

## Helpers' instructions for running corporate events

### Scope

This document sets out the procedures for helping at a corporate event at United Croquet Club.

A club member is appointed as a team leader for the event. They will liaise with the client's organiser and will manage the event on behalf of the United Croquet Club.

Helpers should take directions from the team leader.

### Helper's duties

1. Arrive 20 mins before the stated time, unless the team leader asks you to arrive earlier, and help put out lawns, chairs & tables, tidy up, open toilets
2. Check with the person in charge who will be manager for the session
3. Food and drink may be available but wait until told by the person in charge.
4. When the croquet starts
  - a) Take your group of 4 to get mallets
  - b) Instruct briefly on how to use mallets
  - c) Spend only a minute or two getting used to weighting, accuracy in length and direction
  - d) Take them round the course but don't get into complex rules. (Probably only ½ way rule)
  - e) Suggest tactics and try and keep the score even
  - f) Remind them they are playing 'first to 4'.
  - g) Lead them up to a game remembering that you may need to explain the conclusion to a 3-3 draw.
5. If there are fewer helpers than the number of games being played, be prepared to assist a game that does not have a club member helping them. This will involve moving between the two games. Preferably, the two games should be on the same lawn.
6. Check with the leader about when to leave. Most times help with game one, be around for game 2, probably not needed game 3+ (you may need to explain faults as they arise, jumps)
7. If the leader says you may go.....fine. But check whether you will be needed till the end and be helpful to the person in charge.

At least one helper should stay with the leader until the end, unless they are happy to remain alone.