

# CNZ Tournament Manager Development & Qualification Matrix

*Supporting Volunteer Pathways in Croquet Tournament Management*

This matrix is designed to help you reflect on your confidence and experience as a Tournament Manager. It includes:

- A tiered self-assessment framework (Beginner, Intermediate, Advanced)
- Qualification criteria at each level
- A standalone Format Familiarity Tracker
- Guidance for mentors and those pursuing CNZ recognition

**Note:** This is a supportive tool—not an exam. Use it to map your journey, seek feedback, and celebrate your contribution.

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## CNZ Tournament Manager's Badge

*Recognising your contribution to croquet*

The CNZ Tournament Manager's qualification is recognised with a Tournament Manager Badge and recorded on the CNZ Database.

1. To achieve this qualification, self-assess each task of the Novice, Intermediate and Advanced level matrix to a "Confident" level, add a Croquetscores.com link for the events you've managed in the text field, and forward your saved Tournament Managers Matrix file to: [admin@croquet.org.nz](mailto:admin@croquet.org.nz)
2. The CNZ Tournament Committee will assess your file and consider your management performance against the Tournament Manager's Checklist at the Advanced Matrix level. The Tournament Manager's Checklist will form the basis of your pre-tournament meetings with the CNZ Tournament Committee.
3. Player feedback to the Tournament Committee for CNZ events rates various aspects of each CNZ event, including the Tournament Manager's overall performance. A rating of 4.0 or above on a scale of 0.1 to 5.0 from two CNZ Official Tournaments is required.
4. The Format Familiarity Tracker is a useful tool for recording your experience and to identify areas for future development. It will also assist CNZ to determine the level of support required for tournament managers who are assigned to future CNZ Official Tournaments. Confidence across all formats included in the tracker is not required for the sake of qualification.

## **Welcome!**

This interactive document helps you track your development as a Tournament Manager across Beginner, Intermediate, and Advanced levels. Use it to reflect, learn, and gain formal recognition from CNZ.

### ◆ **Beginner Matrix**

For Club-level tournaments. Build foundational skills and confidence.

### ◆ **Intermediate Matrix**

For Official Association/Club tournaments. Expand on format, seeding, and coordination.

### ● **Advanced Matrix**

For CNZ/National events. Strategic planning, CNZ liaison, and formal reporting.


### ✚ **Tournament Format Tracker**

Optional: Track which formats you've explored and discuss with a mentor.

🎓 When you're ready, you can submit your completed matrix and tournament examples to the CNZ Tournament Committee:

 [admin@croquet.org.nz](mailto:admin@croquet.org.nz)

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 *Tip: You can complete this form digitally by clicking checkboxes and typing into the fields.*

*Remember to save your file regularly!*



# Novice Level – Self-Assessment Matrix

For Unofficial Tournaments at Club or Association level



Competency Area	Self Assessment	Notes / Tournament Examples / Croquetscores link
<b>1. Understanding the Role</b>		
Understand purpose of club tournaments (TMG Section 1)		
Identify tournament types and CNZ Regulation basics		
<b>2. Planning a Club Tournament</b>		
Define tournament purpose and goals (TMG Section 2)		
Review seasonal calendar and avoid conflicts		
<b>3. Managing Entries &amp; Logistics</b>		
Collect player entries and health info		
Communicate tournament details effectively		
Understand event durations (consecutive vs extended)		

<b>4. Using Basic Formats and Draws</b>		
Use Format Helper to select suitable formats		
Create sections and round robin draws		
Seed players appropriately for club play		

<b>5. Reporting Results &amp; Closing</b>		
Confirm winners and report outcomes (Section 5)		
Understand AHS cards and handicap adjustments		
Submit basic post-event reports to club/association		



## Checklist towards qualification:

- Two completed club-level tournaments (e.g. CroquetScores links)
- Confidence (Self-Assessment) across each Novice Competency above.
- Optional: mentor review or club committee feedback



# Intermediate Level – Self-Assessment Matrix

For Official Tournaments at Club or Association level (advertised or sanctioned)



Competency Area	Self Assessment	Notes / Tournament Examples / Corquetscores link
1. Understanding Official Tournaments		
Understand CNZ Tournament Regulations (Part A–D)		
Identify official conditions and reporting requirements		

2. Planning and Preparation		
Liaise with referees, host clubs, and volunteers		
Prepare CroquetScores listings and distribute info to entrants		
Complete Lawn Speed Tests (Appendix 5)		

3. Draws, Seeding, and Daily Management		
Apply CNZ seeding rules (Reg 19.3)		
Manage pegging down and adapt for weather/timings		
Handle schedule conflicts, time limits, and double-banking		

4. Communication & Protocols		
Coordinate with referees and appeals process		
Maintain player updates and transparent decisions		

5. Reporting and Post-Event Duties		
Complete a Tournament Report and distribute results		
AHS updates, merit awards, and recognitions submitted		



## Checklist towards Qualification:

- Two Official Tournaments completed with CroquetScores links
- Confidence (Self-Assessment) across each Intermediate Competency above.
- Optional: mentor review or club committee feedback





## Advanced Level – Self-Assessment Matrix

*For CNZ or WCF Tournaments requiring national planning and stakeholder coordination*

Competency Area	Self Assessment	Notes / Tournament Examples / Croquetscores link
<b>1. CNZ Liaison and Planning</b>		
Collaborate with CNZ Tournament Committee pre-event		
Support selection of format and schedule based on player list		
<b>2. Managing National-Level Requirements</b>		
Manage venue expectations (hoops, lawn speed, sponsors)		
Comply with CNZ Code of Conduct and safeguarding protocols		
Appoint Referee of Tournament and coordinate roles		
<b>3. Advanced Tournament Delivery</b>		
Apply hybrid or advanced formats as needed		
Administer finals scheduling, timekeeping, and playoffs		
Manage disputes and handle official complaints		
<b>4. Reporting &amp; Strategic Oversight</b>		
Submit CNZ reports, rankings, merit awards, and finance		
Acknowledge volunteers, sponsors, referees in reporting		
<b>🔧 Advanced Tournament Manager Checklist for qualification:</b> <ul style="list-style-type: none"><li>• Two CNZ Tournaments completed with +4 average player ratings</li><li>• Post-event report submitted to CNZ</li><li>• Matrix completed and reviewed by CNZ Tournament Committee</li></ul>		



## Tournament Format Familiarity Tracker (All Levels)



Format Type	Self Assessment	Notes or Event Examples / Tournament examples / Croquetscores link
Round Robin		
Knockout		
Super Section		
Player-Choice Knockout		
Swiss / Flexible Swiss		
Modified / Seeded Knockout		
Hybrid / Custom Format		



### Tips

You don't need to have managed all of the suggested formats in the Format Tracker to submit your Matrix for Tournament Manager Qualification.