**Rules and Regulations (R&Rs) of Craig Y Don Croquet Club V3 March 2024**

**General**

Craig Y Don Croquet Club (the Club) provides facilities for the enjoyment of fully paid-up Club Members to play croquet and socialise.

Prospective Club Members are welcomed to apply for membership and will be allowed reasonable time and member guidance to gain the requirements needed to satisfy these R&Rs.

Once accepted for club membership, that status remains, provided annual fees are paid promptly and the Club Member abides by the R&Rs of the Club.

If membership is refused or terminated within the playing season, Club Members or prospective Members may appeal to the ‘Club’s ‘Advisory and Steering Committee’.

The Club will operate for the playing of croquet in both codes of the game, Golf Croquet (GC) and Association Croquet (AC). Neither code will be given preference.

Games will be played in accordance with the Rules (GC) and Laws (AC) laid down by the Croquet Association of England. The books of Rules and Laws will be on display in the clubhouse.

In general, the playing season is from the start of April until the end of September.

Membership of the club brings with it an undertaking to help maintain the security and cleanliness of the buildings and their surroundings.

Club Members should volunteer for jobs to help run the Club. A list of repeating jobs will be circulated at the beginning of a new season with rotas of volunteers displayed on the notice boards.

The minutes of Club Management meetings will be displayed on the notice boards along with other informative notices.

Communications within the club will be by email and the notice boards which should be checked regularly.

Club Members will be recorded within the Croquet Association database to make them ordinary members of the CA. They will be asked to opt in or out of wanting their details available for CA mailings, club internal mailings and Gift Aid, which the Club claims on any donations received.

Payments to the club should be by Bacs or cash which should be placed in envelopes, clearly marked with details of the transaction and posted in the post-box fixed to the wall of the clubhouse.

Anyone witnessing criminal activity should call the police on 101 or 999 if deemed an emergency.

Any complaint regarding a Club Member or the Club itself, will be brought before the Club Chairman and another Committee member. If amicably resolved the matter is closed. If the matter escalates it is dealt with by the Club complaints procedure as far as the Club’s ‘Advisory and Steering Committee’ in the last resort.

The Management Committee (the Committee) should be used for reference in the interpretation of these R&Rs and will provide guidance in the event of situations not predicted in these R&Rs.

**Health and Safety (H&S)**

Club Members must be aware and have read the club’s H&S Policy issued annually within the AGM documents circulated in April. It is a condition of our insurance and hence membership of the club, that members must have a good understanding of the H&S policy and the perceived risks whilst being on the CYD Sports and Community Centre premises and whilst playing croquet and must communicate same to any visiting player/ guests they are responsible for, by a short verbal briefing before playing.

Club Members are advised to attend defibrillator familiarisation and training if and when offered.

Club Members and their visitors/guests must leave sections of the lawn, for the periods when lawn maintenance is being carried out.

No visitors/guests should play croquet on the lawn unless they are an experienced player from another club and/or accompanied by the ‘Responsible Craig Y Don Club Member’.

Everyone, Club Members and guests on the playing courts must wear flat shoes with covered toes.

**Risk Assessment**

Club Members must sign the daybook on arrival at the club and are responsible for ensuring all names of any visitors they bring, are also logged.

Club Members must be aware and have read the club’s identified Risk and Assessment register issued annually within the AGM documents circulated in April. It is a condition of our insurance and hence membership of the club, that members must have a good understanding of the H&S policy and the perceived H&S risks whilst being on the CYD Sports and Community Centre premises and whilst playing croquet and must communicate same to any visiting player/ guests they are responsible for, by a short verbal briefing before playing.

Any accident or near miss should be written down in the accident book held in the clubhouse along with names of witnesses, action taken etc and reported ASAP to a Club Management Committee Member.

Club Members guests/visitors must get off the lawn and seek shelter if thunder and lightning is close by.

Club Members have access to clubhouse and equipment stores. Club Members who take out lawn maintenance and/or playing equipment are responsible for their safe, secured, return withs building locked and lights, heaters and taps turned off, or must delegate that responsibility to another Club Member.

The Club is not responsible for any personal belongings left in the clubhouse or equipment stores; however, all losses should be reported to a Club Management Committee Member who will ensure that a thorough search is made.

Any loss or breakage of club equipment should be reported immediately to a Club Management Committee Member.

Club Members who unlock the composting toilets are responsible for locking them, (whilst checking for non-occupation, or must delegate that responsibility to another Club Member.

Tight hoops should be removed from the lawn using the hoop jack, therefore minimising the risk of injuries.

**Playing the Game**

Club Members must be able to handle the equipment trolleys and set the courts up correctly on the lawn.

Club Members should know the basic rules of ‘Golf’ Croquet and be able to follow the primary colour/ball playing sequence, (which is also shown on the centre post).

Club Members and visitors who have difficulty with distinguishing some colours, may choose primary or secondary balls.

All Club Members are expected to be handicapped.

Only handicapped Club Members are allowed to take part in CYD Club competitions.

Club Members cannot use the courts on club competition or event days, league match days and Snowdonia Trophy days unless they are taking part in the activity on the day.

Club Members bringing guests and prospective Members should request the currently suggested green fee donation for the session, from the non-club members before playing.

Care should be taken not to damage the lawn. In competitive match play lawn damage is a fault. Jump shots should not be attempted on the lawn by novices until they have mastered the art on grass areas away from the lined courts. Other actions which may damage the lawn are forbidden.

Do not hammer hoops in fully at season start or if the positions of the hoop carrots have been moved. Hoops should be removed vertically to avoid enlarging the holes.

All members should be always polite and considerate to others.

Club Members, whilst playing, must avoid using an unnecessarily raised voice, shouting or speaking to others in a peremptory way. *Examples of behaviour that should be avoided; bad croquet etiquette are: -* Walking across, or standing on, the courts while others are playing on those courts. Dragging equipment trolleys across the courts. Walking across the line of sight of a player about to strike a ball. Talking loudly on the court perimeter whilst play is in progress. Giving coaching/instruction to a particular player either on the court or from the side-line unless agreed in advance by all players.

*In contrast, the following example behaviours are expected from all Club Members: -*

Invite waiting players to play with secondary colours on the same court, (when not in a competition). Enquire of unknown visitors if they require assistance. Politely notify players on other courts if they appear unaware of the rules of play and etiquette or are breaking these rules and regulations of the CYD Club in particular.

At all times Club Members should be friendly and welcoming to others.

**Joining the Club**

Membership of the Club is open to anyone who is prepared to bide by these Rules and Regulations. An application form is downloadable from the Club’s website. See <https://www.craig-y-doncroquetclub.com/>

New members will be charged a joining fee (currently £25.00) and a playing fee (pro rata) based on the proportion of the remaining playing months.

Established members should make every effort to make new prospective Club Members feel welcome. They should introduce themselves and volunteer information as appropriate.

**Data Protection**

As a playing member of the Croquet Club you are entitled to be a member of Croquet England (CE). CE is the governing body of the sport. Craig Y don Croquet Club is affiliated to CE and this gives us both assurance and insurance. We are assured that we will be represented on important bodies such as Sport Wales and we will have access to courses run by CE, such as for coaching and improving play. We are insured for personal injury of members and visitors to the club and have public liability insurance during play. Our Officers also are covered by liability insurance for their decisions affecting the club and membership.

As a member of CE you will have on-line access to the Croquet Gazette and a copy of this magazine will be available in the Clubhouse. You will have an individual record of your membership, including your handicap, on the CE database. This record is yours to update and amend. If you agree to the record of your membership being made available to others, your handicap in whichever sort of croquet you play will be displayed in the members only area of the CE website. This can be very useful if you play on the club teams or wish to enter tournaments.

The members area of CE has information about the Committees of CE, details of your area representatives, access to surveys and voting for representatives. The CE website has lots of tips about playing croquet and links to videos. Additionally International Tournaments are generally streamed to the website.

**You can choose whether or not to have your details available to others (just those in our club or everyone in CE). If you choose not to have your details shown they will be held securely by CE. You can also choose not to recorded at all by CE. This last is a disadvantage to the Club if we wish to apply for funding from CE at any date in the future.**