

HYDE PARK CROQUET CLUB
TEAM CAPTAIN'S RESPONSIBILITIES
May 2023

This document covers all pennant matches (Weekend, Seasonal & Aggregate 24+).

BEFORE THE COMPETITION

Familiarise yourself with the conditions of play for the competition, and ensure that the team members have a copy of the conditions and are aware of the contents. This documentation should be emailed to you with the competition contact list and competition draw by the GC Event Coordinator.

Email your team members to gather required information including, their availability for the next few matches or the whole season if possible, their current handicap and contact details (mobile phone numbers are the most useful if someone is running late before a match). The club captain will ensure that you get your team information ASAP after the close of date for the competition.

Try to get a team member to take on the vice-captain role if no one has volunteered.

Select a team. Try to ensure that the maximum number of members get to play during the season. Email the team with a playing schedule with all the necessary attendance details ASAP.

TEAM SELECTION NOTES

Depending on the Conditions of Play, a team member can only play in a semi-final or final if they have played for the team during the initial round-robin round. If you need to play a reserve, that individual may be tied to a team after only one or two games depending on the Conditions of Play for the competition (be aware of this and coordinate with all other team captains).

For the Aggregate 24+ competition, the maximum handicap to determine the aggregate of the team is the real handicap of a player. So a player with a 14 handicap is regarded as a 14 handicap when working out if the team aggregate is 24 or greater and when calculating indexes after the game the real handicap of 14 is used with the partners handicap to determine the +/- change to both players index.

BEFORE THE GAME

Send a reminder email a few days before the game just to make sure everyone is OK to play and know when to get there and if they need to help with setup or pack up. If someone can't make it you have enough time to get a replacement player.

If you are the Opening/Home Team at a Hutt Road competition, ensure you know the requirements to set up for play and, you have a key to the front gate, front door and shed and you know the security code for the alarm (SACA uses a master key for all locks and one is available at the club. Please contact the Club Captain for the key location and the Alarm code.

For Seasonal Pennants at Hyde Park set up should be completed by 6.30 or ½ an hour before play is scheduled to start. Please use the middle hoop holes on Lawn 1 and the Lower West lawn.

If there are any concerns regarding registration of players talk to the Club Captain urgently.

Ensure you know where to get a scoresheet at SACA, you can download and print the appropriate one from our website. If you wish to fill out the score sheet before the game day and you have the up to date handicap and index of all players that is OK, and can save time. But a word of caution, always double check against the actual player index cards on game day.

ON THE DAY, BEFORE THE GAME STARTS

Fill out the score sheet using the team's handicap cards or double check pre-filled score sheet against the player's handicap cards to make sure all that all entries are correct (it is easy to lose a won match if you get this bit wrong at the start and the result goes the dispute committee). **Handicaps are in lowest (-6) to highest (20) order and index points are in highest to lowest numeric order.**

Player	H/C	Index
1	1	1901
2	6	1450
3	6	1425
4	11	1160

Collect the playing fees from team members. Games played at Hutt Rd total \$24.00 from your team, games played at Hyde Park total \$24.00 from the visiting team.

This year we are using EFT to pay playing fees to the club. We are using the same account that yearly fees are paid to

Account Name Hyde Park Croquet Club BSB 105011 Account 101222540

In the description field of your banks program enter date of game, division, team name vs team name for reconciliation purposes.

Example - 29/1 Weekend Open HP Flames vs Brighton

If your bank allows you to email a receipt, please use condst@hotmail.com as Stephen Condous is doing the payment reconciliations for the club. If not just email the same details in an email to Stephen.

If you cannot do the payment electronically, playing fees should be sealed in a paper envelope or bank zip bag with a slip of paper that has ALL of the following information. Competition name, date of the competition, Hyde Park team, opposition team and cash amount.

START OF THE GAME

Especially for weekend pennants ensure players are ready to commence play i.e. complete the toss; collect pegs; timers are ready before the session clock bell is rung.

DURING THE GAMES/MATCH

Expedite play! Encourage players to start their next game quickly and avoid any unnecessary delay - (five minutes is deemed to be enough to get a drink and use the toilet). Weekend pennants use a session clock, to ensure that each session finishes on time.

Ensure players fill in the score sheet at the end of each game but not their handicap cards.

Help inexperienced players with the ins and outs of competition play, scoring etc. (if required).

Answer questions about game play if they are raised, if you are unsure of the answer, contact a referee or get back to the requestor at a late time if it does not affect the game.

END OF MATCH

Record the actual end time of your match on the score sheet and ensure players fill in their handicap cards and enter any changes to their handicap on the score sheet.

If playing at Hyde Park ensure that the lights are turned off promptly and definitely

NO LATER THAN 10:00 pm on the Lower West lawn (We will get complaints otherwise).

Check the finished score sheet for correctness, player handicap changes and player final indexes, only then sign off the score sheet with the opposition captain.

Win or lose, email a copy of the score sheet to captain@hydeparkcroquetclub.com.au. The Club Captain uses these results to report back to the club on competition results after Tuesday club play at the morning tea.

If you win the match, it is your responsibility to email the score sheet to gcscore@sacroquet.com.au, and if the competition is the Weekend Pennant, then you must also fill in the Summary of Pennant Results for the Advertiser at the front desk.

Remember to drop off collected monies into the safe in the Barton room office or to the Club Captain ASAP after you game. Remember playing fees should be sealed in a paper envelope or bank zip bag with a slip of paper that has ALL of the following information. Competition name, date of the competition, Hyde Park team, opposition team and cash amount.

WEATHER DELAYS (Heat or Heavy Rain/Lightning)

If matches cannot be started due to weather conditions, the GC Events Coordinator must be advised within 24 hours of the postponement. Matches may be rescheduled in coordination with the GC Events Coordinator. If matches already in progress become unplayable due to weather conditions, they should be rescheduled by agreement between the two captains. All rescheduled matches must be completed within seven days of the last round of the competition.