



# WCF Events Regulations

Effective Date 11.08.07  
Version 3

## **0.1. Introduction**

The World Croquet Federation (WCF) is responsible for the licensing of events held under its control. Although most or all of these events will be delegated to a member association for hosting purposes following a successful bid, it nevertheless falls to the WCF to ensure that commonality of purpose is maintained over time and for all events including Championships. This reduces unnecessary re-examination of different organisational aspects and provides consistency of approach, year or year.

These Regulations complement the WCF Sports Regulations and comprise decisions taken by the WCF Management Committee over time and reflect experience gained in staging a number of World Croquet Championships. These include Association and Golf Croquet Championships and a fourteen point Association Croquet Team Championship. Additional experience may add to these Regulations as events grow in size and number.

Bids to stage events under the auspices of the WCF should conform to the regulations and guidelines.

Thanks are due to many people for their efforts in producing retrospective reports and statements of accounts for previous individual Championships and also players who took the trouble to fill in questionnaires after many of the events.

Everyone's comments and ideas have been most welcome and helpful.

These regulations are under constant review. They are available to provide information to intending bidders and any issues that arise should be clarified with the Secretary-General.

If any person has any comments, or suggestions for amendments or improvements to the text and topics covered, please send them to the WCF Secretary-General at the following: E-mail: [secretary@wfcroquet.org](mailto:secretary@wfcroquet.org)

## **0.2 Scope**

This will apply to all WCF licensed events but not those that have been sanctioned.

## **0.3 Compliance**

- 0.3.1 WCF Rule 103.4
- 0.3.2 WCF Rule 103.5
- 0.3.3 WCF Rule 103.6
- 0.3.4 WCF Rule 105.13

## **0.4 Related Documentation**

- 0.4.1 WCF Sports Regulations
- 0.4.2 WCF Equipment Regulations



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## 0.5. Input Responsibilities

Consideration of hosting event	National Association
Provisional Bid made	National Association
Formal bid made	National Association
Compliance with these regulations	National Association

## 0.6. Output Responsibilities

Appraisal of provisional bid	WCF Management Committee
Appraisal of formal bid	WCF Management Committee
Notification of decision	WCF Management Committee

## 0.7. Definitions and Revisions

Definitions	WCF	World Croquet Federation
Revisions	07.10.05. Version 1	1. Original
	14.11.06 Version 2	1. Update to include Contents page and reflect publication of WCF Sports Regulations - Version 3 plus expanded guidance for photographers.
	11.08.07 Version 3	1. Amendment to Regulation 22, Insurances, to make the requirement at the host's discretion, in place of a previous mandatory requirement.



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## 1. OVERVIEW

### 1.1 Events conducted by the WCF

The WCF currently, either conducts World Championships for the following events or, is prepared to accept bids to conduct these events:-

- Association Croquet – World Singles Championship
- Golf Croquet – World Singles Championship
- Golf Croquet – World Women’s Singles Championship
- Association Croquet – 14 point or 26 point Teams Event. The 26 point event shall not involve the governing bodies for the “Croquet World Series for the MacRobertson Shield”<sup>1</sup>.

### 1.2 Overall considerations

The host association shall be responsible for the administration, the running of any Championship and for the welfare of the players and officials during the course of the event.

They will be responsible for observing any legal requirements current in the host country and for obtaining any necessary insurance cover to ensure the safety of the competitors and the viability of the event.

They will agree to indemnify the WCF from all liabilities connected with the event.

The staging of a WCF event provides the host association:-

- with excellent opportunities to publicise the game in its own country;
- an opportunity to target publicity at particular age groups and genders through careful choice of event;
- with an opportunity to earn more income itself, through sponsorship, government grants, increased membership, sale of advertising at the ground and in the Souvenir programme, fees from commercial concessionaires, rents from commercial stalls, and the sale of sponsored materials and equipment.

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<sup>1</sup> ©The Australian Croquet Association, The Croquet Association, The New Zealand Croquet Council, The United States Croquet Association.



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In addition, it provides the WCF with a source of income through the licence and player entry fees, thereby helping to promote world croquet through the WCF Development Programme.

With adequate forward planning, by an energetic and enthusiastic organising committee, these opportunities can be maximised leading to the staging of an event that will be very worthwhile.

## **1.3 Closing date for bids**

Bids to hold licensed event (a Championship or any other competition) under the auspices of the WCF, should normally be received by the WCF Secretary-General at least 18 months ahead of the date on which the event is to be staged.

Any bid arriving later than this will only be considered if it can be demonstrated that sufficient time remains for the event to be properly organised, and there is no viable competitive bid.

As there is a limit to the number of WCF events that can be held in any given period, member associations should contact the Secretary-General before preparing formal bids to ensure that their proposed date is acceptable.

## **1.4 Submission of bids**

Bids should be sent to [secretary@wfcroquet.org](mailto:secretary@wfcroquet.org)



## **1.5 Content of bid**

Any bid to hold an event under the auspices of the WCF should contain information under the following eleven headings:-

- Event Details;
- Player Entries;
- Event Regulations;
- Event Management;
- Event Budget;
- Sponsorship Arrangements;
- Travel, Transport and Accommodation;
- Media & Publicity;
- Commercial Activities;
- Social Programme;
- Indemnity.

These headings are expanded in later sections with a commentary.

## **1.6 Provisional bids**

Some of the information required for the Bid Document may not be available in the early stages of bid preparation. Rather than wait for all the information to become available, a provisional bid may be forwarded to the Secretary-General to enable the WCF Management Committee to start considering the bid as soon as possible.

Essential items that shall be forwarded with any provisional bid are highlighted under their appropriate section below, as follows:-

- 2.1.1 Proposed Title of the event.
- 2.1.2 Proposed dates of the event.
- 2.1.3 Location.
- 2.1.4 Number of available lawns.
- 2.2 Number of individual/team entries.
- 2.3.1 Laws, Rules & Regulations governing the event.
- 2.4.1 Event Management Committee.
- 2.5.1 Provisional event budget, including comments on the Notes in Section 2.5

The full Bid information may be built up as the preparatory work proceeds.



## 2. THE BID DOCUMENT

A bid document for completion can be found at Appendix 1. It is comprised of the following information:-

### 2.1 EVENT DETAILS

#### **2.1.1 Title of the event**

- 2.1.1.1. Show the proposed event title, to be used in all communication and all publicity material relating to the event.
- 2.1.1.2 The use of the sponsor's name in the title of a WCF event shall be authorised by the WCF, who retain the sole rights to the title. (See Regulation 5 for any sponsorship of the event.)
- 2.1.1.3 The Title of any WCF licensed event shall always include the acronym "WCF" in a bold colour. It can include the name of the main sponsor which shall not be in any larger lettering than "WCF", although it may be a different colour. The title shall include the year that the event shall take place and indicate the type of competition taking place, e.g.:-  
WCF Mitsubishi Motors 2005 World Croquet Championship.  
1st WCF Women's World Golf Croquet Championship 2005.
- 2.1.1.4 Associate sponsors shall NOT be allowed any title billing for any WCF licensed event. However, they can benefit from billing on all publications, circulations, billboards, ground advertising, corporate areas as necessary to comply with the agreement or contract between them and the host association.
- 2.1.1.5 Authorisation is required from the WCF for an event to include the words "WCF World Championship" in its title. Generally such authorisation will be given only if:-
- the championship is open to all WCF member associations as detailed in the WCF Sports Regulations;
  - non WCF members are excluded from automatic right of entry of the event, subject to the WCF Sports Regulations;
  - all Officials appointed to act at the Championships are approved by the WCF;
  - the equipment used at the Championship conforms to the WCF Equipment Regulations;



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- A minimum of:-
  - 80 players can take part in an Association Croquet Singles Championships;
  - 56 players in the case of Open Golf Croquet Singles Championships;
  - 24 players in the case of other Championships.

2.1.1.6 Once WCF authorisation has been given, all publicity material shall include the WCF logo, accompanied by the phrase "Licensed as a WCF sanctioned event". Artwork will be supplied by the WCF.

## **2.1.2 Proposed dates of the event**

Specify dates for all stages of the event including:-

- qualifying event;
- practice before the main event;
- the group stage;
- the knock-out stages (1<sup>st</sup> and 2<sup>nd</sup> round, quarter final, semi-final and final stages).

### NOTES

1. The WCF acts on behalf of its member associations in coordinating fixture lists to avoid clashes between WCF events and other international matches and national championships.
2. Advice about suitable dates for a WCF event should therefore be sought from the WCF before starting major work on bid preparation.

## **2.1.3 Location**

Specify the location or venue for the event, and describe the facilities available for players, spectators, sponsors, etc.

### NOTES

1. The bid should include a regional map, showing the general location of the venue, and a street map of its immediate vicinity.

## **2.1.4 Number of available lawns**

Specify the number of Full-size lawns available for play on each day of the event.



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## NOTES

1. Any intention to use lawns measuring anything other 35yds by 28yds (32m by 25.6m) shall be clearly stated.
2. When more than one site is to be used, detail the number of lawns to be used at each location. A map of the lawn layout at each site should be supplied to help assess the number of officials required

### **2.1.5 Sport promotion**

The bid should include information on how the proposed event will be used to promote the sport in the host country.

## **2.2 PLAYER ENTRIES**

### **2.2.1 Number of entries - Individual Events**

Subject to 2.1.1 above, specify the total number of players you expect to be able to accommodate in the event.

The bid should contain details of:-

- any proposals for sponsored players (i.e. players to be invited in their own right and possibly provided with sponsored travel by the WCF or host association);
- the maximum number of players that can be accommodated in the qualifying competitions.

WCF shall determine the overall allocations between member associations and any wild cards).

### **2.2.2 Number of Entries - Team Events**

Specify the number of teams and the proposed numbers of players per team (recommending the maximum and minimum numbers where appropriate).

## **2.3 EVENT REGULATIONS**

### **2.3.1 Laws, Rules and Regulations governing the event**

Specify that the Laws of Association Croquet, 6<sup>th</sup> Edition or WCF Golf Croquet Rules shall apply. All events shall be compliant with WCF Rules and WCF Sports Regulations.



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## **2.3.2 Court and equipment.**

Specify your preferred make of ball and hoop and the hoop width to be used in accordance with the WCF Equipment Regulations. The WCF retains the final right to decide what type of equipment will be used in the event.

## **2.3.3 Proposed form of competition.**

Confirm that the WCF Sports Regulations, as amended from time to time, apply to all stages of the proposed event.

## **2.3.4 Prizes**

Specify details of prizes, both cash and in kind.

No perpetual Trophy for a WCF Event may be named after a sponsor.

In cases where it is the intention to run an event sponsored by the same organisation or individual, the sponsor should be approached to provide a separate trophy.

## **2.3.5 Qualification and allocation of entries**

Specify that these shall be determined by the WCF Sports Regulations.



## 2.4 EVENT MANAGEMENT

### **2.4.1 Event management committee**

All bids shall give details of the “Event Management Committee”, which should include officers responsible for the following functions under the overall control of Tournament Director. It is mandatory that the Tournament Director, Tournament Manager and Tournament Referee be separate persons.

For other positions one person may carry out more than one function

The Event Management Committee should be comprised of the following persons:-

- Tournament Director (**WCF Approved**)
- Tournament Manager (**WCF Approved**)
- Tournament Referee (**WCF Approved**)
- Ground Manager (Lawns & Equipment)
- Risk Manager (See Section 23 below)
- Manager (Transport & Accommodation)
- Manager (Publicity) – The Media Officer
- Manager (Sponsorship)
- Manager (Social Events)
- Secretary
- Treasurer

### **2.4.2 Tournament officials**

#### Tournament Manager and Referee

A minimum of 12 months before the start of the event, the Host Nation shall recommend, and the WCF shall appoint, a Tournament Manager and Referee of the event, whose job shall be to officiate as indicated by the WCF Sports Regulations. Neither may be a player in the event.

The host association shall provide suitable free accommodation and meals for both these officials for a minimum period of one day before the start of the event until the day after the event.



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## Other referees and officials

In addition, invitations may also be sent to other officials chosen to act as event Referees or in another capacity.

WCF Policy is to provide enough non-playing officials for WCF events to adequately cover the courts in use, and thus avoid having to ask the players themselves to act as Officials.

Ideally there should be sufficient suitably qualified referees to ensure that one of them is available at all times for every two lawns, and that at least one is available as a reserve, to assist and relieve the others. Each referee should have at least one day free from duties during the tournament. Referees may be called upon to act as a Referee on Call, a Referee on Appeal, and Spectator Referee, and in extreme circumstances act as a Referee in Charge.

As an example, for a World Championship played on 6 lawns, the requirement would be 5 referees, plus a Tournament Referee. Each day, three referees would be on full duty, one would serve as the "floating" referee, and one would have the day off.

There is no requirement to provide accommodation for these officials, however they should be provided with free meals.

Any charges for which the official would be personally responsible whilst at the event shall be clearly identified.

### **2.4.2.1 Invitations to officials**

The WCF shall issue an official invitation to each person nominated to act as an official at the event at least six months in advance of the event. This invitation shall include a clear statement of the accommodation to be provided, and for what duration, together with any dress regulations or conditions of service.



## 2.4.2.2 Acceptance form

The acceptance form sent to officials with the official WCF invitation, shall be returned to the WCF at least 3 months before the event. The acceptance form will require the Official to:-

- agree to any conditions regarding conduct and dress for the event;
- to provide details of provisional travel arrangements and accommodation requirements;
- personal details for the Souvenir Programme.

## 2.4.2.3 Information pack for officials

The host association shall send all event officials an identical information pack to the one sent to the players and at the same time as they are mailed to the players.

## 2.4.2.4 Local management conditions

The bid shall contain any proposals for local conditions that the bidding country wants to include in the specific conditions of the event. These conditions shall not conflict with the WCF Rules or WCF Sports Regulations.

## 2.5 EVENT BUDGET

A provisional budget for the event should be included with the bid.

### NOTES

1. *General Principle:* The WCF Council has decided that players and their national associations will be responsible for the cost of travel to the host country. Once they have arrived in the host country, then all player costs should be borne by the host association. This may not be practicable in all cases, but it should be the objective of any event Management Committee.
2. *Charges to be made:* Give an indication of any anticipated charges that may be made to individual players, event officials, or WCF Management Committee members for facilities or social functions during the event. It would be helpful, but not essential at this stage, to know about arrangements for spouses who may accompany any of these players or officials.



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3. *Charges for Players:* The WCF reserves the right to charge an entry fee to players to cover administrative and other costs all of which is retained by WCF.
4. *Charges for Officials:* Event budgets should aim to provide for the full re-imbursement of travel and accommodation expenses for the Tournament Manager and Referee.
5. *Charges for WCF Management Committee members:* Event budgets do not have to reimburse travel and accommodation expenses for any of the WCF Management Committee to attend.
6. *National Government Grants:* Many national governments are prepared to make a contribution to travel and accommodation costs incurred by their players and officials who travel overseas to World events. The provisional budget should take no account of this, but WCF member associations will be encouraged to take whatever advantage they can of government support.
7. Any surplus on the event will accrue to the host association, which will be similarly responsible for any loss.

### 3. EVALUATION OF BIDS

In evaluating any bid, the WCF Management Committee will pay particular attention to the following factors:

- (a) The proposed date and duration of the event.
- (b) The proposed location.
- (c) The proposed format of the event.
- (d) The provisional budget.
- (e) The potential of the event to help croquet development.

#### NOTES

1. As croquet seasons in different countries are at different times of year, it is unlikely that there will be exactly one year's interval between one World Championship and the next. It is WCF policy that no more than one World Championship for a particular version of croquet should be held in any given calendar year.
2. As a guideline, play in a WCF event should normally last between 4 and 10 days to ensure reasonable media coverage in the host country and elsewhere.



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3. Current WCF policy is to rotate World Championships amongst all member associations, if possible alternating Championships between the Northern and Southern hemispheres.
4. Conditions for an event to qualify as a World Championship are given in Section 2.1.1 above. The number of players in an event other than a World Championship should be at least 24.
5. The provisional budget, showing projected Income and Expenditure, should be as detailed as possible. Consideration will be given to the likely cost per player, the robustness of the budget, and its overall financial viability.

## **4. FINANCIAL ARRANGEMENTS**

### **4.1 WCF license fee**

Sanctioned events: The WCF may be asked to sanction an event to give it more status or qualify it for national government subsidy. Once an event is "sanctioned", the organisers may use the WCF logo with the phrase "Sanctioned by the World Croquet Federation" on all publicity material, and fly the WCF flag at the event. The basic fee for a WCF sanctioned event is £GBP100.

Licensed events: Once an event is "licensed", the organisers may use the WCF logo with the phrase "Licensed by the World Croquet Federation" on all publicity material, and fly the WCF flag at the event.

Only a WCF licensed event may include the words "WCF World Championship" in its title. Use of such title requires specific approval by the WCF, and will be dependent on the number of countries taking part. The basic fee for a WCF licensed event is:-

- £GBP1000 for an Open Association or Golf Croquet Championship;
- £GBP500 for a World Women's Golf Croquet Championship.

There may be additional charges depending on the amount of WCF involvement.

Submission of a bid is taken as an agreement by the host association to pay the license fee if the bid is accepted, and to make such payment within one month of the date of acceptance. Until the fee is paid, the agreement to host the event in the relevant country is provisional and no publicity or announcement shall be made regarding the event until then.



## **4.2 WCF administration fee**

As outlined at 2.5 above, the WCF reserves the right, and will normally charge all players taking part in the event an individual entry fee. This will be used to cover administrative costs and the costs of items, such as WCF medals, provided by the WCF for the event.

Host associations shall therefore not charge entry fees, nor include player entry fees as potential income in the provisional budget.

As a guide, the entry fee charged by the WCF is likely to be between £30 and £100 per player, depending on the number of players or teams taking part and the type of event. The player's national association is responsible for payment of the entry fee to the WCF and all nominations for direct entry in to the event shall be accompanied by the relevant entry application form together with the relevant fee. Under no circumstances will an entry for nomination or wild card or qualification process be accepted until the entry fee has been paid by the due date. In the event that a player or players have not had their entry fee paid by the due date, it shall be conclusively presumed that they or their national association have withdrawn them and their name shall be deleted from the list of entrants and the place(s) offered to another national association.

## **4.3 Event bank account and charges**

All matters relating to the event shall be transparent, particularly where it comes to the financial arrangements.

Upon being advised that a successful bid has been accepted the host association shall open a specific "bank" account to deal with all matters relating to it. All income and expenditure relating to the event shall be recorded through the account and be capable of audit by the host association or WCF.

All such accounts shall have two signatories to authorise withdrawals of monies from the account. Both signatories should be members of the host association.

Details of the account, including:-

- name and address of the relevant financial institution;
- account number for the event;

shall be furnished to WCF at the same time as the license fee is paid by the host association.



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The amount of any funds agreed to be transferred from one association to another, shall be stated net of bank charges, which will be paid by the transferor.

The final statement of accounts shall include:-

- All income from any source relating to the event;
- All expenditure to any recipient relating to the event;
- In particular, all payments made to any private individual, acting in any capacity whatsoever relating to the event, shall be shown together with details of any national taxes paid in relation to those individual payments;
- The signature of the event Treasurer certifying that are correct in every respect.

## NOTES

1. Hosting a WCF event provides an excellent opportunity for WCF member associations to obtain publicity and recruit more people into the game and the opportunity to raise funds for its own activities.
2. The income received by the WCF from the event through the license fee and player entry fees, will be used primarily to cover the WCF's costs in relation to the event. If any surplus arises, it will be used under the direction of the WCF Council to promote the game and implement the WCF's "Principles and Objects" to the benefit of all WCF member associations.



## 5 SPONSORSHIP

### 5.1 Sponsorship agreements - General

Each host association is positively encouraged to seek sponsorship for all or part of any WCF event.

The WCF retains all rights to the title of the event.

Where the host association "finds" any title or associate sponsorship, all monies shall be kept by the host association.

Where the WCF "finds" any title or associate sponsorship, all monies shall be shared between the host association and WCF on a 50/50 basis.

In cases where sponsorship, for any aspect of the event, is being sought or is obtained by an individual or body other than the host association or WCF, any split of sponsorship between the parties involved shall be agreed by the WCF before any agreement or contract is signed between the sponsor and the host association.

(See Regulation 5.1.4 for details of sponsorship of court equipment).

Potential sponsorship agreements or contracts shall be advised to the WCF by the host association before final confirmation of the agreement or contract with the sponsor.

In general, care shall be taken to ensure that the interests of individual sponsors do not clash with each other, e.g. in competing products.

No sponsorship shall be accepted if it involves any aspect that could disturb players during play.

- corporate hospitality events shall be kept well clear of the main lawns to avoid noisy distractions for the players;
- playing of music or public address systems shall not be permitted during the hours of play, except in emergency.

All bids shall give details of any:

- potential sponsorship agreements;
- conditions attached to the sponsorship;
- subsidiary sponsorship proposed or any commercial activities connected with the event.



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It is the responsibility of the WCF to schedule WCF Championships. If a member association wishes to give a sponsor the option of sponsoring a WCF Championship for more than one year or event, then this fact should be made clear in the bid.

## **5.2 Event sponsorship - Contract and Agreements**

After approval by the WCF, the host association shall draw up an agreement or contract with each individual sponsor, clearly defining the entitlements of the sponsor and the responsibilities of the host association.

All sponsorship agreements or contracts shall include (where applicable):-

- the schedule of payments or services from the sponsor, in cash or kind;
- the event title in accordance with Regulations 2.1.1 above and 5.2.1 below);
- the arrangements for sponsor acknowledgement in the Souvenir Programme and/or associated "Spectators' Guide";
- arrangements for sponsor banners at the ground;
- arrangements for any "Come & Try It" sessions for the sponsor's guests;
- arrangements for any associated lunch or dinner;
- arrangements for providing media releases and general publicity;
- any restrictions on obtaining other "associate sponsors" for the event.

It is good practice to have a person specifically designated to look after the sponsor's staff and interests during the Event.

### **5.2.1 Title sponsorship**

All Title Sponsorship SHALL be agreed with WCF prior to any agreement or contracts being signed.

Any event title incorporating the name of the title sponsor shall comply with Regulation 2.1.1 above.

### **5.2.2 Associate sponsorship**

In addition to a main or title sponsor, there are frequently "associate sponsors" who:-

- may provide equipment or material in kind;
- are interested in "corporate hospitality" entertaining their guests at the event to develop their business in a pleasant environment.



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Each case will have to be treated individually, but there are possibilities for the provision of:-

- separate sponsor areas;
- private catering facilities;
- separate competitions or "Come & Try It" sessions in parallel with the main event.

This will require early planning to ensure the necessary facilities are available.

### **5.2.3 Sponsor logo's and branding**

Players' clothing shall conform to the WCF Sports Regulations.

Should a sponsor wish to brand player's clothing or equipment (for example, by having all players carry the sponsor's logo on their mallet heads), then specific permission shall be obtained from the WCF in writing.

### **5.2.4 Individually sponsored players**

Players who are sponsored individually should not expect to be able to display their sponsor's logo or other advertising at the event unless their sponsor is making an actual financial contribution to the event. Such players should advise their sponsors that arrangements for each WCF event have to be negotiated separately between the sponsors on the one hand and the WCF and host association on the other.

Specify any special terms that may be available to sponsors of individually sponsored players. For example, discounts available to their sponsors for advertising in the Souvenir Programme or through ground banners, etc.

### **5.2.5 Sponsored court equipment**

The WCF retains the final right to decide what type of equipment should be used for the event in accordance with the "WCF Equipment Regulations".

Contracts for sponsorship of court equipment will be between the WCF and the sponsor. The WCF reserves the right to decide which sponsorship is most appropriate in the case of competitive bids.

After the event, 75% of the sponsored equipment will become the property of the association responsible for obtaining the sponsorship. The remaining equipment will be sold after the event at 60% of its normal retail price and any funds so raised will accrue to the host association.



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## **5.3 Corporate hospitality**

Facilities for corporate hospitality may be provided at any WCF event, subject to the following conditions:

- (a) The interests of any organisation involved with corporate hospitality do not conflict in any way with the interests of any sponsor of the event.
- (b) The corporate hospitality does not in any way disturb the players' concentration, either through noise or movement.
- (c) Any playing facilities provided for the corporate hospitality event are completely separate and well away (or screened) from spectators and the courts being used for the event itself.
- (d) Refreshment facilities provided as part of the corporate hospitality are kept separate from those provided for players, spectators, and officials.



## **6 WCF / HOST ASSOCIATION AGREEMENT**

### **6.1 General**

The host association shall, within 4 weeks of the acceptance of its bid, sign a contract with the WCF undertaking to stage the event. The agreement shall in particular include a commitment on the part of the host association to pay the minimum payments set out herein to the WCF, its member associations, players and officials, and to conform to the agreed budget and format for the event.

The "Model Agreement" is given in Appendix 2.

### **6.2 Indemnity**

The bid and any subsequent agreement between the host association and the WCF shall state that the host association shall indemnify the WCF from all liabilities arising from staging the event including cancellation or postponement.

## **7. COPYRIGHT AND BROADCAST RIGHTS**

### **7.1 General**

All broadcast rights of any matches held within a WCF licensed event, by any means whatsoever, including, terrestrial, cable, satellite or internet based television or radio, compact disk or digital versatile disk, video tape or other electronic format, and any other medium of similar nature to any of the foregoing whether currently available or not and all rights to manufacture, sell, rent, supply or distribute video or photographic copies of any competitive match, or any part, shall be vested in and be reserved to the WCF exclusively and absolutely.

The host association shall enter into any necessary documentation in the connection with the exercise of any of the aforementioned rights that are exclusively reserved to the WCF.

Detail steps being taken to ensure media coverage. State the amount of income expected from TV or other royalties. Detail any proposed exclusivity agreements.

Subject to reimbursement of expenses provided under the contract the host association undertakes to provide such rights, facilities and other services as may be necessary to enable the WCF to fulfil such contracts, including but not



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limited to providing access to enable television companies to film competitive matches at the relevant venues.

No Competitive Match shall be televised or broadcast by any means specified in this section or otherwise without the written consent of the WCF, save in the case of closed circuit television within the venue where the competitive match is being played.

All televised or broadcasts made of the event for “clippage” purposes for news broadcasts of two minutes or less duration may be made or arranged by the host association without reference to the WCF.

## **7.2 Intellectual property rights**

Without prejudice to any WCF Rules or other WCF Regulations, each WCF member association grants to the WCF a non-exclusive, royalty free irrevocable licence to use all or any of the host association marks for the purposes of the promotion of the WCF (including for use in conjunction with any like rights belonging to the WCF on promotional material issued by the WCF) and WCF member associations agrees to co operate to the extent that it is reasonable with any promotional and marketing campaigns and including the issue of or sale of promotional and marketing material of the WCF.

## **7.3 Payment of fees in respect of broadcasting rights**

In return for the host association and WCF member associations providing such rights, facilities and other services to the WCF to enable it to fulfil its agreements for the broadcasting of WCF licensed events and all matches within it and the recording and/or filming of any match, the WCF will divide the proceeds of such broadcasting (after deduction of any reasonable expenses) between all WCF Full Members and the WCF, on the basis equal to their voting right as detailed in the WCF Rules, (for this purpose the WCF shall be deemed to have a one vote right) in such manner and on such date or dates as the WCF shall decide.

Any fees paid for such “clippage” coverage shall be retained by the host association.



## **8. PLANNING THE EVENT**

### **8.1 Qualifying competitions**

WCF policy is that qualifying tournaments shall be used for all WCF events, where possible and will form part of the final decision regarding the bid.

Qualifying tournaments provide extra publicity, give players extra opportunities to be accepted for the main event, and enable up and coming players to compete against stronger, more experienced players.

The use of any other scheduled tournament as a qualifying tournament is only valid if sufficient notice has been given to ensure that such intention can be advertised in the normal way any fixture book of the host association concerned.

The players winning places in the Championship through qualifying competitions shall be issued with an official invitation by the WCF.

Arrangements for the qualifying tournament shall be made by the host association. Documentation should follow the general principles laid down for the event itself, and the organiser of the qualifying tournament shall be responsible for advising the WCF of the full results of the tournament within two days of its completion.

### **8.2 Playing schedule**

Detail the proposed schedule of the main event and the supplementary events, indicating the various stages of the events and the dates when they will take place.

### **8.3 Event format**

The format shall comply with the WCF Sports Regulations and consist of a main tournament and supplementary event into which players enter once they are knocked out of the event itself.

In Association World Championships, WCF requires an additional supplementary consolation event for players from “Developing Nations” as determined by the WCF. Whilst the player participation in supplementary events is voluntary, their extent needs to be factored into the arrangements.



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Players have previously commented that they prefer the event to have a maximum of between seven and ten playing days. Allowing for 3 days travel, this means that most players have to take a maximum of 13 days leave from work - a deciding factor in many cases as to whether they can play or not.

To enable pre-event scheduling to take place, particularly the allocation of courts to players in rotation, the Tournament Manager shall have very clear instructions about the availability of all the courts, and the hours of play that are both possible and permissible. The detailed order of play should be given to players before the event or on arrival.

Where possible the schedule should be arranged to give each player one free day for sight-seeing during the group stage.

It is strongly recommended that for an Association Croquet Open singles event with 80 entrants that the following applies:-

Saturday, Sunday and Monday – Group matches of 3 single games per day;  
Tuesday – Resolution Group matches for in tied positions. Others – Free Day;  
Wednesday – 1<sup>st</sup> Round KO;  
Thursday – 2<sup>nd</sup> Round KO;  
Friday – Quarter-finals;  
Saturday – Semi-finals;  
Sunday – Final.

The composition of teams in a team event could be defined to include both sexes and/or particular age groups. The majority of WCF member associations seem to prefer teams of three, four or six.

## **8.4 Number of games per match**

These are prescribed in the WCF Sports Regulations.

## **8.5 Resolution of tied places in groups**

These are prescribed in the WCF Sports Regulations.

## **8.6 Supplementary events**

A supplementary event is compulsory in accordance with the WCF Sports Regulations. The Tournament Manager shall ensure that it is finished before the start of the expected last game of the final of the main event to avoid reducing the impact of the final itself.



In cases where the timing of matches has not gone according to plan, it may be necessary for the Tournament Manager to put on a demonstration match for spectators. It is usually difficult to arrange at the last minute and it is advisable to have a plan prepared in case of emergency. It is recommended that public address equipment should be available for such an eventuality.

## **8.7 The knock-out stage draw**

These are prescribed in the WCF Sports Regulations.

## **9 PREPARING THE VENUE**

### **9.1 Overall layout**

The basic requirements are:-

- places for spectators, which should have a covered area if possible;
- enough flagpoles to fly the national flags of all those countries competing in the event;
- separate accommodation for the Tournament Manager, Ground Manager and other officials;
- an area to cater for media and television personnel, with access to communication facilities and separate interviewing area;
- a refreshment facility close to the lawns;
- mains electricity;
- sufficient toilet facilities for players and spectators with easy access to them;
- areas where sponsors can entertain their guests without disturbing play.

If concessionaires or commercial stalls are present, they need to be kept away from the playing area, and consideration may have to be given to erecting 6 foot high screens to hide spectator access paths in locations where they might disturb players.

Finally always ask, "what happens if it rains?"

### **9.2 Courts**

Experience has shown that spectators tend to view games from the South or North boundaries wherever possible as the clips are more easily visible from these positions. Although the use of large plastic clips helps to overcome this difficulty, this spectator preference should be borne in mind when deciding where to place spectators, and how best to align the courts.



Where events are played at locations other than recognised croquet centres, consideration should be given to the type of lawn setting required, and the consequential labour required each day to maintain its integrity. In this regard, provision of suitable ball-stops can be critical. At the Carden Park World Championship in 1994, where there were no existing facilities, 800 yards of ball stops had to be provided through local sponsorship. Much of this had to be moved each day to allow mowing of the lawns. Spruce logs, approximately 2 metres long by 15cms diameter, proved remarkably heavy to lift in such quantities. A much lighter construction was used at Fontenay-le-Comte in 1995.

## **9.3 Equipment**

### **9.3.1 Court equipment**

All court equipment shall meet the requirements of the WCF Equipment Regulations. A decision on which balls to use should be made 12 months before the event to give the organisers and the WCF a chance to obtain sponsorship.

The sets of balls to be used in the event shall be made available to the Tournament Referee in sufficient time before the event to enable them to be checked for bounce and size and made up into matched sets.

### **9.3.2 Referees equipment**

The Management Committee of a WCF event shall make the following equipment available for the official referees.

- Ball gauges (designed to enable the upper and lower limits on a ball's diameter to be checked);
- Hoop gauges and feeler gauges, designed to enable upper and lower width limits to be checked;
- Boards of a suitable design to assist in the marking of balls when a fault may occur, and a minimum of 6 balls markers per board;
- A small spirit level (to check the verticality of a hoop);
- A straight edge, such as a 6-inch steel rule, or a length of cotton (to check whether a ball has run a hoop or is in a position to do so);
- A dual timer for time limited games;
- A note pad and pen;
- A copy of the Laws, Rules and Regulations;
- Pegging down forms, including a diagram of the court;



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- Hoop adjustment tools: an auger, a hoop clamp, a long-bladed knife, a rubber hammer, a cold chisel, and a metal hammer;
- A tape measure of sufficient length to check the layout of a lawn, and for measuring games to be pegged down;
- A tape measure at least 3 feet long (to check the height of a hoop and the placement of corner pegs);
- A device to determine whether a ball is on or off the court;
- A large set square (to assist in determining whether a player has a 3-ball group when a ball is roqueted within the yard-line or off the court);
- Pegging down markers;
- Spare balls, to be used in wiring tests, and a long string;
- A small supply of earth to repair damage to the courts, and to pack loose hoops.

## 9.4 Courtside facilities – participants

Minimum requirements are:-

- changing, toilet, and shower facilities for players and match officials should be available within 100 yards of the playing area;
- a secure area for players and officials to leave valuables such as cameras and handbags;
- one tent, or similar sheltered accommodation, per two lawns, for the exclusive use of players and match officials. These to be sited between 2 and 20 yards from their respective lawns;
  - in this exclusive accommodation, hot and cold drinks be available for use, throughout the day, together with sufficient cups or similar.

## 9.5 Courtside facilities - event officials

Secure, weatherproof accommodation should be provided for the Tournament Manager, Tournament Referee, Ground Manager and Media Liaison Officer, close to and overlooking the main playing area. It should large enough for 10 to 20 seats for the sole use of other officials also.

It should be provided with:-

- mains electricity supply;
- 2 x IBM compatible computer terminals;
- 1 x Computer printer
- 2 x direct telephone lines;
- 1 x answering machine;



- copying and fax facilities;
- hot and cold drinks and suitable cups, daily, together with a table (dimensions 2 feet by 6 feet).

Experience has shown that access to such facilities ensures:-

- control of the event;
- prompt response to arising problems;
- prompt posting of results;
- timely preparation of media releases.

## **9.6 Refreshment facilities**

Catering facilities should be available close by to provide a regular supply of food and liquid refreshment for players, officials, and spectators.

Players and officials should be provided with priority access to these facilities if the refreshment area is shared with spectators, particularly to enable them to have a drink and a snack in between individual games of a match, or a full meal in between matches.

Hot and cold drinks should be available to players courtside at all times during the hours of play.

Any passes that may be necessary for use of these facilities should be issued with the information pack.

Consideration should be given to the closing times of local restaurants and the way in which players are going to feed themselves after play. There needs to be sufficient time after the close of play for the players to get washed and changed and out to the restaurants before they close.

## **9.7 Media facilities**

A separate tent or room should be made available for the press and media, and staffed throughout the event. A printed report on the previous day's play, with latest results, and a schedule of matches for the current day, highlighting important matches, should be available to the press in this area. A record should be kept of all media contacts.



## **9.8 Communications equipment**

Subject to 9.5 above two telephones should be provided. One for incoming calls, whose number is published, and one for outgoing calls, whose number is not advertised to the media or general public.

A dedicated fax machine with photocopier should be available to staff of the organising body to put out a report and results from each day's play to national and international media contacts and all WCF member associations represented in the event.

These machines should be manned for two hours before the start of play and for two hours after play has finished, with automatic answering services available at other times. For effective manning of the phone, a roster should be arranged and three people plus a runner will probably be needed.

Two computer terminals, with a common printer, should be provided, to enable media releases and notices to be produced, games to be scheduled, and result tables prepared for the Results Board. Where laminated plastic pockets are used to protect notices from the weather, a laminating machine will be needed, plus a supply of plastic pockets.

A copy of the previous day's report should be kept by the telephone at all times, together with a copy of the Souvenir Programme kept up to date with latest results, and a list of the day's order of play. These items should be sufficiently well maintained to enable anyone to answer the phone intelligently.

Where an event is played at a venue where matches will be played at more than one site concurrently, mobile telephones should be provided for the Managers at both sites. Mobile phones or other "walkie-talkie" equipment should be available for all key personnel.

## **9.9 Facilities - spectators**

Provision should ideally be made for a spectator grandstand or similar seating adjacent to the main lawns. The number of spectators likely to attend is difficult to estimate, but it is recommended that any grandstand or other seating should be able to accommodate between 200 and 300 spectators. Some form of covered accommodation should also be provided, capable of housing up to 100 spectators in case of adverse weather (rain, cold wind, or hot sunshine).



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In 1989, 300 members of the general public attended the World Championship in London. The entry fee was £GBP6.00. Members of the English Croquet Association were given free entry by courtesy of the Hurlingham Club. At Carden Park, 450 spectators were admitted. The entry fee was £6.50 per day. At Fontenay-le-Comte, 2000 spectators were reputed to have attended on the first day, and the entry fee was fixed at 20 francs (approximately £2.00) with a stand seat at 10 francs extra. However, the local authority decided to waive entry fees at the last minute, so there is no way of checking this figure.

In addition to the grandstand and sheltered facilities mentioned above, individual chairs or benches should be provided for spectators who may wish to watch play on courts not close to the grandstand accommodation.

Notices indicating that spectators shall keep quiet and switch off mobile or cell phones during play should be visible at all viewing areas.

Adequate car parking and toilet facilities should be available for the number of spectators expected. At some venues, where toilet facilities are far from the courts or non-existent, it may be necessary to hire portable cabin facilities.

The decision on which venue to use will largely determine the availability of public transport services for spectators. It may be necessary to supplement these by the provision of a minibus service between the venue and the nearest public transport terminal.

If refreshment facilities are provided for spectators, these should be situated well away from the playing areas and screened off if necessary. Refreshment facilities for spectators should be kept separate from those for players and officials who may wish to have quick access to refreshment in between their matches or official duties.

## **9.10 Stewards**

Stewards are invaluable for car parking, running messages, finding people, ensuring spectator discipline regarding movement adjacent to the lawns or obscuring sponsor advertising, posting of results, collecting scores, providing a phone answering service on a roster basis, providing transport if necessary, and so on. At Carden Park, local clubs were asked to provide a number of volunteer stewards for each day of the Championship. The "perk" was free entry, and because there were six stewards on duty each day, they were able to work shifts, and from time to time watch the play.



## 9.11 Results

Arrangements should be made to transmit daily results to:-

- the WCF Web site;
- the home association web site;
- any relevant croquet message boards;
- national and international media outlets.

This can be done via email and/or fax, either by the Media Liaison Officer or via a third party company.

For the venue, it is essential that players, officials, spectators and media are kept advised and up to date with all results, the next games due to be played and their respective lawns.

A central results board should be provided for spectators and players at a prominent place in the stadium, and updated at regular intervals throughout each day by someone, other than the Tournament Manager.

This "Results Board" should be positioned well away from the Manager's Office area, preferably in a position where spectators and players will congregate naturally. In practice, a board 8M high by 7.5M wide has proved sufficient to record results of a 40-player event, arranged as 8 groups of 5, followed by a 32-player knockout. The board should be designed so as to provide a display that can easily be seen and read, even in inclement weather, giving the current state of all block and knockout stages. For example, printed results can be encapsulated in plastic laminated folders for weatherproofing, using a laminating machine. The aim should be to update the results of all matches within 15 minutes of their completion

Once the group stage is completed, the group tables can be kept permanently displayed alongside the full knockout draw with scores progressing to the final.

The Results Board can also be used to display the daily playing schedules and any ancillary matters, such as refreshment availability, etc. A space should be kept clear for notices to inform players and spectators of events outside the actual play, or if necessary, a separate notice board can be used for this purpose alongside the Results Board.

Care should be taken to ensure that items are displayed on the Results Board in the same order as they are given in the Souvenir Programme, and that the same naming conventions are used for players and groups in both places.



Similarly, the Tournament Manager should approve the order of play before it is printed in the Souvenir Programme.

Where costs permit, electronic message equipment might be hired to provide a continuously updated display of the start times and locations of particular matches, messages welcoming specific guests to the event, advertisements for the sponsor(s) and their products, details of transport arrangements for social events, or messages regarding the score in current matches. Care should be taken to check the angle of view of such equipment, as it is sometimes so narrow that the moving messages can only be seen by people directly in front of it. Electronic message equipment, if computer-controlled, will require a dedicated operator and computer terminal.

Public address systems should only be used when absolutely necessary, as sudden noises can affect the concentration of the players.

## **9.12 Flags**

The WCF flag, which will be provided to the organising body, should be flown in a prominent position throughout the event, together with the flag of the organising body. The WCF flag shall be flown the right way up, on a flagpole no less prominent than any other. The national flags of the competing players shall be flown. All flags shall be the same size and shall be flown in alphabetical order of the language of the host country. The host association may require competing nations to provide their own flags of a specified size.

The WCF can supply flags for all member countries for specific events. If these are required, the cost of carriage should be included in the event budget. The WCF's flags all measure approximately 100cms by 160cms, and look best on flagpoles between 4M and 6M high.

## **9.13 Ground banners**

### **9.13.1 Advertising banners - venue**

Ground banners should be constructed from wooden panels of a standard size (Recommended size is 0.75M high by 3.5M wide.) Where necessary, two panels can be placed end to end. (e.g. to display the title of the event).

The panels should be attached to vertical wooden stakes that are driven sufficiently far into the ground to prevent the signs being blown over by the wind. Where lawns are to be rearranged for the final stages of the event,



mounting banners on "A" frames enables them to be moved to a different position easily to suit the needs of sponsors or TV.

A space for one banner is to be kept available for sale at a discounted rate of 25% of the normal commercial rate to each WCF member association until 6 months prior to the event, at the side of the lawn on which the final will be played.

After that time the host association may dispose of this space allocation at the full commercial rate.

Care should be taken to design the ground layout to prevent spectators sitting in front of paid-for advertising hoardings. This can be achieved by careful design of walkways, and roping-off no-go areas.

## **9.13.2 Banners and signs advertising the event**

A large banner advertising the event should be posted outside the venue approximately 14 days before the start of the event. Traffic signs should be posted pointing to the venue 2 or 3 days before the event, by arrangement with national motoring organisations or similar bodies. If funds permit, poster advertising in the surrounding region can increase public awareness.

## **10 LAWN MAINTENANCE REQUIREMENTS**

### **10.1 Pre-event arrangements**

#### **10.1.1 Lawn preparation**

Courts in regular use prior to the event will be prepared as part of the normal routine. However, in cases where additional areas of grass are brought into use especially for the event, care should be taken to ensure that the preparatory work in cutting the grass back to the required height begins sufficiently early to avoid "die-back". An early start on this work will also expose surface irregularities that can be repaired in time for the event if work begins early enough.

#### **10.1.2 Hoop setting**

Access to the lawns will be required at least one day in advance of the event to set the hoops and ensure that the lawns are correctly laid out in accordance with the Laws and Rules of the game and the WCF Sports Regulations.



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During the Championship, arrangements should be made for the hoop settings to be checked before the start of play each day and ground staff should be prepared for daily mowing of all lawns.

As the mowing has to be completed before the hoops can be set, arrangements should be made for mowing to start as early as possible. Liaison will be needed between the ground staff and the team of referees and hoop setters to ensure that the necessary court preparation work is completed each day in time for play to start at the scheduled time.

### **10.1.3 Player practice sessions**

Most players will probably wish to arrive early to practise a day or two before the start of the event. Allowance should be made for this possibility. Wherever possible, players should be allowed to practise on the actual courts being used for the event.

## **10.2 Arrangements during the event**

### **10.2.1 Lawn cutting**

The grass should be cut every day if considered necessary. If string boundaries are used, careful organisation of this work will be necessary to ensure that the grass is cut and court equipment replaced in time for the scheduled start of play.

In some circumstances, string boundaries and court equipment can be removed the previous evening at the close of play. Mowing of the grass can take place either last thing at night or first thing the following morning. (At Carden Park, the ground staff began mowing the grass at 5.30am for a 9.00am start, but this may not be possible at other locations.)

Working parties should be rostered in advance to cover each day of the event, with the Ground Manager responsible for the overall coordination of the work and liaison with the ground staff. Checking the hoop settings and the layout of other court equipment is the responsibility of the Tournament Referee.



## **10.2.2 Maintenance of hoop clearances**

Following the accurate resetting of hoops each morning, the hoops will be checked for rigidity and clearance by a referee after each match and, where requested by the players concerned, after each game in a match of more than one game.

## **10.2.3 Moving lawns to re-site hoops**

If excessive wear makes it necessary to adjust the position of lawns during the event, the use of string boundaries has the great advantage that the lawns can be moved easily, and no marks are left where the old boundaries have been.

## **11 SELECTION OF AND NOTIFICATION TO PLAYERS**

### **11.1 Allocating places to players**

These are incorporated within the WCF Sport Regulations and do not form part of the bidding process.

### **11.2 Information pack for players**

The host country will post an "Information Pack" to each player at least eight weeks before the start of the event. The pack will contain at least the information specified below, and should contain as many of the other items as possible:

1. Details of the overall programme, giving details of the timing of the rounds of the event, and any associated social events.
2. Details of arrangements to meet players or directions enabling them to reach the venue.
3. Any passes or documents necessary for a player to gain access to the ground immediately on arrival. This should include details of security arrangements at the ground.
4. Details of any charges to be levied on players for specific items whilst at the event.
5. A list of competitors and officials, and the names of the members of the host organising committee, with their functions. The "Transport



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Manager" should be clearly identified, together with how this person can be contacted at all times. It should be made clear that the "Transport Manager" will be the primary point of contact for players or officials requiring transport throughout the duration of the event.

- 6 Details of practice facilities. Preferably the courts to be used in the event itself should be made available for practice on the day before the event. Failing that, other courts at the venue or a nearby club should be made available. Players appreciate details of local tournaments both just before and just after the event itself. They might be able to acclimatise themselves by playing in a local tournament before the event itself, and if the dates are convenient, perhaps they will be able to stay on after the event to play in the host association's National Championship.
- 7 A map of the local region, and a detailed street map where appropriate. Particular care should be taken to include sufficient information to enable players to find their hotels, or to meet their hosts if they are staying in private accommodation.
- 8 A lapel name tag for the player to wear at the initial reception and during the event. Besides acting as a means of identification, this tag can be colour-coded to act as a "pass" to give the holder access to restricted areas, such as the "free lunch" counter at the cafeteria, and to distinguish between officials and/or players in different groups  
  
The badge should display the holder's name in its preferred form (e.g. Andy Smith or Andrew Smith as appropriate), the holder's country, and some indication of the holder's function (i.e. Player, Referee, President, FCA, WCF Management Committee, etc).
9. Clear details should be included about the provision of meals and refreshments throughout the duration of the event.
10. Tourist guides, copies of media releases, etc, should be included where possible to generate interest and make the players feel welcome.
11. A copy of the Souvenir Programme for the event.
12. Details of how players and officials contact the Tournament Manager at the ground in case of difficulty in reaching the venue. (Manager's telephone number at the ground, for example).



Items in the above list that are not available for despatch in the Information Pack should be made available to players immediately on arrival at the event or, at the very latest, when the players meet the Tournament Manager for their initial briefing.

A master copy of the Information Pack should be readily available at the ground during the event to enable more copies to be made, if necessary.

## **12 SELECTION OF AND NOTIFICATION TO OFFICIALS**

### **12.1 Selection of officials**

See Section 2.4.2

### **12.2 Information pack for officials**

See Section 2.4.2.3

## **13 VISITORS FROM NATIONAL ASSOCIATIONS**

### **13.1 Information Packs**

Copies of the information packs shall be sent to the WCF for onward forwarding to the Secretaries of all WCF member associations. This will provide background information for any of their officers or members who wish to visit the event.

### **13.2 Visa's**

The host association shall use its best endeavours and render all assistance for all visa applications for permission to enter and remain in the host country for the duration of the event, from any accepted or invited player, WCF representative or official of any other WCF member association.

## **14. TRAVEL, TRANSPORT & ACCOMMODATION**

### **14.1 General principle**

The WCF Council agreed in June 1995 that players and their national associations would be responsible in future for the cost of travel to the host country. Once arrived in the host country, then all player costs would be borne by the host association unless otherwise agreed by the WCF. This may not be



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practicable in all cases, but it should be the objective of any Event Management Committee.

Whenever the WCF provides travel subsidies, it was agreed that:

- (a) Payment of travel subsidy would be made in bulk to the relevant national body, not to individual players
- (b) In assessing travel subsidies, no account would be taken of any government grants obtained by the national body or by individual players
- (c) A reasonable average value would be estimated, taking no account of the method of travel of particular individuals
- (d) Travel costs and accommodation costs for event officials and referees would be paid in full wherever possible.
- (e) The WCF would continue its policy of not paying travel subsidy to observer members.

In previous events, players have been accommodated both in hotels and in the homes of local players and friends. Either situation is acceptable, but transport requirements during the event are much easier to arrange if all players and officials, or at least the majority, are accommodated within walking distance of the venue.

Generally, most players like to be together in the same hotel. Many are prepared to accept twin-bedded accommodation, but allowance should be made for those who want their own rooms. Anyone requiring single accommodation should expect to pay for this facility.

Referees and other event officials often have to be at the ground well before the start of play, so they appreciate being accommodated within walking distance of the event venue.

## **14.2 Ground and air transport**

Give details of optimum arrival and departure points for players and officials from overseas, and details of transport from there to the venue and how you intend to transport players and officials to venues during the tournament itself.

This is one of the most difficult areas to get right. Arrangements in the past have included:-



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- providing players with a self-drive minibus or car;
- providing a fleet of volunteer car-drivers to give lifts to players and officials to specific social events.

Arrangements that can reduce the amount of organisation required are:

1. Arrange for all players and officials to stay at the same hotel within easy walking distance of the venue.
2. Organise a regular shuttle service between this hotel and the venue.
3. For social events in the evening, hire a bus to pick up all those who wish to go to the event from a single departure point.
4. Appoint a Transport Manager, who can call on a number of individuals with cars to help out at short notice if someone gets left behind, or there are not enough places on the available transport.
5. Advise all players and officials of the telephone number of the Transport Manager, and arrangements that can be made to contact him or her.
6. Publicise all arrangements that have been made to transport players and officials to the event and elsewhere, and make sure that everyone is aware of what these arrangements are.
7. Arrange a method whereby players and officials can list their transport requirements in advance in the Ground Manager's office.
8. Insist on discipline from the players and officials. They shall advise the Transport Manager what transport they require, and not change their minds at the last moment or fail to be at the appointed place at the appointed time.

## **14.3 Accommodation**

Give details of the cost of accommodation for spouses who wish to travel with players and officials. A list of local accommodation, giving phone numbers, addresses, and prices, would be most helpful for visitors and WCF "Friends".



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## **14.4 Excluded Travel, Transport and Accommodation Costs**

Please specify any transport and accommodation costs that will not be covered by the organising country, and which players and officials will be expected to pay themselves. Detail any discounts or subsidies that you can offer players, officials or visitors

## **14.5 Statement of charges to be made**

In accordance with the general principle outlined above, the host association shall advise the WCF of any anticipated charges that may be made to individual players, event officials, or WCF Management Committee members for facilities, social functions, or any other activity, during the event or any qualifying round that may be held in connection with it.

This information shall be supplied in time for inclusion in the official WCF invitations, together with details of any arrangements for spouses who may accompany any of the players or officials. Failure to meet this requirement may invalidate the making of charges.

## **14.6 Charges for players**

No entry fee may be charged to any player by the host association.

## **14.7 Charges for officials**

The host association should aim to provide full reimbursement of travel and accommodation expenses for event officials

## **14.8 National Government grants**

Many governments are prepared to make a contribution to travel and accommodation costs incurred by their players and officials who travel overseas to world events. WCF member associations will be encouraged to take whatever advantage they can of government support. However, any funds so raised will accrue to the benefit of the WCF member association concerned, and not to the host association.

## **14.9 Sponsored travel**

Should funds be available to the WCF or the host association through sponsorship or other sources to support travel costs, such funds will be



allocated to each member association in a manner to be agreed between the WCF and the host association.

## **14.10 Transfer of funds**

The WCF or the host association, as appropriate, will transfer the relevant funds or tickets, as agreed, to each WCF member association entitled to receive sponsored travel as soon as all players from that member association have returned their acceptance forms. Should one or more players be unable to take up their allocated place(s), then funds will be transferred pro rata.

## **15 COMMERCIAL ACTIVITIES**

### **15.1 Tented village**

Give details of plans to rent out space at the event venue for external commercial activities (for example, stalls for croquet equipment manufacturers, stalls for other commercial activities, etc).

World Championships provide a means of generating income through sale of memorabilia. Host associations should capitalise on this opportunity. Additionally players and spectators expect to be able to purchase memorabilia. They should not be disappointed.

The provision of a shop at the event to sell croquet goods (equipment, books, videos, etc) is regarded as well worth-while. Turnover at Carden Park and Fontenay-le-Comte was between £GBP1000 and £GBP3000, and could easily have been greater had more equipment been available. Thought should be given to the language of the spectators and the provision of literature in languages other than English. As most of the goods tend to be Anglo-Saxon in origin, an English-speaking interpreter is virtually essential if the event is held in a country where English is not the native language.

Local croquet manufacturers and specialist mallet makers are also prepared to rent a site at events to sell or demonstrate their goods. There is no need to limit these activities just to croquet goods.



## **16 ADVERTISING**

### **16.1 Title of the event**

Subject to the approval of the WCF, the main sponsor(s) name may be included in the title of the event. See Section 5 Sponsorship.

### **16.2 Branded goods**

No branded goods are to be allowed within view of the playing and spectator area, other than those provided by sponsoring organisations, the host association, the WCF, or official advertisers.

### **16.3 Endorsement of advertising material**

All sponsors advertising material shall carry the WCF logo, and the words "Licensed {as a World Croquet Championship} by the World Croquet Federation", the event details being amended as appropriate.

## **17 GROUND MANAGER'S DUTIES**

During the event, the Ground Manager is responsible for "dressing" the ground, and maintaining the quality of the presentation by:

1. Ensuring that accurate, up-to-date match information is displayed at all points.
2. Keeping the main scoreboard and any courtside notice boards up-to-date.
3. Controlling the crowd, particularly in preventing disturbance to those in play, and in stopping spectators obscuring sponsor banners.
4. Providing seating for spectators, players, and officials.
5. Maintaining signs indicating position of equipment/literature stalls, toilets, refreshments, media area, Tournament Manager's office, etc.
6. Supervising any manufacturers' display areas, and any stalls selling merchandise.
7. Maintaining discipline of any corporate hospitality functions.
8. Providing an enquiry service.
9. Maintaining a "lost and found" register.
10. Ensuring provision of hot/cold drinks for players and officials at courtside during matches.
11. Maintaining appearance of flags and flagpoles.
12. Supervising and scheduling the team of stewards.
13. Overseeing car parking arrangements.
14. Liaising with security and ground staff.
15. Maintaining the effectiveness of the communication equipment.



## **18 MEDIA AND PUBLICITY**

### **18.1 General**

It is vital that a Media Liaison Officer is appointed to manage all media matters for the event.

At the event itself, the Media liaison officer should greet the media, and arrange interviews with players and others as required. (A tent or other sheltered accommodation should be made available so interviews can be conducted in quiet surroundings, not subject to interruption.)

Where possible there should be an Assistant Media Liaison Officer on hand to answer telephone enquiries, and to help prepare and despatch daily reports and results to meet media deadlines. The Assistant should ensure that copies of completed group and knockout results to date are available on demand.

A sheet detailing the procedures for arranging interviews with players, and a code of conduct for photographers, as outlined in Guideline 5 below, should be included with each this media pack given to the media in accordance with 19.4 below.

If funds permit, the use of a cuttings agency to monitor media coverage is useful.

Current policy is to make no charge for media personnel attending the event if they are doing so for their employer. If however, they are producing material for sale to a third party (for example, a freelance photographer or a private video company), then a charge could well be in order, in the form of royalties or a once-off payment.

The WCF and the host association shall be responsible for issuing media releases to all WCF member associations concerning the event both before and after it.

During the event, each WCF member association will make its own arrangements to send out media releases and publicity to its own national media contacts. This can be done either directly from the event venue by using the communication facilities provided by the host association or by arranging to receive a daily media report from the event, for onward despatch to local media outlets. Charges may be made by the host association for either service



## **18.2 Media releases and publicity**

The host association should ensure that the date of the event is included in as many of their national "Sporting Calendars" as possible well before the event takes place.

Headed "Media Release" paper, together with the WCF logo should be used to send a series of press releases to all relevant national media outlets several weeks before the event is due to take place.

Three specimen press releases are to be provided to "home" players to send to their local media:-

- when they are first nominated for the event;
- when the initial draw takes place and they know whom they meet in the group stage;
- at the end of the event to record their individual achievement.

Sending a complimentary copy of the Souvenir Programme to selected media personal two weeks or so before the event can do a lot to ensure good coverage by the media.

Spare copies of the daily media releases should be made available to the media on arrival at the ground the following day, together with the previous day's results, and the order of play for the day.

## **18.3 Souvenir programme**

### **18.3.1 Content**

An official souvenir programme shall be produced for the event, and approved by the WCF before publication.

It shall contain:-

- the group draw for the Championship and its format;
- pen portraits and photographs of the players;
- a message of welcome from the WCF President.

Other items that might be included are:-

- "A Spectator's Guide to the Laws of Croquet";
- a list of social functions to be held during the event;
- details of the event officials and their responsibilities;
- information about the layout of the venue, including
  - the location of any facility for "lost & found" property;



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- the location of toilet facilities;
- refreshment facilities for players and spectators;
- a croquet quiz (with prize);
- general articles on the game;
- details of local clubs for those who want to start to play croquet.

How much can be included often depends on the success of selling advertisements!

Production of the programme should start two months before the event, with the aim of circulating it to media personnel two weeks or so before the event starts. Sales of programme advertisements should start as soon as the bid to host the event is accepted.

Detail the contents of the Official Souvenir Programme; schedule its preparation; give advertising rates and discounts available to WCF member associations, and state latest dates for copy.

## **18.3.2 Format**

The programme shall:-

- be printed on 80gm art paper or heavier;
- have the WCF logo on its front cover;
- include prominent acknowledgement that "the event is licensed as a World Championship by the World Croquet Federation".

## **18.3.3 Costs**

The cost of the programme can be reduced by printing it as part of the national association's magazine (although this reduces potential sales at the event itself). If advertisements are canvassed beforehand and included in the programme, this can be a source of profit. Unsold copies of the programme are useful after the event for publicity purposes.

## **18.3.5 Sales**

Charges for the sale of the Programme to spectators have varied from £GBP1.00 to £GBP2.00. 226 Programmes were sold at the 1991 World Championship, as against 186 in 1994 at Carden Park. At both these events, free programmes were provided for players, officials, media personnel, and sponsors. At Newport, Rhode Island, the programme cover price was \$US1.00. Some 600 copies were provided free to spectators and guests. 75 copies were sold through the Tennis Hall of Fame gift shop.



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## **18.4 Media management**

The Media Liaison Officer shall take responsibility for the management of all accreditation, reception, guidance and control of media representatives before, during and after the event, including the conduct of interviews.

For this purpose the event is deemed to start the day before competition and end after all players have left the venue at the conclusion of the event.

Hosts should consider whether “accreditation” name badges are issued to those entitled to them to assist in the management of them.

Every effort should be made to facilitate their requests providing they do not interfere with the playing surface and immediate surrounds, players’ concentration, the overall schedule of the event and the safety and well being of all persons attending the event.

Each accredited member of the media shall be provided with a copy of the Players Information Pack.

### **18.4.1 Television and radio**

Broadcasters usually have specific requests to make regarding locations, lighting and movement of equipment during play.

Broadcasters requests for matches to be moved to a specific lawn, or time slot shall be considered and where possible, accommodated by the Tournament Manager, providing they do not unduly interfere with the overall schedule.

All aspects of Television and Radio coverage shall be referred to WCF for agreement.

### **18.4.2 Other media and photographers**

These shall be strictly controlled to ensure that interviews and photographs are not made or taken in such a way as to interfere with players, officials or schedules.



### 18.4.3 Interviews

By accepting any invitation to play in a WCF event, all Players are deemed to accept the conditions relating to media coverage, including the conduct of interviews.

The host association shall make provision for interviews to be carried out in such a place and/or time, that other players and officials are not disturbed.

Consideration should be given to providing a backdrop screen for Television, film or video broadcast interviews that will highlight the following:-

- the name of the event in prominent lettering;
- the WCF logo
- the host association logo
- the name and logo of any sponsors of the event.

## 19 OFFICIAL PHOTOGRAPHER

An official photographer who can be present throughout the event should be appointed to create a photographic record, and to provide income from the sale of photographs to players and spectators during the course of the event.

This assumes that the photos can be printed sufficiently quickly to have them displayed for sale within 24 hours of being taken. There was considerable interest in this facility at the Carden Park Championship, where a local croquet player who was also an excellent amateur photographer undertook the role. A number of photos were specially commissioned from him by magazines, and magazine publishers could provide a source of income as photographic sponsors at future events.

## 20 SOCIAL EVENTS AND EXCURSIONS

A survey of players in previous World Championships has shown that they prefer "compulsory" social events to be confined to an opening and a closing ceremony - perhaps an informal buffet reception at the beginning, so they can be introduced to players they have not met before, and a formal dinner at the end.

Provide a schedule of social events and excursions that are planned to take place during the event. Provide details of how these events and any event dinner will be funded. Schedule any costs that players or officials may have to pay for other "official" functions during the event.



In-between times, they prefer to have a programme of optional events, and particularly like to have an opportunity to meet and talk with each other in relaxed surroundings, free from spectators. An arrangement at the Rhode Island World Championship in 1992, whereby a local pub provided free beer for players for two hours after the close of play, was particularly popular.

Care should be taken to ensure that players with important matches the following day are free to leave if they so wish.

## **21 WCF MEETINGS**

During an event, the WCF may wish to hold a WCF Council Meeting, a general discussion forum, or a meeting of one or more of its Committees or Working Parties.

The host association shall make available, suitable accommodation for these meetings. The meeting accommodation shall comply with the following:-

- 21.1 The venue(s) shall be within 10 minutes car travel time of the main location of the actual event;
- 21.2 The venue(s) shall accommodate the following:-
  - 21.2.1 For a WCF Council Meeting: A room large enough to accommodate up to 40 people, laid out, in either preferably Boardroom Style or alternatively a Meeting Style with a "Top Table" with tables and chairs. Where the Council Meeting is held in the morning a WCF lunch will normally be held for the delegates.
  - 21.2.2 For a WCF Committee Meeting: A room large enough to accommodate up to 12 people, laid out in a Boardroom Style.
  - 21.2.3 For a WCF Discussion Forum: A room large enough to accommodate up to 40 people, laid out in a Meeting Style with "Top Table" with tables and chairs.

Host associations shall specify what accommodation will be available for WCF meetings, and how far it is from the main venue where the Event is being held.

Care should be taken with the timing and duration of lunches and WCF meetings (particularly general discussion forums) to ensure that those who wish to attend the meetings can do so, and those who want to watch the play do not miss too much of the action! This can be achieved by holding these functions, wherever possible, outside playing hours.

The host association is required to budget for the provision of suitable rooms for these meetings, and for the WCF lunch, allowing one free place per WCF



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member association, and 6 free places for WCF official guests. Room should also be allowed for 15 additional paying guests.

Detailed arrangements for these meetings and invitations to the WCF lunch will be the responsibility of the WCF. The usual practice is for the President of the host association to be invited to the WCF lunch with his/her spouse, and for the WCF to liaise with the President of the host association as to whom else should be invited as guests.

## **22 INSURANCES**

It is a discretionary matter for the host association to consider whether they wish to take out adequate insurance or not, for the event.

WCF does not carry any insurance for events.

## **23 RISK ANALYSIS**

The host association shall carry out a risk analysis for the event, all venues, transport and accommodation to be used by them in the course of the event.

The analysis will include:-

- The risk of injury to any player, official, other workers or spectators at the event from any means whatsoever;
- The risk of damage, theft or loss to the property of players, officials, other workers, spectators or the various venues or accommodation used in the course of the event from any means whatsoever.
- The proportional means by which such risk of injury, damage, theft or loss can be alleviated or negated.

The host association shall appoint one person to be in charge, at each venue, who will take responsibility for the implementation of reduction of such risks.

A non-exhaustive risk matrix model can be found at Appendix 3



## 24 SITE SECURITY

Although there is no specific intelligence or reason to suspect that the WCF will be targeted by any criminal group, in the current climate, all proposed venues shall review their security, particularly relating to kit bags and other "suspect" packages.

Thought should be given to employing a security company to guard the site at night, particularly if there is a lot of hired equipment about.

With up to 80 players present, officials and possibly with "strangers" to the venues to support some of them, it follows that there may be increased anxiety relating to the security of the bags etc. This would equally apply to petty theft too.

WCF request that all club co-ordinators have taken this aspect into consideration when it comes to providing a secure place for players and officials to leave their kit bags during their daily play.

It would be advisable also to have a contingency in the event that an unidentified bag or package is found or seen during an event and the action that would follow if the owner was not quickly discovered. For example arrangements could be made to pass a coded security message to officials and stewards warning them to take emergency action on receipt of a "bomb alert" are better made beforehand. Coding such messages avoids alarming the spectators.

This should also be an item for the players meeting prior to the commencement of the event.

## 25 LAUNDRY

Information for players and officials regarding laundry facilities available near the ground should be included with other information on arrival. Players, especially those wearing sponsored clothing often do not have sufficient sets to last through a full event without laundering.

## 26 INTERPRETERS

It has been found helpful at past events, particularly during formal sessions such as the Tournament Manager's briefing, to have interpreters who can speak several languages reasonably fluently. Other areas where help is often needed are at the media office, and at the shop selling croquet equipment.



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Whilst most players speak English to a greater or lesser extent, it helps to have someone available who can speak French and Italian. Italians and Egyptians tend to speak French rather than English.

University students have proved to be excellent interpreters on past occasions.

## **27 MEDICAL FACILITIES**

A first aid kit should be readily available at the ground, and a list of local hospitals and local medical practitioners of all types should be made available to the Tournament Manager on arrival in case of emergency or injury occurring during the event.

A player suffered a bad injury at Carden Park in 1994 that prevented him continuing to play until he had received attention from a physiotherapist.

## **28 APPEALS COMMITTEE**

An Appeals Committee shall be constituted in accordance with the WCF Sports Regulations.

## **29 TOURNAMENT MANAGER'S BRIEFING**

At some time during the evening prior to the Event, the Players will be required to attend a briefing by the Event Manager. This is to enable the Manager to alert Players to any special conditions that will apply to the Event, and to answer any queries they may have about the playing schedule, accommodation arrangements, or other matters.



## **30 OPENING & CLOSING CEREMONIES**

### **30.1 Opening ceremony**

At previous events the opportunity has been taken to give additional publicity to it by:-

- inviting a local school orchestra to play the hosts national anthem;
- releasing pigeons and helium balloons;
- the attendance of a brass band;
- having a convoy of veteran cars transport the players to the ground for the ceremony.

This list is non exhaustive.

In addition to any of the above, the following shall take place in order:-

- a welcome speech by the host association President;
- the reigning Champion (if present) is invited to formally hand over the WCF perpetual trophy to the WCF President for safe keeping until the end of the event;
- a speech by the senior representative of any main sponsor;
- a speech by the WCF President, who shall declare the event open.

### **30.2 Closing ceremony**

A presentation ceremony shall be held immediately on completion of the Final to ensure that interest is maintained and spectators do not drift away.

Where the Final is a "best-of-five" game match, the persons forming the presentation party shall be advised of the uncertain timing of the ceremony.

All players and officials will attend the Closing Ceremony to say farewell to each other and the crowd in a formally orchestrated way.

The presentation party shall consist of the WCF President, The host association President, the representative of any main sponsor, any Presidents of other WCF member associations and members of the WCF Management Committee present at the event.

In addition to any of the above, the following shall take place in order:-

- presentation of a trophy to the winner of any WCF development event;
- presentation of a trophy to the winner of the supplementary event;
- presentation of WCF medals to the losing semi-finalists;
- presentation of a WCF medal to the losing finalist;



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- presentation of the WCF perpetual trophy and any other trophy together with a WCF medal to the winner;
- short speech by the winner of thanks to the organisers and those who have made the event possible;
- a closing speech by the host association President;
- a closing speech by the senior representative of any main sponsor;
- a closing speech by the WCF President, who shall declare the event closed.

## Notes:

All trophies shall be presented by the main sponsor's representative or, in their absence, the WCF President.

If it is not possible for the intended presenter to cover the whole period when a presentation might be required, arrangements should be made to have a deputy or another dignitary make the presentation.

A second presentation of the WCF perpetual trophy may be held elsewhere, if necessary, to ensure maximum media coverage.

For details of the retention of WCF perpetual trophies see the WCF Sports Regulations.

## **31 POST EVENT REQUIREMENTS**

### **31.1 Historical record**

To enable experience to be passed on from one event to the next, the host association is required to provide the WCF with the following documentation:

### **31.2 Report**

This should give an overview of the organisation and success of the event, highlighting points for the future (both successes and failures). This report should include full results of all games played in the Championship, details of the social programme and other activities, reaction of the sponsor and any other information that would be of help to anyone holding the event in future.

### **31.3 Copies of media coverage**

Copies of press cuttings obtained before, during, and after the event, and a complete media review, listing TV and radio coverage, indicating whether it



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was national or regional, the length of broadcast, etc. This information will be invaluable to future attempts to obtain sponsorship, particularly if it is possible to obtain video and tape copies of TV and Radio coverage.

## **31.4 Final statement of accounts**

A final statement of accounts for the event, showing actual figures against budget shall be presented to WCF within 3 months of the conclusion of the event.

## **31.5 Photographic record**

Colour photographs of the event of high quality for subsequent publicity.

A minimum requirement is:-

- a general view of the courts used;
- the presentation of the trophy to the winner;
- a head and shoulders photo of each player;
- a group photo of players and officials.



## APPENDIX 1

# THE BID DOCUMENT

For clarity details of each section refer to Section 2 of the “WCF Events Regulations”.

The following is the Bid Document to be prepared by a potential Host Association for the hosting of any World Croquet Federation Licensed or Sanctioned Event.

The Bid document, once agreed between the Host Association and the World Croquet Federation, shall constitute part of the agreement between them relating to the event.

Please ensure that all parts are completed.

## **2.1 EVENT DETAILS**

### **2.1.1 Title of the event**

TITLE:

### **2.1.2 Proposed dates of the event**

DATES:

### **2.1.3 Location**

LOCATIONS:

FACILITIES:

### **2.1.4 Number of available lawns**

NUMBER AVAILABLE:



## 2.2 PLAYER ENTRIES

### 2.2.1 Number of entries - Individual events

TOTAL NUMBER OF ENTRIES:

OTHER INFORMATION:

### 2.2.2 Number of entries - Team events

TOTAL NUMBER OF ENTRIES:

OTHER INFORMATION:

## 2.3 EVENT REGULATIONS

### 2.3.1 Laws, Rules and Regulations governing the event

LAWS APPLICABLE:

### 2.3.2 Court and equipment.

BALLS:

HOOPS

### 2.3.3 Proposed form of competition.

FORMAT:

### 2.3.4 Prizes

PRIZES:

### 2.3.5 Qualification and allocation of entries

These shall be determined by WCF Sports Regulations



## 2.4 EVENT MANAGEMENT

### 2.4.1 Event Management Committee

Tournament Director (WCF Approved):  
Tournament Manager (WCF Approved):  
Tournament Referee (WCF Approved):  
Ground Manager (Lawns & Equipment):  
Manager (Transport, Travel & Accommodation):  
Manager (Social Events) :  
Manager (Publicity & Sponsorship) :  
Secretary :  
Treasurer :

### 2.4.2 Tournament officials

#### TOURNAMENT OFFICIALS:

#### 2.4.2.1 Invitations to officials

#### 2.4.2.2 Acceptance form

#### 2.4.2.3 Information pack for officials

#### 2.4.2.4 Local management conditions

SPECIFY:

## 2.5 EVENT BUDGET



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## APPENDIX 2

### EVENT AGREEMENT

This agreement is made between the World Croquet Federation and the Host Association, the [ ] Croquet Federation, to govern the conditions in which a successful bid has been made, for the holding of a World Croquet Federation Event known as:-  
[ ]  
(enter the full name of the event)

The World Croquet Federation and Host Association agree and contract each other to the following terms:-

1. The successful bid document, made by the host association and agreed by the World Croquet Association, shall constitute part of this agreement.
2. That the licensing fee of [ ] shall be paid to the World Croquet Federation by the host association within 28 days of this agreement being made.  
  
That the sanctioning fee of £100 (One hundred Great Britain Pounds) shall be paid to the World Croquet Federation by the host association within 28 days of this agreement being made.  
  
(delete as appropriate)
3. That the conditions for the event accepted by the World Croquet Federation from the host association, are those set out in the bid document.
4. No amendment, change, alteration, addition or deletion shall be made to the bid document for the event, unless agreed by both parties to this agreement in writing.
5. No publicity relating to the success of the bid shall be made by either party until the licensing or sanctioning fee has been paid in full.
6. The host association guarantee that the event shall take place in accordance with the bid document and shall take out such insurances and indemnities as necessary to fulfil this guarantee.
7. In the event that any conditions of the event, as itemised in the bid document, are not met by the host association, including the postponement of cancellation of it, the host association shall indemnify the World Croquet Federation against all claims, expenses, reimbursement of any costs incurred by any person connected with event including, sponsors, contractors, organisers, players, officials, ancillary staff, whether paid or unpaid.
8. The World Croquet Federation shall assist the host association, wherever practicable, to ensure that the event takes place in accordance with the bid document.
9. This agreement is made under the laws of England and Wales.

Signed.....  
On behalf of the Host Association of [ ]

Signed.....  
On behalf of the World Croquet Federation  
Date: .....



## APPENDIX 3

### RISK ANALYSIS AND MATRIX

Risks to any event come in many forms, some, may be life threatening, others may be inconvenient. The common characteristic is that they potentially can jeopardise the event as a whole, the manner in which it is organised and run, the infrastructure surrounding it and the participants whether, players, officials, spectators, sponsors or others.

#### **How does it work?**

This Tool helps those appraising an event bid to consider both the likelihood of harm to participants that may arise due to the nature of the proposed event and the overall level of risk. It is non-exhaustive and designed to stimulate consideration of the main risks that may be apparent.

**Likelihood of harm.** The main part of the tool offers a series of statements, presented in rows and columns, against which a given section of a WCF event can be assessed.

The left hand column statements are those representing the highest likelihood of harm to participants and the event. Statements found in the right hand column are those representing the lowest chances of harm occurring.

WCF events can be appraised against each of the statements contained in the rows to form an overall impression of the likelihood of harm to the event and participants. For example, events in which a large number of the cells in the left hand column appear to best describe the assessment indicate that the event is one in which the chances of harm to participants is likely to be high risk. Likelihood of harm predisposes event participants to greater levels of risk. However, a predisposition does not mean that this greater risk is inevitable. It is important also to consider the extent to which the event bid identifies and addresses areas likely to give rise to higher chances of harm. If an event bid identifies and addresses these, then the overall level of risk will be reduced.

To take account of this, *if the review of an event bid indicates that, for a given row, there is a high chance of harm*, then it is important to consider if there is also a *high level of risk*.

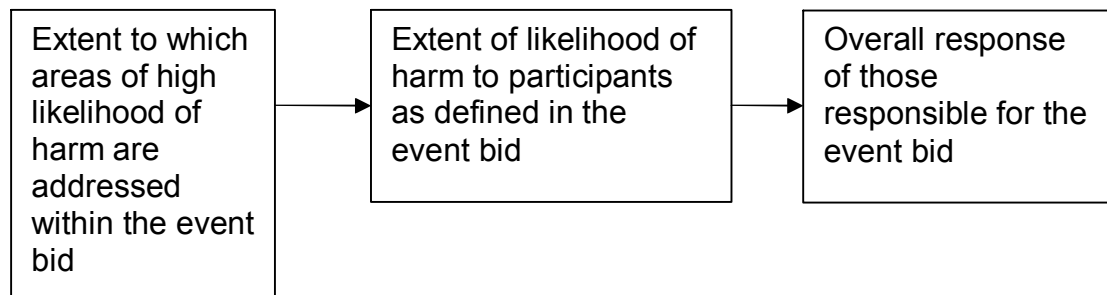


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At the end of each row there are two cells that describe two logical possibilities if a high chance of harm is identified. For each row, either:-

- the concerns or issues relating to the area giving rise to the higher chance of harm have been fully addressed in the event bid, or
- the issues concerned have not been fully addressed.



The final page of the Tool is intended to record the outcome of the review process and offer recommendations to organizers or participants where appropriate, to address any concerns that may be identified.

## Who is it for?

The tool can be used for all WCF events and by a range of different people. It is primarily designed for use by host associations. The way it is used will depend on the local arrangements within which the host association respond to the subject of risk analysis.

For example:-

- it could be used as an administrative tool to separate out and fast-track event bids in which the likelihood of harm to participants, and degree of risk, is low and a more rigorous review may be unnecessary;
- where concerns about likelihood of harm or risk are identified, the tool may be used to determine the level of review that may be needed;
- it could be used within the review process itself;
- it might also be used as a self-assessment tool by the host association – though a formal review process will always be needed to review any event bid proposal.

In general terms it is envisaged that the tool might be used at an early stage in the event bid process to decide who might be best placed to review the bid, or to assist in a decision about whether to approve or not approve any proposed bid.



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<u>Area</u>	<u>High</u>		<u>Low</u>	<u>Areas of high likelihood of harm addressed</u>
Organiser Competence	Organisers have little or no experience in hosting events	Organisers have some experience of hosting small events	Organisers have a lot of experience of hosting large scale events	Organisers competent  Organisers will require assistance
Venue Suitability	Venue has never been used for large scale event before  Venue is usually susceptible to weather extremes	Venue has been used for local events  Venue is sometimes susceptible to weather extremes	Venue has been used for large scale events before  Venue is used to stable weather conditions	Venue will have experience  Venue will have no experience  Venue will be suitable  Venue will suffer from flooding, high winds,
Infrastructure	Host Association Has no infrastructure to host event  No accommodation for players and officials	Host Association has little infrastructure to host event  Little accommodation for players and officials	Host event is fully equipped to host event  Good accommodation for players and officials	Hosts have infrastructure  Hosts do not have infrastructure  Accommodation good  Accommodation poor



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Income and Expenditure	Host Association has no cash resources or reserves to host event	Host Association has little cash resources or reserves to host event	Host Association has cash resources and reserves set aside to guarantee event	Host have money to host  Hosts do not have money to host event
Bid Document	Bid document does not address all aspects of the event	Bid document covers some aspects of the event	Bid documents covers all aspects of the bid	Bid document reflects all aspects required of event  Bid document does not cover all aspects
Participants	Participants are not aware of all aspects of the event	Participants are aware of some aspects of the event	Participants are aware of all aspects of the event	Participants well briefed on key aspects  Participants not aware of key aspects of the event



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## GUIDANCE

These do not form part of these regulations and are for guidance only. In some circumstances they reiterate relevant parts of the "WCF Sports Regulations" that shall be complied with.

### GUIDELINE 1: Timetable leading Up to an Event

No. of Months before Event	Action
18	Last date for acceptance of bid.
16	WCF announce decision on bid.
15	Payment of WCF licence fee by host association to WCF.
15	Contract signed between WCF and host association.
14	WCF advises all WCF member associations of date and place for event.
12	Host association gives WCF details of Management Committee members and Bank Account.
12	WCF & host association agree on court equipment to be used.
12	WCF & host association agree on officials to be approached
7	Statement of Charges to be made supplied to WCF by host association.
7	Copy of risk analysis sent to WCF
6	WCF invites WCF member associations to nominate players and wild cards.
6	WCF formally invites selected officials to act at event.
5	Nominations returned to WCF with relevant player entry fees, photographs, biographies.



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5	Nominated players sent formal invitations by WCF.
5	WCF advises host associations of nominated players.
3	Host Association and WCF sets up "Appeals Committee".
3	Players return acceptances to WCF.
3	Officials return acceptance form to WCF.
3 months – 2 days	All qualifying tournaments completed; WCF issues necessary Invitations.
3	WCF advises host association of acceptances from players & officials.
3	WCF issues "wild card" invitations as necessary.
3	Host association completes details required for "Information Pack".
2	Host sends "Information Pack" to Players, Officials, etc.
2	All information for Souvenir Programme available to host association.
2	Production of Souvenir Programme starts.
0	Remaining "Information Pack" items provided for players and officials
0	Master copy of "Information Pack" available at venue



## GUIDELINE 2: Ground layout.

### LAWNS

1. The venue(s) shall be capable of sustaining a minimum of six lawns throughout the Championship.
2. All the lawns shall be of regulation size.
3. All the lawns shall be equipped with equipment, in compliance with the "WCF Equipment Regulations".
4. Ball stops, capable of stopping balls travelling at 20 miles per hour to be situated between and around each lawn in play.
5. A distance of six feet should be maintained between adjacent lawns or spectator viewing areas.
6. Ideally a six foot high screen should be placed in any position where it is deemed that players are likely to be disturbed by vehicular or spectator traffic.
7. Where string boundaries are used, the following should apply:
  - 7.1 String should be long enough to go completely round a lawn without the necessity of tying knots.
  - 7.2 String should be fixed by the use of cotter pins, pressed firmly into the lawn surface.
  - 7.3 The cotter pins shall be fixed at not less than 5 yard intervals, and at intermediate points if the lawn is undulating.
  - 7.4 To maintain tension and the correct 90 degree angle at the corners of the lawns, the string shall extend beyond the boundary of the lawn for six inches, be fixed by cotter pin, then returned at an angle of 45 degrees to that line but away from it until the string is in line with the next boundary to be laid. Another cotter pin shall then secure the corner and the string then laid.
  - 7.5 The string boundary should be laid so that the South boundary is laid first, anticlockwise, then in sequence round the lawn.
  - 7.6 If, during an Event, the string boundary needs lifting, care should be taken to reverse the laying procedure by collecting the string from the East boundary first in a clockwise direction.
  - 7.7 String winding equipment shall be available to assist in the laying and collection of the string



### GUIDELINE 3: WCF Policy on Anti-Doping

The World Anti-Doping Agency is not yet recognised by WCF. In some jurisdictions WCF member associations have recognised WADA protocols through their own National Sports Body. Where this is the case, a WCF World Championship may be selected for doping control.

The hosts shall make all necessary arrangements to facilitate the taking of samples and the provision of non alcoholic and de-cafeinated drinks to players concerned.

If it is likely that anti-doping testing MAY occur the national association shall inform WCF, so that this fact can be communicated to all player involved in the event.

### GUIDELINE 4: WCF Policy on equality

It is a WCF Principle and Objective to take such measures as may seem expedient for advancing the international interests of the sport whilst upholding a commitment to non-racial and non-discriminatory sport.

### GUIDELINE 5: WCF Policy on photography

During play photographers shall:-

- Not go onto the court;
- Take photographs from the side of the court;
- Use telephoto lenses where possible;
- Not use flash photography;
- Only take photographs of players AFTER they have struck a ball, NOT before or during the stroke;
- Not stand in a position in a line-of-sight of any player;
- When focussing on a particular player, have similar regard for others players on the same or an adjacent court.

Before or after play, photographers shall:-

- Not go onto a court if another match is still in play;
- Wear appropriate footwear that will not damage the lawn;
- Undertake to stage particular positions, stances or shots only with the permission of the relevant player.

**End of WCF Events Regulations**