout their current or next opponent receives a walkover. See TReg 7.3.11.3 for multi-game matches.

16. TIME LIMITS

1. IMPOSING A TIME LIMIT

The TM may impose a time limit on all games in an event, provided that such a time limit is advertised in advance or announced at the tournament before the start of the event; or on each game in any round of an event before that round commences.

2. UNLIMITED GAMES

If no time limit had been imposed, the TM may impose a time limit in AC of a further hour on any game that has been in progress for at least 2 hours and in GC of a further 15 minutes on any game that has been in progress for at least one hour.

3. USING TIME LIMITS

When a time limit has been imposed on a game, the players should arrange for an independent person or, failing that, one of themselves to be responsible for announcing audibly that the time limit has been reached.

1. In AC, play continues for an extension period in which the striker completes his turn and his adversary plays one subsequent turn. For the sole purpose of determining whether the striker's turn ends before or after time is called, it is deemed that his turn ends and the next turn begins as soon as he strikes the striker's ball or is deemed to have played it in the last stroke of his turn. The side which has scored the greater number of points at the end of the extension period is the winner. If each side has scored the same number of points, play continues and the side for which the next point is scored is the winner. Where "stop on the bell" is specified play will cease when the time limit is reached. If a ball has been struck before time is called, then the game ends when all balls come to rest. At the completion of the allotted time period, the winner is the side with the most points. If each side has scored the same number of points, then play continues and the side for which the next point is scored is the winner [see Law 53(g)(1)]. This Regulation is subject to Law 53(g)(2)(B) and Law 55(c)(7).

2. In GC, play is in accordance with Rule 1(c) and the variation adopted under the commentary to that rule.

4. USE OF BISQUES IN AC

No half-bisque or bisque may be played at the end of either of the two turns which comprise the extension period. If play continues after the end of the extension period, any half-bisque or bisque may be played at the end of any subsequent turn.

17. IMPASSES IN AC

If a game has reached a situation where, in the judgment of the TR or an Active Referee, neither side is making any significant progress, the referee may rule that there is an impasse. The referee is to determine which side last scored a point for itself, and at the start of a turn of that side the referee is to announce that the following will begin:

1. Each side will be permitted to play three more turns, after which, if the referee rules that there still has been no progress, then in the fourth turn the side which last scored a point will be entitled to an "optional lift or contact" as provided under Law 36.
2. If further impasses occur in the same game, the side entitled to the optional lift or contact will alternate.
3. This procedure can be applied at any stage of the game and irrespective of the clip positions or the number of balls remaining in the game.
4. It is not necessary for a point to be scored or a roquet made in order for progress to be made. Any substantial change in the on-court situation indicates that the original impasse no longer exists, though it is possible that another impasse could occur later.

18. ABSENCE OF A DOUBLES PARTNER in AC

1. A doubles player absent at the start of a game may join the game later. The previously absent player may not start a turn until after the opponents have started a turn knowing that the previously absent partner has joined the game.
2. If a player starts a turn in contravention of the above they will be "PLAYING WHEN NOT ENTITLED" (Law 25).

19. KNOCK-OUT EVENTS

1. SINGLE - LIFE EVENTS

The draw is compiled using the Bagnall - Wild method as follows:

1. Determine the total number of entries and subtract this number from the next higher power of 2 (i.e. 4, 8, 16, 32, 64, ...). The result is the number of players receiving byes in the first round.
2. Subtract the number of byes from the number of entries and the result is the number of competitors in the first round.
3. If the number of byes is even, half of the byes go into the top half of the draw and half into the bottom half or if the number of byes is not divisible by 4 (i.e. 2, 6, 10, 14, 18, ...) two more byes may be placed in the bottom half than in the top half; if the number of byes is odd, one more is placed in the bottom half than in the top half; within each half the byes may be distributed between the two quarters according to the same principle; similarly within each quarter between each eighth, etc.
4. The names of the players are then drawn at random and entered in the draw in the order they are drawn, starting at the top.
5. Should any name not be drawn and entered, the draw must be declared void and a new draw made.

Example 1: 21 entries give 11 byes and 10 players (5 matches) in the first round. 5 byes are placed in the top half of the draw and 6 in the bottom half.

Example 2: 22 entries give 10 byes and 12 players (6 matches) in the first round. 5 byes go in the top half and 5 byes in the bottom half or 4 in the top half and 6 in the bottom half.

2. THE TWO - LIFE SYSTEM

The first life, called the Draw, is compiled as a Single-life Event. The draw for the second life, known as the Process, which must be the same size as the Draw, is compiled by listing the appropriate series of numbers from the table below. Next to each number is entered the name of the player next to that number in the Draw. Any player who is paired with a blank opponent receives a bye. The winner of the Draw plays an extra match against the winner of the Process to decide the event winner. If the same player wins both halves of the event, the defeated finalist in the Draw and Process may play off for second place.

	Process Order								
1 to 4		1		3		2		4	
5 to 8		1	5	3	7	2	6	4	8
9 to 16	(1 st 8)	1	9	5	13	3	11	7	15
	(2 nd 8)	2	10	6	14	4	12	8	16
17 to 32	(1 st 8)	1	17	9	25	5	21	13	29
	(2 nd 8)	3	19	11	27	7	23	15	31
	(3 rd 8)	2	18	10	26	6	22	14	30
	(4 th 8)	4	20	12	28	8	24	16	32
33 to 64	(1 st 8)	1	33	17	49	9	41	25	57
	(2 nd 8)	5	37	21	53	13	45	29	61
	(3 rd 8)	3	35	19	51	11	43	27	59
	(4 th 8)	7	39	23	55	15	47	31	63
	(5 th 8)	2	34	18	50	10	42	26	58
	(6 th 8)	6	38	22	54	14	46	30	62
	(7 th 8)	4	36	20	52	12	44	28	60
	(8 th 8)	8	40	24	56	16	48	32	64

3. TWO- LIFE VARIATIONS.

The two variations that follow reduce a two-life event to a single-life event.

1. VARIATION A

This is introduced when both lives have reached the semi-final stage and there are fewer than eight players involved. The draw is compiled on a sheet containing positions numbered from 1 to 8.

7 players: the player in both lives is placed in position 1 and receives a bye; position 2 is blank and the other players are drawn to fill positions 3 to 8.

6 players: the two players in both lives are placed in positions 1 and 8 and receive byes; positions 2 and 7 are blank and the other players are drawn to fill positions 3 to 6.

5 players: the three players in both lives are drawn to fill positions 1, 3 and 8 and receive byes; positions 2, 4 and 7 are blank and the other players are drawn to fill positions 5 and 6.

4 players: all players are drawn.

2. VARIATION B

This is introduced when both lives have reached the final stage and there are fewer than four players involved.

3 players: the player in both lives plays the winner of a game between the other two players.

2 players: they play each other once.

4. XY AND XYZ EVENTS

1. THE X EVENT.

The players are drawn using the Bagnall-Wild method.

2. THE Y EVENT.

Players who lose their first match in the X Event automatically enter the Y event in the same order as they were drawn in the X Event.

3. THE Z EVENT (if played)

Players who lose their second match in the X Event or their first match in the Y Event enter the Z Event automatically, but in the order the Manager decides.

4. BYES

Byes and, in XY events, walk-overs do not count as a win. Players who scratch from the X Event or the Y Event are not allowed to enter the Y Event or the Z Event.

5. AUTOMATIC TWO - LIFE EVENT

1. The Automatic Two Life Event is an alternative to the Draw and Process Event. (Competitors initially have two lives in both systems.)
2. The competitors are drawn at random and are listed in the order they are drawn and a horizontal line is drawn below the last name drawn.

3. At all stages of the event, players with two lives are always above the line; players with one life below the line. Those who have lost both their lives are eliminated from the competition. The competition continues until all players except one have lost both their lives. That competitor, who may have either two lives or one life remaining, is the winner. The last competitor to be eliminated is the runner-up.
4. In each round, the matches are determined by pairing the players starting from the bottom. If there are an odd number of players in a round then a bye must be allocated according to 5 below before the pairings are determined.
5. If there are an odd number of players in a round, a bye is allocated to the highest player in the list who has not already had a bye. Once all players remaining in the event have had a bye, any subsequent byes are allocated on rotation in the same order as before regardless of where the player now appears in the list.
6. In the second round: The players with two lives are listed in their order as they occurred in the preceding round, except if a player received a bye, that player is placed at the bottom of the list of players with two lives. The players with one life are listed below the line in the same order as they occurred in the first round.
7. In subsequent rounds: The players with two lives are listed above the line again in their order as they occurred in the preceding round. The winning players with one life are listed below the line in the same order as they occurred in the preceding round. Below them are placed the losing two-lifers, who also appear in the same order as in the preceding round. Any player who received a bye in the previous round is placed at the bottom of the list in the appropriate life. Pairings are then determined as in 4 above.
8. There is no restriction on players meeting more than once.
9. Eventually, the event will reduce to two competitors, one with two lives and the other with one life who will play each other. If the one lifer wins, then the two players must play again to determine the winner.

20. AMERICAN EVENTS

1. FULL BLOCK PLAY

1. The number of blocks is determined by the Committee of Management of the event to fit the schedule of play and the number of entries.
2. Seeded players, if any, are allocated to the blocks and the remaining players are drawn. The number and placement of seeds and the method of the draw for the remaining players is done according to the specifications determined by the Committee of Management of the event.
3. Each player plays every other player in the block. It is recommended that the draw should be organised so that the higher ranked players play against each other in the later rounds.
4. If a player withdraws or is disqualified then the player's entire record of wins and losses is deleted. (However results are entered on handicap cards and count for world rankings.)
5. The method of determining a block winner is as follows:
 1. The winner is the player who has won the most matches.
 2. If there is a tie on matches, the winner is the player who has won the most net games.
 3. If there is a tie on games, the winner is the player who has the highest net points total. The net points total for each player is the number of points scored less the number of points conceded.
 4. If there is a tie on games and net points total
 1. between two players, the winner is the winner of the game between them; or
 2. between more than two players, the winner is the winner of the most games between the players in the tie; or
 3. if there is still a tie, a tie-break of such form as the Tournament Manager deems fit is to be imposed.
6. If the method of determining the winner is changed by the Committee of Management of the event then the method to be used must be specified in the conditions for the event.
7. Full American blocks may be played as the qualifying stage of an event, to be followed by further stages played according to TReg 19.
8. For such competitions the Committee of Management will determine the number of competitors who will qualify for the next stage from each block once the number of entries is known. Competitors shall be advised accordingly at the beginning of the competition.

2. PARTIAL BLOCK PLAY

Partial block play is similar to full block play except that each side does not play all the other sides. Blocks of varying sizes can be used and each side receives a set number of one or more byes.

21. SWISS EVENTS

Swiss Events provide the players with as many games as possible without having to play every other player. In each round, players are drawn against other players whose record is similar to their own.

1. NUMBER OF ROUNDS

The number of rounds should normally be at least two greater than the number of rounds required in a single-life knock-out event for the same entry.

2. DETERMINATION OF PAIRINGS

The following rules are applied in order.

1. Positions in the first round are drawn at random.
2. No player may play the same opponent more than once except in the final round as a tie-break.

3. After each round, players are grouped according to their number of wins. Within these groups, players are listed in the same order as they were initially drawn.
4. The pairings for the next round are determined by applying the following pairing rules successively:
 1. The top player is drawn against the second highest player. If they have already played each other, the top player is drawn instead against the next highest placed player whom the top player has not already played.
 2. The bottom placed player is drawn against the second lowest placed player. If they have already played each other, the bottom player is drawn against the next lowest placed player whom the bottom player has not already played.
 3. The next highest placed unpaired player is drawn against the next highest unpaired player whom this player has not already played.
 4. The next lowest placed unpaired player is drawn against the next lowest unpaired player whom this player has not already played.
 5. These pairing rules are applied alternately until all of the players are paired.
 6. If at any stage it becomes impossible to find a match for a player among the remaining unpaired players, one or more of the earlier pairings must be undone and rematched to ensure that every competitor plays someone whom they have not played in an earlier round.
3. BYES AND DEFAULTS
 1. If the number of players is odd, or becomes odd by a player withdrawing, then, for pairing purposes, an imaginary player Bye is introduced whose score is permanently zero. If a real player is paired with Bye in any round, he is deemed to win by the maximum margin. Bye is withdrawn if the number of real players later becomes even.
 2. If a player defaults in any round, the opponent is deemed to win by the maximum margin.
 3. No player may be paired with Bye more than once.
4. DETERMINATION OF THE WINNER
 1. The winner is the player who has won the most games at the end of all rounds.
 2. If there is a tie between two players who have played each other, the event winner is the winner of the game between them.
 3. If there is a tie amongst more than two players and each has played all of the others, the winner is the player who won the greatest number of games amongst the players in the tie.
 4. If there is a tie amongst more than two players and they have not all played each other, the winner is the player who has defeated all of the other players in the tie.
 5. If a tie still remains unresolved, the winner is the player with the highest number of net points in the games played.

22. EGYPTIAN EVENTS

The objective for an Egyptian Event is to provide as many games for the players as can be arranged for them in the time that they have available. Players are entitled to play in as many rounds as possible regardless of their results in earlier rounds.

1. GROUPINGS

Players may be divided, on handicap basis, into groups. If players are divided into groups, they may be required to play against players who are not in their group.
2. DETERMINATION OF WINNER

The winner of the group is the player in the group whose rating has increased the most. In order to qualify, players must play the set minimum number of games, including at least a set number of games against players in their group.
3. FORM OF PLAY

An Egyptian Event may be played using the laws or rules of any form of play. Also players with a wide handicap difference can participate.
4. METHOD OF PLAY
 1. It allows players to play as many or as few games as they wish (subject to a minimum number of games to qualify). Each player has a card on which results are recorded. When players finish a game, and want to play again, they put their card in the Waiting box. As soon as there is a court free, the Manager matches the waiting players. If players want time off, they place their card in the Hold box and only return them to the Waiting box when they are ready to play again.
 2. Where possible, players are not drawn against someone they have already played, or where there is a large handicap difference.
 3. The scoring is based on a win or loss, the number of hoop points scored is not used.
 4. All players commence with a given number of points (their rating) which is based on their handicap; the player who wins a game adds points to their rating and the loser deducts the same number of points from their rating. The table below is an example of Initial Ratings based on handicaps for Ordinary or Advanced AC Play.

Change in Rating		
Difference In Rating	Higher Rated Player Wins	Lower Rated Player Wins
0-5	+5	+5
6-16	+4	+6
17-27	+3	+7
28-38	+2	+8
39+	+1	+9

5. Players' ratings are adjusted at the end of each game. Their new rating becomes their rating for their next game. The winner's rating is increased by the amount shown in the table below while the loser's rating is decreased by the same amount.

Handicap	Rating	Handicap	Rating	Handicap	Rating
-3	250	2	200	9	150
-2.5	245	2.5	195	10	145
-2	240	3	190	11	140
-1.5	235	3.5	185	12	135
-1	230	4	180	14	130
-0.5	225	4.5	175	16	125
0	220	5	170	18	120
0.5	215	6	165	20	115
1	210	7	160	22	110
1.5	205	8	155	24	105

Example 1

Player A (on 176 points) beats Player B (on 153 points)

The points difference is 23, Player A rating is increased by 3 points to 179 for the win and Player B rating decreases by 3 points to 150.

Example 2

Same as above, but Player B wins

B gains 7 points and rating becomes 160 and A loses 7 points and rating becomes 169.

5. DETERMINATION OF WINNER

The winner of the event or group is the player, who having played at least the required number of games, whose rating has increased the most over the duration of the event. If two players have increased their points by the same amount during the event, the winner is the player who won the game between the two players.

6. HANDICAP PLAY

An Egyptian event may be played on handicap rather than level, and in that case, all competitors are assigned an initial rating of 100 regardless of their handicap. The table above in 4.5 is used at the end of each game to determine the players' change in ratings.

AUSTRALIAN CROQUET ASSOCIATION

REGULATIONS FOR TOURNAMENTS

SPECIFIC EVENTS

23. THE AUSTRALIAN CROQUET CHAMPIONSHIPS

1. The Australian Croquet Championships include the (AC) Interstate Cup (the Eire Cup), the (GC) Interstate Shield (the WCF Shield), the AC and GC Open Singles and Doubles Championships and the AC and GC Mens and Women's Championships. The events are held annually, not necessarily at the same time.
2. The Interstate Cup and any events conducted with that event (usually the AC Medal and the AC Men's and Women's Championships) are held in each State consecutively in the following rotation: Tasmania, South Australia, Western Australia, Queensland, New South Wales and Victoria unless by mutual agreement, States waive their rights and stand down, or change the order of rotation.
3. The Interstate Shield and events conducted with that event (usually the GC Medal and the GC Men's and Women's Championships) and the AC and GC Open Singles and Doubles Championships are held on dates and at locations approved by the Executive Committee and confirmed by Council after bids by States.
4. Where appropriate, events may be played as block rounds to reduce the number of players to a suitable number to finalise the event with knock out rounds with best of three games and either best of three or five games for the final round, dependent upon court availability;

24. AC OPEN SINGLES AND AB MORRISON ENCOURAGEMENT AWARD

1. The AB Morrison Encouragement Award may be made on the basis of a player's results in matches played in the Australian Open Singles AC Championship, including the Plate Event.
2. To be eligible for this award a player must have a grade less than 1700 on the World Ranking list at the closing date for entries. The World ranking grade used to determine the award may be varied by the Events Manager and published prior to the event.
3. The winner is the player who wins the most games. If there is a tie on games, the winner is the player who has the highest net points total. If there is a tie on games and net points totals between two or more players, the winner is the winner of the game(s) between them if they have met. If they have not met then a tiebreaker of such form as the TM deems fit may be imposed.
4. If there are no eligible entrants, no presentation will be made.

25. PRESIDENTS INVITATION EIGHTS (AC) AND TENS (GC)

1. Three Open and one Women's AC Eights and two Open and one Women's GC Tens are held annually. To encourage the best players to enter, regardless of their home location, a high entry fee is set and interstate players and those travelling more than a hundred kilometres are reimbursed part or all of their fares. These events are normally held in Melbourne, which provides the highest percentage reimbursements to interstate players.
2. Entrants are selected for invitation by the relevant Selection Committee on the basis of their world ranking, subject to a minimum of 20 games in the preceding 12 months. Up to 2 wild cards for each event may be made available, having regard to rapidly improving players. Members of the Selection Committees are eligible for selection in these events.
3. The format for each event is a double round-robin. The players toss at the start of the first match and the opponent is deemed to have won the toss for the second match.
4. Prizes for the Eights are, in order, the Eddie Hunt Trophy, the Tom Howat Cup, the Major Tingey Tray and, for the women's event, the Jean Armstrong Bowl. Prizes for the Tens are the First Ten Trophy, the Second Ten Plaque and the Women's Ten Plate.

26. AUSTRALIAN HANDICAP TOURNAMENTS

The AC and GC Handicap Tournaments are held annually on dates and at locations determined as for TReg 23.3 above.

1. The AC Handicap Singles consists of a block first round followed by round robin of block winners, a knockout, or other method according to the number of entries received and the courts available. A consolation event is held for players who do not qualify for the second round.
2. In the AC Handicap Doubles, partners are allocated on a high-low handicap basis playing with partners from another State or area wherever possible, however consideration is given to those entering as a pair when the high/low principle is honoured.
3. In the GC Handicap Doubles, players may enter with a partner or will be allocated a partner if entering as a single player.
4. The GC Handicap Singles and Doubles are played as blocks followed by a knockout. The knockout sections are played as best-of-three 26-point game matches.
5. These tournaments are important in providing information about relative handicaps between States. The Tournament Handicapper is encouraged to be pro-active in correcting players' handicaps during the events where there are discrepancies between players' ability and their handicap.

27. PATRON'S TROPHY FOR AC

The Patron's Trophy event is held annually, format decided by the number of entrants at the discretion of the TM. It is intended to provide intensive high level competition over a three-day weekend. The number of entrants is normally limited to 32. Dates and locations are determined as for TReg 23.3 above.

28. THE INTERSTATE CUP

1. The Interstate Cup is the AC interstate teams competition for which a perpetual trophy known as the Eire Cup was donated by the Irish Croquet Association.
2. The event is open to those States that are members of the ACA.
3. There will be no contest unless there are at least three entries.
4. One team may be entered from each State. States name no fewer than 8 players (4 men and 4 women) or more than 10 players (5 men and 5 women). Reserves are permitted under 8 below. If one or more State is not able to provide a full team of four men and four women, but can provide at least two men and two women, the host State, in consultation with said State, may provide additional players to make up a full team and allow the State to participate.
5. A list of team members is to be sent to the ACA Office at least one month prior to the commencement of the event.
6. A playing or non-playing Captain is appointed by each State and the ACA Office advised accordingly.
7. The draw will be seeded from the results of the previous Interstate Cup and games will be played as follows:

Day 1	Team 3 vs Team 5	Team 1 vs Team 6	Team 2 vs Team 4
Day 2	Team 1 vs Team 4	Team 2 vs Team 5	Team 3 vs Team 6
Day 3	Team 4 vs Team 6	Team 2 vs Team 3	Team 1 vs Team 5
Day 4	Team 2 vs Team 6	Team 4 vs Team 5	Team 1 vs Team 3
Day 5	Team 1 vs Team 2	Team 3 vs Team 4	Team 5 vs Team 6

8. On the day scheduled for any match:
 1. The names of the players, order of play, including doubles pairings, are notified by each Captain or Vice Captain to the Venue Manager or Assistant Venue Manager at least 20 minutes before the commencement of each match. In each match only four men players and four women players may be selected to play singles but the players selected to play doubles may be different members of the team from those playing singles. The order of play for singles games is to be in accordance with world rankings at noon, Eastern standard time, two days prior to the start.
 2. Individual members of teams may be varied for each separate match. Apart from the arrangements permitted under 8.1, individual members of a team may not be varied during one match, unless a player is incapacitated by sickness or accident. In such event, a reserve player may fill his or her place in the team for any game not already commenced in such match except for the second round of singles. Such substitution must be reported to the Captain of the opposing team and be sanctioned by the Venue Manager in consultation with the Venue Referee. The second round of singles must be played with the same players who played in the first round of singles of that match. If a player is not available for the start of the second singles game in a match then a forfeit will be awarded. If the game is started but is unable to be completed then it will be conceded.
9. Each team is entitled to nominate one or more players, any of whom may, prior to the commencement of the match, act as a substitute for a player. If the occasion arises that no substitute is available, a reasonable time will be allowed to obtain a substitute, and the team schedule is adjusted accordingly. If the team concerned is unable to nominate a substitute within the given time, the singles match for that player is forfeited (26-0).
10. Each team plays every other team once. A match consists of twenty games, four doubles and sixteen singles. Doubles are played first then singles, women versus women and men versus men, as follows:

Team A no 1 vs Team B no 2	Team A no 2 vs Team B no 1
Team A no 3 vs Team B no 4	Team A no 4 vs Team B no 3
Team A no 1 vs Team B No 1	Team A no 2 vs Team B no 2
Team A no 3 vs Team B no 3	Team A no 4 vs Team B no 4

11. Should a team be unable to complete the series of matches, scores for and against that team are deleted from all results.
12. The team winning a match is the team that wins the most games, but:
 1. If games are equal, the team that wins most net points.
 2. If scores are still equal, the match is a tie and each team scores half (1/2) a point.
 3. The team winning the match scores one (1) point.
13. The winner of the Interstate Cup is the team scoring the greatest number of matches.
 - 1.If matches are equal, the team scoring the greatest number of games during the series.
 - 2.If games are equal, the team scoring the greatest number of net points in the series.
 - 3.If the number of net points in the series is equal, the winner is decided by the result of the match already played between the teams involved in the tie.

4.If 3 above was a tie, the trophy is shared.

14. The Tournament Manager is to use as many courts as necessary to ensure that, as far as possible, each Interstate Cup match is completed in one day.

29. THE INTERSTATE SHIELD

1. The Interstate Shield is the GC interstate teams competition for which a perpetual trophy known as the WCF GC Interstate Shield for Teams Competition was donated by the WCF.
2. The event is open to those States that are members of the ACA.
3. There will be no contest unless there are at least three entries.
4. One team may be entered from each State. States name no fewer than 8 players (4 men and 4 women) or more than 10 players (5 men and 5 women). Reserves are permitted under 8 below. If one or more State is not able to provide a full team of four men and four women, but can provide at least two men and two women, the host State, in consultation with said State, may provide additional players to make up a full team and allow the State to participate.
5. A list of team members is to be sent to the ACA Office at least one month prior to the commencement of the event.
6. A playing or non-playing Captain is appointed by each State and the ACA Office advised accordingly.
7. The draw will be seeded from the results of the previous Interstate Cup and tests will be played as follows:

Day 1 : Team 3 v Team 5	Team 1 v Team 6	Team 2 v Team4
Day 2 : Team 1 v Team 4	Team 2 v Team 5	Team 3 v Team 6
Day 3 : Team 4 v Team 6	Team 2 v Team 3	Team 1 v Team 5
Day 4 : Team 2 v Team 6	Team 4 v Team 5	Team 1 v Team 3
Day 5 : Team 1 v Team 2	Team 3 v Team 4	Team 5 v Team 6

8. On the day scheduled for any match:

1. The names of the players, order of play, including doubles pairings, are notified by each Captain or Vice Captain to the Venue Manager or Assistant Venue Manager at least 20 minutes before the commencement of each match. In each match only four men players and four women players may be selected to play singles but the players selected to play doubles may be different members of the team from those playing singles. The order of play for singles games is to be in accordance with world rankings at noon, Eastern standard time, two days prior to the start. Doubles teams are not required to conform to world rankings.
 2. Individual members of teams may be varied for each separate test. Apart from the arrangements permitted under 8.1 above, individual members of a team may not be varied during one test, unless a player is incapacitated by sickness or accident. In such event, a reserve player may fill his or her place in the team for any match not already commenced in such test except for the second round of singles. Such substitution must be reported to the Captain of the opposing team and be sanctioned by the Venue Manager in consultation with the Venue Referee. The second round of singles must be played with the same players who played in the first round of singles of that test. If a player is not available for the start of the second singles match in a test then a forfeit will be awarded. If the match is started but is unable to be completed then it will be conceded.
9. Each team is entitled to nominate one or more players, any of whom may, prior to the commencement of the test, act as a substitute for a player. If the occasion arises that no substitute is available, a reasonable time will be allowed to obtain a substitute, and the team schedule is adjusted accordingly. If the team concerned is unable to nominate a substitute within the given time, the singles match for that player is forfeited (7-0, 7-0).
10. Each team plays every other team once. A test shall consist of twenty matches, four mixed doubles and sixteen singles. Doubles shall be played first then the singles, women versus women and men versus men. Matches, each of two 13-point games, will be played as follows:

Court 1	MA1 & WA1 v MB1 & WB1	MA1 v MB2	WA1 v WB2	MA2 v MB2	WA1 v WB1
Court 2	MA2 & WA2 v MB2 & WB2	WA2 v WB1	MA2 v MB1	WA2 v WB2	MA1 v MB1
Court 3	MA3 & WA3 v MB3 & WB3	MA3 v MB4	WA3 v WB4	MA4 v MB4	WA3 v WB3
Court 4	MA4 & WA4 v MB4 & WB4	WA4 v WB3	MA4 v MB3	WA4 v WB4	MA3 v MB3

11. Should a team be unable to complete all tests of the competition, scores for and against that team are deleted from all results.
12. The team winning the test is the team that wins the most matches, but:
1. If matches are equal, the team that wins most net games.
 2. If scores are still equal, the team that wins most net points.
 3. If scores are still equal, the match is a tie and each team scores half (1/2) a point.
 4. The team winning the test scores one (1) point.
13. The winner of the Interstate Shield is the State Team scoring the greatest number of tests.
1. If tests are equal, the team that wins most matches.
 2. If matches are equal, the team that scored the greatest number of games during the tests.
 3. If games are equal, the team scoring the greatest number of net points in the tests.

4. If the number of net points in the tests are equal, the winner is decided by the result of the test already played between the teams involved in the tie.
 5. If 4 above was a tie, the trophy is shared.
14. The TM is to use as many courts as necessary to ensure that, as far as possible, each Interstate Shield test is completed in one day.

30. AUSTRALIAN AC MEDAL COMPETITIONS

The Australian AC Bronze Medal Events (previously known as the Australian Gold and Silver Medals event in 2005, as the Bronze Medal event from 2001 to 2004 and as the ACA Gold Medal before 2001), will be played for in each state. The winners of these events (or runners-up, if winners are not available) are expected to play in the Australian AC Gold and Silver Medal event, held at the time of the Interstate Cup. The winner will receive the Australian AC Gold Medal and the second placed player the Australian AC Silver Medal. The other four state winners will be presented with their Australian AC Bronze Medals at this time.

1. Each state selects between six and ten players to compete in the AC Bronze Medal event held by that State. States are to select the best available players. In order to determine the best available players State Associations should consider the results of the following types of events played under AC Laws in which their affiliated players have participated:

1. International Championship Events played in any country that include open events, invitational events and representational events.
2. Australian Croquet Championships that include Australian Open events and the Interstate Cup.
3. State Championships.
4. Regional Championship Events deemed by the State Association to be significant to their State.

All of the above shall be considered and no one event shall be regarded as a pre-requisite to selection. A prime factor in selection shall be a player's world ranking that is derived from the results in all the events mentioned above.

2. A seeded draw, using the current world rankings, is used. Each player plays each other player once in a single game. Draws for the various numbers are:

The seeded draw for 6 players:

Round 1	3 v 5	1 v 6	2 v 4
Round 2	1 v 4	2 v 5	3 v 6
Round 3	4 v 6	2 v 3	1 v 5
Round 4	2 v 6	4 v 5	1 v 3
Round 5	1 v 2	3 v 4	5 v 6

The seeded draw for 8 players is as follows. This can also be used for 7 players.

Round 1	1 v 8	4 v 5	3 v 6	2 v 7
Round 2	4 v 6	1 v 7	2 v 8	3 v 5
Round 3	2 v 5	4 v 8	3 v 7	1 v 6
Round 4	3 v 8	2 v 6	1 v 5	4 v 7
Round 5	1 v 4	5 v 8	6 v 7	2 v 3
Round 6	5 v 7	1 v 3	2 v 4	6 v 8
Round 7	1 v 2	5 v 6	7 v 8	3 v 4

The seeded draw for 10 players is as follows. This can also be used for 9 players.

Round 1	1 v 10	5 v 6	4 v 7	3 v 8	2 v 9
Round 2	2 v 8	1 v 9	5 v 10	4 v 6	3 v 7
Round 3	3 v 6	2 v 7	1 v 8	9 v 10	4 v 5
Round 4	4 v 10	3 v 5	2 v 6	1 v 7	8 v 9
Round 5	7 v 8	4 v 9	3 v 10	2 v 5	1 v 6
Round 6	1 v 5	6 v 7	4 v 8	3 v 9	2 v 10
Round 7	2 v 3	1 v 4	5 v 9	7 v 10	6 v 8
Round 8	6 v 10	2 v 4	1 v 3	5 v 8	7 v 9
Round 9	6 v 9	8 v 10	5 v 7	1 v 2	3 v 4

3. Games are untimed but the Tournament Manager may impose a time limit in terms of TReg 16.2 above.
4. A competitor forfeiting a game will be scratched from the competition and scores for and against are deleted from the results, however results of games played are to be entered on handicap cards and will count for rankings.
5. The winner and other positions in each block are in accordance with TReg 20.5 above.
6. Each State may select the dates on which the event takes place but the event is to be completed before the closing date for Interstate Cup entries. Results are sent to the ACA Office.
7. The entry fee is determined by the Executive and advised to Council. Half of such fee will be retained by the State, and half will be sent to the ACA.
8. The Australian AC Gold and Silver Medal is a double round robin event played under similar conditions to the AC Bronze Medal competition. Players will toss a coin to determine the choice of the lead or balls in terms of Law 8(a) for games in the first round. For second round games between the same opponents the loser of the toss in the first round game is deemed to have won the toss for the second round game.

31. AUSTRALIAN GC MEDAL COMPETITIONS

The Australian GC Bronze Medal Events will be played for in each state. The winners of these events (or runners-up, if winners are not available) are expected to play in the Australian GC Gold and Silver Medal, held at the time of the Interstate Shield, at which the winner will receive the Australian GC Gold Medal and the second placed player will receive the Australian GC Silver Medal. The other four state winners will be presented with their Australian GC Bronze Medals at this time.

1. Conditions set down at TRegs 30.1 to 30.8 inclusive are to apply, except that matches will be either best-of-three 13-point games (preferred) or a double round-robin of 13-point games.
2. The Australian GC Gold and Silver Medal is a three day seeded event played under similar conditions to the GC Bronze Medal competition except that a triple round robin of 13-point games is played.

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AUSTRALIAN CROQUET ASSOCIATION

Appendix A to ACA Tournament Regulations

CONDITIONS FOR REPRESENTATIVE MATCHES

1. INTRODUCTION

Representative matches are classified into those held in Australia and those held overseas. There are three types, team events (The MacRobertson Shield, WCF GC Teams Event and Trans-Tasman), WCF World Championships (subsidised by the ACA) and ad hoc groups of players who agree to play against teams from other countries, associations or clubs (eg Australia v Wales). The latter will not be considered further.

2. MANAGEMENT IN AUSTRALIA

1. A Management Committee is established for each International Team event consisting of the High Performance Manager (HPM) (Chair), Captain and Manager. It is responsible for all team matters from the inception of the initial squad or team to the end of the event (including final debrief). The Manager and Captain are appointed by the ACA.
2. The ACA Office assists the Manager in the organisation of team travel, accommodation arrangements and matters concerned with the tour in general including itinerary and fixtures, liaising with the visitor's national office and their travelling manager.

3. DRESS

1. Official occasions - walking out uniform: approved uniform to include Green (BCC 25) blazer and tie (tie as supplied by the ACA for men only).
2. Players uniform: Approved sports attire, flat soled shoes and a hat optional.

4. HIGH PERFORMANCE MANAGER'S DUTIES

1. Where the HPM accompanies the team, the HPM is to be responsible for, in consultation with the Captain, the duties listed in Bylaw 28.10 and 5.4.1 below.

5. CAPTAIN'S DUTIES

1. After consultation with the High Performance Manager (HPM), if present, to be responsible for the placement of players in order of play for singles and doubles, including pairings.
2. To assist and cooperate with the HPM in practice sessions prior to commencement of the event/tour and in particular during the event/tour.
3. To take a lead in the discussion and execution of tactical situations to be adopted by the team and individual players.
4. To be present at the draw for play and any meetings or functions concerned with the conduct of matches.
5. To be responsible for the general conduct of players on the courts and to represent players' areas of concerns if considered warranted.
6. To be the team's representative and spokesperson at official functions.

6. MANAGER'S DUTIES

1. During the tour to be responsible for all administrative matters concerned with the smooth running of the tour - attending to any problems that may arise on behalf of team members.
2. Prepare match reports on each match played and a report on the tour overall - to be sent to the ACA Office.
3. To cooperate with and assist the team captain as required.

7. PLAYERS' RESPONSIBILITIES

1. Team members are required to cooperate with and assist wherever possible the HPM, Captain, and Manager in the execution of their duties, and generally contribute to the success of the tour on and off the courts;
2. They are required to attend all official functions.

8. MANAGEMENT OF OVERSEAS TOURS

1. The International Committee is to recommend proposals for the staging of international team events.
2. A Management Committee is established appropriate to the requirement and to the identities of those travelling. It will normally include a Manager and the Captain. It is responsible for all team matters from the inception of the initial squad or team to the end of the event (including final debrief);
3. The ACA Office:
 1. acts as the primary link between the ACA and the national body of the host nation and, in consultation with the International Committee, provides the ACA's response on "Regulations for the Competition" prepared by the host nation.
 2. advises players of their invitation to be a member of a representative team.
 3. arranges for players and officials to complete an agreement and indemnity form.
 4. ensures a manager is appointed and, in conjunction with the manager, ensures that appropriate travel, accommodation and administrative arrangements are made.
 5. ensures that the ACA is represented during the tournament by a specified official.
 6. receives daily progress reports from the Manager and aims to achieve press coverage through the use of AAP etc.

7. advises state associations and other interested people of results.
4. The Manager:
 1. ensures that player's travel arrangements are in order. Team members should travel together as a team if practical to do so. If the team does travel together, members should wear the official team uniform;
 2. ensures that the best possible price is obtained having regard to the standard of travel e.g. group discount etc. Where possible, travel should be with the ACA approved carrier, with players taking advantage of frequent flyer points. It is expected that any points credited from travel paid for by the ACA would be redeemed as part of ACA activities e.g. training camps etc.
 3. arranges motel type accommodation on a twin-share basis with single room sleeping accommodation where practical. The accommodation should be about 3-star standard, with a laundry on the premises and preferably close to the courts. Single accommodation supplement is at the individual's expense. Check with players with whom they would prefer to share accommodation
 4. if possible, attends training sessions prior to departure to ensure a close working relationship with the team.
 5. ensures adequate transport facilities are provided to and from the airport (usually arranged by the host nation) and between the accommodation and the courts.
 6. from the time of meeting prior to leaving Australia, to the time of return to Australia, is the agent of the ACA in all matters relating to the welfare and conduct of the team on tour
 7. applies and enforces any additional rules which in the Manager's opinion are necessary for the efficient management of the team or individual members notwithstanding any rules set down in these guidelines or the Handbook.
 8. is authorised by the ACA, in conjunction with the captain, to impose any disciplinary action on any member of the team whose conduct is such that it will impair the good name of the ACA. In this regard, the Manager may co-opt other appointed officials or members of the Executive Committee who may be present.
 9. ensures that a team photograph is obtained during the event.
 10. obtains from each player or from the ACA Office a completed medical form. This will only be kept by the Manager in case of emergency and will either be returned to the player or destroyed at the completion of the tour.
 11. obtains from each player a recent photograph and playing history, to be forwarded to the ACT Office for inclusion on the program.
 12. ensures players have clean and well presented playing clothes every day during the event.
 13. arranges for accounts for payment to be passed to the Treasurer for payment. A cash advance may be provided if required.
 14. purchases, on behalf of the ACA, appropriate mementos for exchange between the opposing players and/or team.
 15. emails to the ACT Office a daily summary of results and any story of the days play during the event.
 16. provides a report to the Executive at the completion of the tour, including any necessary recommendations. Should a situation arise where a confidential addendum to the report needs to be written it is to go to the President and ACT Office only.
5. Players are to:
 1. be encouraged, with the support of their own club, to obtain media coverage of their own selection and to heighten the profile of the sport in their own area.
 2. advise the ACT Office of the name and address of local newspapers who are to be given progress reports.
 3. forward copies of any coverage to the Honorary Secretary.

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Appendix B to ACA Tournament Regulations

GUIDELINES FOR STATES HOSTING THE AUSTRALIAN CROQUET CHAMPIONSHIPS

1. INTRODUCTION

1. The ACA conducts nine national tournaments each year, most including more than one event. A member of the ACA Executive manages the programme to ensure that Australian tournaments are fixed by date and location at least two years in advance. That allows States to fix their dates at least a year in advance. Hopefully the WCF fixes international dates and locations at least three years ahead.
2. When a State bids for or is allocated an ACA tournament the State is to submit an estimate of costs, using the form "ACA Tournament Expenses, Estimate or Claim", copy attached. When this is received and accepted by the Executive it becomes a de facto contract between the ACA and the host State. At the conclusion of the tournament the claim is not to depart from the estimate except for agreed changes.
3. The following guidelines were developed over many years and embody much experience, however they should be treated as a guide rather than being mandatory.

2. TWO YEARS PRIOR

At the AGM notify the ACA of the dates selected for the event and proposed location.

3. ONE YEAR PRIOR

Ascertain availability of courts and make provisional bookings with clubs.

Decide location of headquarters.

Decide whether or not a Dinner will be held and also what other functions will be held and make provisional reservations.

Subject to specific agreement from the ACA, seek sponsorship and Government support.

Obtain from previous host State details of costs and any other relevant information..

Decide whether or not a badge, shirt or other merchandise will be made available and have design approved by the ACA Office.

Submit estimate of expenses (see 1.2 above).

4. 9 - 12 MONTHS PRIOR

Order Badges. The State pays for the production of the badges, and all profits are retained by the State.

Opening reception - optional - decide and reserve venue.

(Involvement in visitors' accommodation and tours, etc can be a major consumer of time and should be entered into with extreme caution - recommend provision of information only.)

5. 3-6 MONTHS PRIOR

Confirm preliminary bookings for:

Club courts.

Dinner and other functions if they are being held.

Follow up with any sponsorship arrangements.

Organise publicity via press, radio and television - advance warning for coverage is essential - follow up at regular intervals.

Appoint Assistant Manager and Club/Venue Managers.

Arrange printing of games score sheets.

Arrange for photocopied result sheets to be produced and distributed during the Championships at the conclusion of each event.

6. 0 -3 MONTHS PRIOR

Confirm and/or check all prior reservations.

Finalise Dinner arrangements and any other functions being held.

Prepare information sheet re locations of clubs where matches are to be played - how to get there from Headquarters - cost of refreshments, telephone numbers, etc - for circulation at the commencement of the tournament and afterwards at Headquarters.

Finalise arrangements for an Opening Reception if being held.

7. RESPONSIBILITIES OF THE ACA

Invite States to host tournaments or receive bids and allocate tournaments.

Set the entry fees (at previous AGM);

Approve the appointment of Tournament Managers.

Approve Badge design if and when a badge is being made;

Approve dinner price if and when a Dinner is being held;

Call for, and receive entries (ACA Office);

Arrange draw and advise all entrants (Events Manager and Tournament Committee);
Program meetings of players and committees as required;
Obtain information from the Host State and Events Manager and prepare and print programs;
Supply balls and hoops if required (Equipment Officer);
Arrange for medals, gratuities, special guests etc;
Conduct any ACA raffle;
Arrange meeting of Executive Committee, Council, AGM and other meetings as required;
Obtain sponsorship if possible;

The ACA is responsible financially for programs, prizes, gratuities and ACA guest expenses. Any other costs must be negotiated with the ACA before any commitments are entered into.

8. RESPONSIBILITIES OF HOST STATE ASSOCIATIONS

Nominate Tournament Manager (by the previous AGM) and consult with relevant National Director of Refereeing regarding the appointment of the Tournament Referee.

Arrange use of courts for practice and play.

Arrange loan of equipment other than balls.

Arrange referees and club/venue managers as required.

Arrange catering at all venues. Catering profits are to be retained by the venue concerned.

Organise opening function (optional) on the day prior to the commencement of the tournament, any social evenings, Civic receptions, closing ceremony and dinner (optional).

Conduct matches as programmed and provide office equipment and facilities such as stationery, computer, photocopier, phone/fax etc.

Sell ACA programs and other material etc as a service to players and visitors.

Retain total income from sale of badges, shirts, etc.

Obtain additional sponsors in consultation with the ACA.

Conduct raffles if desired.

Arrange for reports of results to be (a) displayed on notice boards at all venues on a daily basis, (b) placed on the internet at appropriate sites, and (c) made available to all players and purchasers of the program at the conclusion of each event if production facilities are available.



Australian Croquet Association

Tournament Expenses Estimate/Claim (Delete one)

1. Claimant

2. Event

3.1 **Court Hire** at \$25 per court per day for courts required for competition.

(Player practice on the day preceding the event is assumed to be covered by the event court hire fee)

	Dates	Number of Courts	Amount
3.1.1			\$
3.1.2			\$
3.1.3			\$
3.1.4			\$
3.1.5			\$
Total			\$

3.2 **Officials** at \$5 per official per day for lunch, morning and afternoon teas. Unless prior agreement has been obtained, claims for only the following will be allowed: one Tournament Manager, one Tournament Referee, one Venue Manager at each venue other than the main venue, and for the agreed number of referees.

	Dates	Number	Amount
3.2.1			\$
3.2.2			\$
3.2.3			\$
3.2.4			\$
3.2.5			\$
Total			\$

3.3 **Players** at \$1 per player per day if the organizers wish to avoid collecting for tea and coffee.

_____players for _____days Total \$

3.4 **Incidentals** including photocopying, Internet connection and telephone for officials and use of club facilities are expected to be included in the court hire fees, however, if any other incidental expenses have been incurred by agreement with the ACA they should be shown here or a list attached.

Total \$

3.5 Grand Total

\$

Signed:

Date: