



Southern Highlands Croquet Club Inc.

Playing Policies 2020

Approved at Committee Meeting held on 10 August, 2020

The members of the Southern Highlands Croquet Club Inc. shall adhere to the following:

1. As an affiliated club of Croquet NSW Inc., all rules of this association will be observed
2. The Southern Highlands Croquet Club Inc. colour is gold.
3. **MEMBERSHIP** shall be available in the following categories.

3.1. **ORDINARY MEMBERSHIP**

He / She has full playing rights, may play 7 days per week on the proviso that the courts are playable, may represent the Club in CNSW and interclub team competitions. He / She has full voting rights at General Meetings and is eligible to nominate for the Committee.

3.1.1. Fees are as follows:

- 3.1.1.1. Affiliation fee as determined by Croquet NSW
- 3.1.1.2. Annual membership subscription of \$444.00.
- 3.1.1.3. Proportional fees shall be determined by the date an individual becomes a member of the club.
- 3.1.1.4. Annual membership subscription can be paid in quarterly instalments. If paid quarterly, instalments of \$111.00 are due on 1st January, 1st April, 1st July and 1st October each year and are payable within 14 days of the due date.

3.1.2. He / She may apply in writing to the Committee for a period of leave of absence exceeding two months but not more than six months. Reasons to be explained in writing.

3.1.3. Applications for leave of absence submitted after the event will be considered on merit by the committee and backdated if appropriate.

3.1.4. He / She if resuming from a leave of absence due to ill health, may apply in writing to the committee to be granted Casual Membership status for a period not exceeding three months. Daily playing fees payable during this period shall be the same as those payable by a Casual Member as set out in 3.2.2.3

3.1.5. He / She must apply in writing to the Committee to vary his/her membership category.

3.1.6. He / She may invite guests to play provided court space is available.

3.2. **CASUAL MEMBERSHIP**

He / She has restricted playing rights (see 3.2.3 below), no voting rights, and is ineligible to nominate for the committee.

3.2.1. Casual Members must have completed the Casual Membership Application Form even if transferring from Ordinary Membership as per clause 3.1.5.

3.2.2. Fees are as follows:

- 3.2.2.1. Affiliation fee as determined by Croquet NSW.
- 3.2.2.2. Annual membership subscription of \$100.00. A proportional fee of 50% of annual membership subscription shall apply to individuals who join after 1 January.
- 3.2.2.3. A daily playing fee of \$10 to be recorded in the sign in book and payment placed in the box provided in the Shed.

3.2.3. Playing rights are as follows:-

- 3.2.3.1. May play 7 days per week on the proviso that the courts are playable and court space is available.

3.2.3.2. May NOT represent the club in CNSW or inter club team competitions unless there is no Ordinary Member available to participate.

3.2.4. He / She must apply in writing to vary his/her membership category.

3.2.5. The maximum number of Casual Memberships shall be determined by the Committee. Currently 20.

3.3. **LIFE MEMBERSHIP**

3.3.1. SUBSCRIBED LIFE MEMBERSHIP Refer S.H.C.C. Constitution 3.2.3.
Currently \$5,000 is non-refundable and cannot be transferred.

3.3.2. SUBSCRIBED AND HONORARY LIFE MEMBERS Refer S.H.C.C Constitution 3.2.3 and 3.2.4 respectively

3.3.2.1. Pay CNSW Affiliation fees as determined by CNSW

3.3.2.2. Have full playing rights, may play 7 days per week on the proviso that the courts are playable, may represent the Club in CNSW and interclub competitions.

3.3.2.3. Have full voting rights at General Meetings and are eligible to nominate for the Committee.

3.4. TEMPORARY MEMBERS. Refer S.H.C.C. Constitution 3.2.5.

3.5. RESIGNATIONS should be submitted in writing to the Committee and the court key returned.

4. **CLUB UNIFORM**

The official uniform is gold and/or white, short or long sleeved polo shirt worn with white or cream trousers / slacks etc. in Summer, i.e. during the months on daylight saving or with navy trousers/slacks etc. during Winter.

4.1. CLUB UNIFORM to be worn when participating in CNSW events, inter-club tournaments, inter-club visits and when hosting visiting groups.

4.1.1. WOMEN'S DRESS: Club polo shirt with culottes, slacks, $\frac{3}{4}$ length slacks, knee-length shorts.

4.1.2. MEN'S DRESS: Club polo shirt with long trousers, knee-length shorts.

4.1.3. FOOTWEAR: Flat soft-soled closed in shoes.

4.1.4. OUTER GARMENTS: Jumpers, cardigans, vests and jackets should be gold, white or navy (with optional club badge)

4.2. Club badges may be purchased.

5. **CASUAL WEAR**

Appropriate smart casual wear, with flat soft-soled closed in shoes may be worn on club playing day.

6. **VISITORS / GUESTS OF MEMBER**

6.1. Any member who invites a guest should ensure that court space is available.

6.2. An individual who attends as a visitor or guest of a member may do so for a maximum of 6 weeks in any 12 month period.

6.3. Visitors/guests of members must sign the attendance book.

6.4. An individual who attends as a visitor or a guest of member shall pay the same fees as a Casual Member as set out in Clause 3.2.2.3

6.5. In the case of visitors who are former S.H.C.C. members or close family members of the accompanying S.H.C.C. member, the fee mentioned in Clause 6.4 can be waived although some contribution to Club funds would be appreciated. Examples of close family members are parents, children, and grandchildren. Other visitors (or their hosts) shall pay the fee specified in Clause 6.4.

7. **BEGINNERS /LEARNERS**

7.1. May attend for a maximum of 6 weeks prior to applying for membership.

7.2. First 4 attendances have no charge.

7.3. The remaining attendances within the 6 weeks mentioned in 7.1 above will be charged as per Clause 3.2.2.3.

7.4. Must sign the attendance book.

8. GROUP BOOKINGS

8.1. The fee for group bookings shall be determined by the committee.

8.2. Must sign the attendance book

9. PLAYING PROCEDURES

9.1. The official Club playing days are:

MONDAY	TUESDAY	WEDNESDAY	FRIDAY	SUNDAY
Association	Golf	Association	Golf	Golf
AM	AM	AM	AM	AM
	PM Free Play			

Thursday 1 x monthly Golf Handicap Play

9.2. Players must vacate the court on any day if maintenance work is to be undertaken.

9.3. The courts may be unavailable for general play at other times due to official club activities, government restrictions or unforeseen occurrences/events. Notice of court closures shall be displayed on the noticeboard in the Jim Skillen shed and/or advised by email.

9.4. On other days members can make their own arrangements as they choose.

9.5. Club attendance book must be signed by members, visitors/guests of members and beginners/learners.

9.6. Golf Croquet Club days shall be conducted strictly to conform to S.H.C.C. Playing Policy. (See also 13. BEHAVIOUR) and as follows:

Free play from 8am until the draw at 10am (9.30am Daylight Saving) or by group agreement.

9.6.1. Prior to the commencement of play when there are more than four players a draw shall take place which shall be managed by the GC Captain, a member of the S.H.C.C. Committee, or, in their absence any member of the club.

9.7. Draws shall take place prior to the commencement of three games while there are more than four players.

9.7.1. A subsequent draw can only take place when all drawn games which are less than one hour duration are completed. See also 9.6.6

9.7.2. When there are more than 16 players and if more than one misses out on the draw these players have the option of playing tertiary balls or sitting out of the game. If they choose to sit out they will take priority in the following draw.

9.7.3. At the conclusion of the third game, players will be at liberty to organise their own games.

9.7.4. All games are untimed but in the case of an excessively long game (over 1 hour) players waiting may, with agreement, complete a draw including players waiting and play on.

10. ORGANISATION OF PLAY

10.1. All players are required to help with the setting out of the croquet lawns and the collection, care and storage of equipment.

10.2. All players are responsible to ensure there are no hazards on the court that may cause injury to a player. Refer 13.2.2 and 15.5

10.3. Refer 9.6

10.4. At the conclusion of play:

10.4.1. Soiled balls should be cleaned. All balls are to be returned to their appropriate box or holder.

10.4.2. Soiled hoops and peg are to be wiped clean.

10.4.3. Soiled mallets are to be wiped clean. Club mallets are to be stored appropriately to ensure they do

not come in contact with wet surfaces

10.4.4. Any other equipment such as the marquee, folding chairs etc. to be stored appropriately if used.

10.4.5. Sun shades to be returned to the closed position if they have been used.

10.4.6. Ensure the Jim Skillen building, storage shed and all gates are locked prior to leaving even if vacating the lawns for a short period.

11. ACTIVITIES

11.1. All tournaments and coaching held at the club lawns at Exeter Park will be under the control and name of the Southern Highlands Croquet Club Inc.

11.2. Members are requested to participate in all activities, fund raising, gala days, special days, and tournaments within the club as well as Croquet NSW activities.

11.3. Members are requested to ensure that beginners, new players and visitors are made welcome.

11.4. Members are requested to encourage, support and assist beginners and new players in the playing of croquet.

12. COACHING

12.1. The Club will organise coaching classes from time to time.

12.2. The fee for participation in these courses will be determined by the committee.

MEMBER'S RESPONSIBILITIES (Section 13 to 17)

13. BEHAVIOUR of MEMBERS

Members must comply with ALL aspects of this Playing Policy at ALL TIMES as signed upon application for membership

13.1. GENERAL

13.1.1. Players are responsible for maintaining good standards of behaviour towards other players, officials, equipment, court and spectators.

13.2. COURT, EQUIPMENT AND PLAY.

13.2.1. On arrival and departure it is requested that members walk around the lawns not crossing the centre in order to avoid unnecessary wear and tear.

13.2.2. Bags etc. NOT to be placed on the ground but on the pegs/shelves provided and not on the Club seats.

13.2.3. No eating or drinking on the courts during play.

13.2.4. Avoid walking in front of play within your game and other games on the lawn

13.2.5. At the end of the game return ALL balls to the corner of the court for the commencement of the next game. When another game is in progress, on the same lawn, balls must be carried to the side line before being hit or bowled to the starting corner.

13.2.6. Avoid touching a ball or the peg when the ball lies in contact with it or while a player is playing a stroke.

13.2.7. Avoid performing a physical test to determine whether a ball has cleared the hoop and scored a point without the permission of the opposing side.

13.2.8. Be mindful when offering unsolicited advice to your partner or other players.

13.2.9. Play with due dispatch. A player is to play a stroke within 1 minute of the end of last turn, except when the game is held up while a ball is retrieved or where in double banked games both games are contesting the same hoop.

13.3. UNACCEPTABLE BEHAVIOUR. Members are encouraged to familiarise themselves with THE WCF RULES OF GOLF CROQUET, Fifth Edition, July 2018 Clause 16.2. Unacceptable behaviour includes but is not exclusive to when a player:

13.3.1. Leaves the vicinity of the court during a match without permission from the opposing side

13.3.2. Disturbs other players during a match by talking, making noises, standing or moving in front of a player who is about to play a stroke.

13.3.3. Argues aggressively or continuously with or is aggressive towards another member

13.3.4. Gives advice to an opposing side or gives tactical advice to either side from the side line

13.3.5. Acts in a manner that may bring the game into disrepute on the court and in the presence of our local community.

14. **SECURITY**

14.1. All members are responsible for checking and ensuring security of storage, buildings and courts. Refer 10.4.6

14.2. All members shall be provided with a court/shed key free of charge. Court/shed keys remain the property of the Club and should be returned if a person ceases to be a member of the club.

15. **HEALTH AND SAFETY**

15.1. A defibrillator is located on the right hand side of the verandah. Members are requested to familiarise themselves with its location and attend training updates.

15.2. All members have a duty to:

15.2.1. Take all reasonably practicable steps for their own health and safety and of others affected by their actions when at the courts.

15.2.2. Ensure they dress appropriately for the weather conditions. Members are encouraged to wear a broad brimmed hat, long sleeved shirt, sun glasses and a broad spectrum water resistant sunscreen during the hotter months

15.2.3. Ensure they drink adequate fluids to remain hydrated during the hotter months

15.3. Remove/repair any potential or actual hazard at the courts. If they are unable to do so themselves, they must report the matter to a member of the committee

15.4. Ensure balls and mallets, when not being used for play, are located where they will not cause a possible hazard for other individuals

15.5. Ensure that any hazards such as damaged fence supports, dead trees etc. are reported to a member of the committee.

16. **MAINTENANCE**

16.1. All members are required to assist in the maintenance and general up keep of the club facilities and in fund raising activities.

16.1.1. Working bees are held throughout the year to mark out the courts, position hoops etc., and other tasks such as cleaning the sun shades, tidying the shed etc. Depending on the tasks to be done usually 4-6 members need to attend.

16.1.2. During the hot months the courts may have to be watered daily. This is an essential duty which is shared by all capable members on a roster basis. All morning watering must be completed by 8:30am on play session days. If a member cannot do so on a rostered day they must arrange for another member to replace them.

16.1.3. The Jim Skillen building is utilised by all members and it is therefore the responsibility of all members to ensure the building is kept clean and tidy, the floors swept and any rubbish removed.

16.1.4. Additional funds are raised from visiting community groups and croquet clubs. Other fund raising activities occur throughout the year.

17. MALLETS

- 17.1. All members are required to purchase their own mallet. Club mallets are available to members free of charge for 3 months from joining after which a hire fee will apply. The current fee is \$5.00 per use/week.
- 17.2. The committee will ensure that the club maintains a generous number of mallets in usable condition, and of varying height and weight, for the use of guests, visitors and new members.
- 17.3. Refer S.H.C.C. Croquet Mallet Policy 2019 for further information.

18. COMMUNICATIONS

- 18.1. **AGENDA ITEMS FOR MEETINGS.** Any member wishing to have an item included on the agenda of a committee meeting must submit their request in writing to reach the Secretary no later than 10 days prior to the meeting. Any item not listed on the agenda for the committee meeting may be considered at the meeting under "Other Business" or deferred to the next committee meeting whichever is deemed appropriate by the committee.
- 18.2. **GENERAL MEETINGS.** All members are encouraged to attend and participate in the Club's General Meetings (AGM and SGM) and to read in full the minutes of all meetings when emailed, posted on the notice board or filed in the Minutes folder.
- 18.3. **COMMITTEE.** It is a requirement of the Constitution that a committee of ordinary members is elected annually to manage the affairs of the Club. Ordinary members are encouraged to nominate for the committee.
- 18.4. **NON-COMMITTEE.** All members are encouraged to volunteer for non-committee roles within the club.

19. PHOTOCOPIES / COMPUTER PRINT OUTS

- 19.1. A fee is payable by any person who requires a copy of information that has to be downloaded/printed from a computer or photocopied.
- 19.2. The fees are as follows:
 - 19.2.1. Black printing - 30 cents per copy
 - 19.2.2. Coloured printing – various depending on the amount of colour involved.

20. All correspondence for the attention of the committee must be forwarded to the Club's official Mailing address, P.O. Box 335, Bowral NSW 2576 CLUB CORRESPONDENCE.

21. AMENDMENTS TO THE PLAYING POLICIES

- 21.1. The annual membership subscription for "Ordinary Membership" may be amended at a General Meeting of members. A 51% majority of those in attendance at the meeting and voting by proxy is required.
- 21.2. Other matters contained in the "Playing Policies" may be amended by the Committee provided that no such amendment is contrary to the Constitution of the Association.

Please read these Playing Policies in conjunction with the S.H.C.C. Constitution 2019.