

Leader's instructions for running corporate events

Scope

This document sets out the procedures for team leaders managing a corporate event at United Croquet Club.

As team leader you should have been given the confirmation form for the event that gives details of the client and their plan for the day including times.

Preparation

- Set out lawns (1 lawn per 8 players, but can be 1 lawn per 4 players for small groups).
Include the yellow corner flag in corner IV. Don't bother with the other flags, half-way pegs or scoring clips – just extra work and best-of-7 (first to 4) games are easy to keep track of.
Include the second-colours on the top of the peg.
- Put out plastic tables and chairs.
- Put out selection of mallets – say 10% more than players.
- Put out recycling bins.
- Table cloth over inside tables – for food.
- Set up BBQ if required
Gas bottle is in the equipment shed. Connect behind the right-hand door of BBQ.
- Liaise with the client's coordinator to confirm timetable.
- Liaise with the client's coordinator for any other requirements.
- Liaise with helpers if you want them to arrive earlier than 10 minutes prior to start to set up.
- Set up white board for results if they need it.

Check with client's organiser

Much of the information below will be in the confirmation form for the event that you should have received before the event. You may need to confirm with the client's organiser when they arrive.

- Do they have a specific plan for the event?
- Do they want casual play or a competition?
Who will manage the competition? Them or us?
See *Methods of play* below.
- Will they be arriving together before they start or will they arrive over some time?
- Will they start playing immediately, have drinks and nibbles first?
- Confirm how they are paying and what their final number is.
If cash or cheque, please deposit in the club's KiwiBank account:
Account name: United Croquet Club Inc., Account number: 38 9003 0152502-07
Include the group's name as reference.
Inform the treasurer of the deposit.
- If they are paying by invoice, tell John Yarrall the final number by phone email or leave a note in the secretary's tray.

Running the croquet

If possible have one club member for each game at the start. This can be reduced after the first game or two.

If there are fewer helpers than one per game, a helper can look after both games on one lawn.

If all players are assembled at the start then a club member can give a very brief introduction. Some client's have a formal welcome (often the manager/boss). Include:

- Welcome
- Toilets/facilities
- GC is the simpler version where you can be playing within a couple of minutes
- We will be playing doubles (teams of two – blue & black v red & yellow)
- Sequence is blue red, black, yellow – see the colours on the centre peg.
- Route is around the outside and up the middle
- Second, independent game uses green & brown v pink & white
- Objective is be first to get your ball through the next hoop.
- As soon as the hoop is scored, all balls go for the next hoop. Balls are played from where they lie.
- Hoops must be run in the correct order and the correct direction
- Games will be best-of-7 (first team to score 4 hoops)
- Choose a mallet
- Demonstrate the different grips
- Look at the draw/find a partner and opponent team
- Go to a/your lawn
- We have a club member for each game to guide you around.
- How to divide into pairs

If appropriate, direct a club helper to go with each game.

If there are fewer helpers than there are games have an experienced club helper help two games on the same lawn. Monitor all games and if necessary, ask helpers to move so two games on the same lawn can be helped by one helper.

If players arrive in small groups and want to start playing, then a helper takes four to a lawn and gives them the same briefing.

If they are waiting around, offer to take them out playing.

Some groups have teams and a draw worked out and play to arrive at a winning team. Others just want to play casually.

Clearing up

Some lawns can be cleared as play winds down. This is especially true if they are running a competition, and the pairs no longer in contention stop playing.

After play completed clear all lawns. Check that all balls are in trolleys.

If BBQ was used, turn off gas, remove gas cylinder and put in equipment shed.

Remember to deal with the payment described above.

Methods of play

A. Casual

Groups start to play when they want, if they want.

B. Competitive

Sort into 2-man teams. On the white board write up a draw and start playing. Record wins/loses and gradually establish a draw of winners...leading to Champions

C. Knockout

Competitive, but concentrates only on winners. Teams that lose one or more games can continue to play casually if they wish.

Start with random draw (unless the client has organised a draw). Winners play winners until there is only one pair who has won all their games.

This also works if people arrive at different times. Send games out as they arrive. When they win their first games, the winning pairs report to the scorer and they then go into the knockout. There is no need to record names for the first round.

D. Progressive

Put teams round the lawns. Play for 30 mins. And then ring bell. Winners move on/losers stay. Repeat and after 2 hrs the teams with the most wins are champions. Half way round you can reorganise teams on each lawn which mixes people more.