



## **Tournament Manager Guide**

August 2025

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# Tournament Manager Guide

## Novice Tournament Managers Guide (Club competitions)

### Who is it for?

This Novice Tournament Manager Guide supports Club Tournament Managers & personnel who are assigned to oversee their club's seasonal tournament calendar and to successfully manage the events within it.

#### Note to Novice Managers:

As you begin your journey in tournament management, we encourage you to use the **CNZ Tournament Manager Matrix** to record your learning, event experience, and guide usage. The matrix supports your progression toward CNZ qualification and helps identify areas for future development.

After managing your first event(s), complete the relevant sections and you are welcome to submit the matrix to the CNZ Tournament Committee for review – [croquet@croquet.org.nz](mailto:croquet@croquet.org.nz) Attn: Tournament Committee

## 1: Introduction to Tournament Management.

**Objective:** Understanding your role and the purpose of club competitions.

### The role of tournaments

Competition is the lifeblood of sports clubs, breathing energy into their growth and success. Tournaments not only ignite the passion of players and your membership but also strengthen the club's foundation by promoting health, fostering teamwork, and deepening community bonds. As a tournament manager, you play a vital role in bringing this vision to life.

A welcoming and professional tone starts with the Manager—it sets the emotional climate for players, volunteers, and officials.

Through careful planning and execution, you create events that are more than just competitions—they are celebrations of achievement, personal growth, and connection. Here's how your efforts contribute to this:

- **Fostering Community and Camaraderie:** Your tournaments become a unifying force, bringing together players, supporters, and organizers in a shared spirit of camaraderie.
- **Encouraging Health and Fitness:** By championing regular activity, your role helps create a healthier and more active community.
- **Showcasing Talent:** You provide players with a platform to demonstrate their skills and take pride in their accomplishments.
- **Maintaining Accurate Handicaps and Grade Competition:** Regular competitive play helps ensure that player handicaps remain accurate, leading to fairer and more meaningful matches across grades.
- **Instilling Values:** Discipline, perseverance, and sportsmanship are at the heart of competitions. You reinforce these qualities through fair and thoughtful planning.
- **Building Networks:** Tournaments foster new relationships and partnerships that strengthen the club and its community.
- **Facilitating Fundraising:** Many tournaments support clubs and charitable causes, and your organizational skills directly impact these efforts.

- **Providing Entertainment and Excitement:** Your work ensures a fun, inspiring, and memorable experience for everyone involved.

As a tournament manager, you are instrumental in transforming competition into an enriching journey for players and the broader community. This role allows you to lead with creativity, collaboration, and purpose, making a lasting impact on club health and wellbeing.

Welcome to this exciting and rewarding role!

### The Croquet NZ (CNZ) Tournament Regulations (TR)

The Croquet New Zealand Tournament Regulations provide a comprehensive framework to support the smooth operation of tournaments. These regulations are carefully structured to address the needs of tournament managers, players, and organizers while promoting consistency, fairness, and professionalism in every event. They cover all aspects of tournament management, player responsibilities, and competition methods, ensuring that every participant has a rewarding and enjoyable experience.

The regulations are divided into clear sections:

- **Part A: General** – Introduces the regulations, key definitions, and variations in laws and rules.
- **Part B: Tournament Management** – Powers and Duties – Details the roles and responsibilities of tournament managers and referees before, during, and after tournaments.
- **Part C: Players' Responsibilities** – Outlines players' eligibility, conduct, and responsibilities, including handicap accuracy and reporting results.
- **Part D: Seeding and Methods of Playing Events** – Explains competition formats and methods for structuring events.

The Croquet New Zealand Tournament Regulations serve as an indispensable resource for tournament managers by:

- **Providing a Clear Framework:** They outline the essential duties of tournament managers, from planning and scheduling to managing disputes and ensuring accurate record-keeping.
- **Enhancing Fairness and Consistency:** Detailed guidance on laws, handicaps, and player eligibility ensures equitable competition and upholds the integrity of the sport.
- **Simplifying Complex Tasks:** By addressing procedures such as game timing, lawn allocation, and seeding methods, the regulations reduce the complexity of tournament management.
- **Promoting Professionalism:** Clear communication protocols, dispute resolution processes, and reporting requirements ensure that tournaments are conducted with the highest standards.
- **Supporting Player Experience:** Structured guidance on game formats, fair play, and participant welfare helps managers deliver tournaments that players find enjoyable and fulfilling.

The CNZ Tournament Regulations will be referred to regularly throughout the Tournament Managers Guides as the primary source of information for tournament management. Together, these regulations empower tournament managers to create events that not only reflect the excellence of croquet as a sport but also strengthen the community and values surrounding it.

## Powers and Duties

Effective tournament management is crucial to ensuring the success of any croquet event, whether local or national. Part B of the Croquet New Zealand Tournament Regulations provides essential guidance on the powers and duties of tournament managers, enabling them to organize and oversee tournaments with confidence and professionalism. This section outlines the roles and responsibilities necessary to create an enjoyable, fair, and well-structured tournament experience for all participants.

The regulations emphasize the central role of the Tournament Management Committee (TMC), comprising the Tournament Manager and Tournament Referee, in administering, interpreting, and enforcing the rules. Key areas of focus include:

- **Preparation and Planning:** The regulations detail the manager's responsibilities for organizing the event, including securing resources, scheduling, managing entries, and ensuring compliance with rules and standards.
- **Communication and Coordination:** From informing players of competition formats to addressing disputes, the regulations highlight the importance of clear and consistent communication.
- **Player Welfare and Fairness:** Ensuring accurate handicaps, appropriate playing conditions, and equitable treatment for all participants is a critical part of the manager's duties.
- **Flexibility and Problem-Solving:** The regulations grant managers the authority to adapt to unforeseen challenges, such as delays or adverse conditions, ensuring the tournament progresses smoothly.
- **Post-Tournament Duties:** Managers are also tasked with reporting results, updating player records, and providing feedback to Croquet New Zealand, fostering continuous improvement in tournament operations.

By familiarizing themselves with this framework, tournament managers gain the tools needed to handle the complexities of tournament management while upholding the principles of fairness, sportsmanship, and community.

For further details, refer to the specific sections within Part B, such as:

- **6.1: Tournament Management Committee** – Role definitions and the process for appointing managers and referees.
- **6.2: Tournament Manager** – Detailed duties ranging from tournament planning to resolving disputes.
- **7: During the Tournament** – Guidelines for managing play, including lawn allocation, game interruptions, and adjustments.
- **11: After the Tournament** – Responsibilities for reporting outcomes and updating records.

## Overview of Club Tournaments

Club tournaments play an essential role in fostering participation, skill development, and camaraderie within the croquet community. They can take various forms, depending on their purpose and structure, and are generally categorized as either Other Tournaments—offering modified regulations or conditions to suit local circumstances—or Official Tournaments, as defined by the Croquet New Zealand (CNZ) Tournament Regulations, Part A.

**Other Tournaments** typically cater to specific audiences or purposes and may operate with greater flexibility. Examples include:

- **Club Ladder** – Usually an open and ongoing social challenge between club members with local rules and conditions determining how the event is conducted.

- **Club-Restricted Events:** Seasonal grade competitions, handicap tournaments, or club championship events open only to its members.
- **Modified or Social Competitions:** Adapted formats or social leagues aimed at promoting participation and enjoyment.
- **Interclub Competitions:** While often run according to Official Tournament standards, many interclub events can also be considered unofficial, providing valuable opportunities for local engagement through Association level governance.
- **Secondary School Competitions:** Tournaments designed for schools, often subject to guidelines set by Regional Sports Trusts and school policies.

Official tournaments held in a club setting are governed by CNZ Tournament Regulations and adhere to established conditions. Examples of such tournaments include:

- **Don Reyland Memorial and Arthur Ross Memorial Competitions:** Refer to Appendix 3 of the CNZ Tournament Regulations in the CNZ Yearbook for the specific conditions governing these prestigious events.
- **Silver Badge Competitions:** Refer to Appendix 6 of the CNZ Tournament Regulations in the CNZ Yearbook for detailed guidance on these skill-based tournaments.
- **Advertised Club Tournament**  
These events cater to a very diverse range of purposes and player abilities. Refer to the CNZ Yearbook of advertised Association and Club Tournaments for examples of these.

By offering a mix of both official and unofficial tournaments, clubs provide opportunities for players of all levels to participate, compete, and enjoy the sport, while aligning with broader regulations and standards where appropriate.

Part A of the Croquet New Zealand Tournament Regulations provides an essential foundation for understanding how tournaments are structured and managed within the croquet community. It introduces the two primary categories of tournaments—Official Tournaments and Other Tournaments—and highlights their unique requirements, scope, and purpose.

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## 2: Preparations for club tournaments.

**Objective:** Prepare season calendars and club-level tournaments.

### Identify the purpose of each club tournament.

Determining the purpose of holding a tournament is a crucial initial step. The purpose of competition can vary widely, from fostering community engagement and promoting the sport, to providing appropriate competitive opportunities for your club members, or raising funds for the club. Clearly defining the purpose helps to align the tournament's goals with the club's mission and resources. It also guides the planning process, ensuring that all aspects of the tournament, from format and scheduling to volunteer coordination, are tailored to achieve the desired outcomes. By understanding the underlying reasons for hosting the event, organizers can create a more focused and successful tournament experience for all participants.

Does your club's tournament calendar:

- provide meaningful competitive opportunities for all members?
- have annual events that have had an unsatisfactory number of entries lately?
- have events that were not completed in time last season?
- support wider community exposure and engagement?
- align with your association's schedule of tournament events? For example, determining a qualifying player for an association playoff date or supporting members preparations for higher level and representative competition.

Review your seasonal calendars with the club committee and propose any alterations or additions to meet the current needs of your club and your members.

### Identify the needs for each competition.

Tournament	Purpose	Goals
Club handicap singles	<p>Introduce Adv. GC format.</p> <p>Maintain accurate player handicaps that represent their current level of ability using AHS cards.</p> <p>Determine our club representative for our Association's Don Rayland Memorial Stars tournament.</p> <p>Improve our combined club score for the CNZ Club Participation Award</p>	<p>All members have a GC handicap and use their AHS card.</p> <p>Must be completed by *December for Association playoff entry.</p> <p>25% higher participation rate over last year</p>

GC Grades competitions	Provide Grade level competitions for all club members.	Identify seasonal club grade champions.
Business-house league	Community engagement, membership promotions, club fundraiser	8 business-house teams for a 4-week round-robin competition  \$1200 entry income and sponsored prizes

Having clarity around the purpose of each club tournament will lead to more engaging events and more enjoyable experiences. A community league, youth, or social member competition may not be suited to handicap play or seeded draws. A club grade competition may be integrated with club day activities, or if player education and development is important, some coaching opportunities might be included.

Volunteer roles can be identified, and duties planned. Lawn maintenance and repair can be scheduled and event timing considered. For example:

Each event will have unique requirements. Points to consider might include:

- Is it an Unofficial tournament or Official tournament requiring additional management roles, advertising etc? (refer to CNZ Tournament Regulations Part A)
- Will the tournament be held on specific or consecutive dates requiring management volunteers? or will matches be played by club members over the course of the season, perhaps utilizing club-days or at other times by player arrangement?
- Do you need to include some coaching support for players prior to an event? For example, does the introduction of an Advantage GC competition require information about how to keep score before play commences?
- What will the requirements for lawns and playing equipment be if held on specific dates?
- At what date must the competition be completed? If the tournament runs over the course of the season, should dates for the completion of each round be advertised?

### Other Club Tournament Guidelines

Club tournaments offer diverse purposes and flexibility. They may be structured to fit within a day or weekend, inclusive of club day activities, or over an extended period. They might include various formats of simple block play (the most common option), single or double life knockouts to cater for large numbers in a short period of time, or swiss variations to minimize byes and maximise the number of games within a timeframe. In this Novice Guide, we'll focus on Section Play formats (TR 20.7) but other formats are also discussed in the Intermediate and Advanced Guides if required.

- Handicap Tournaments do not require separation into Grades unless time and space require a divisional approach. The handicap system is intended to provide a 50/50 chance between competitors of all abilities. Handicap play is an excellent tool for tactical learning and maintaining more accurate individual handicaps overall.



- Avoid using time limits in handicap tournaments where possible.
- Seeding isn't typically used in handicap draws, since the AHS system already balances skill levels.
- Handicap events are more suited to shorter time durations to avoid out-of-grade situations involving players that have moved through a trigger point.
- For Grade tournaments, eligibility is usually determined on the closing date for entries. Grade tournaments are best suited to the longest durations over the course of the season but if you have rapidly improving players, consider shorter tournament durations to avoid players from competing in significantly incorrect Grades.
- Tournaments held over an extended period maximizes flexibility and requires the least amount of managerial support. However, it may be necessary to advertise a schedule by which each round must be completed to ensure the event concludes within your timeframe.
- Always use AHS cards for any club competition matches that do not include rule or regulation modifications. Association Croquet Doubles is excluded from the AHS system.
- Some club tournaments may be qualifying events for Regional competitions, such as the Arthur Ross or Don Reyland Stars Memorial events. Your club representative for these events will need to be known before the closing date set by your Association.
- **Playing conditions** for club-level tournaments, when played on recognised club days or over extended periods of time, will be played under regular lawn conditions with the usual equipment settings.

CNZ strongly recommends that club conditions are maintained at a lawn speed which allows any player to successfully execute their full range of shots in any code. An AC player of average ability should be able to roll two balls from hoop1 to hoop 2. A GC player of limited ability should be able to hit a ball the length of the lawn without extraordinary effort. Well maintained croquet lawns provide more meaningful experiences for players (opposed to conditions that dictate abilities and outcomes) and most importantly, reduces the risks of injury significantly.

Teir 2 tournament standards in CNZ Tournament Regulations, Appendix 5, describe the ideally maintained playing conditions of club lawns. Conditions will vary of course, but a minimum 9 to 10 second lawn speed is an achievable standard at almost any time of the playing season.

The most influential elements to maintaining acceptable lawn speeds are climatic, and how we respond to these with regular maintenance plans, mowing and watering schedules. There are several other contributing factors to maintaining optimal lawn conditions and advice on managing these is available in the CNZ publication *Establishment and Management of Croquet Lawns in New Zealand – NZ Sports Turf Institute (2022)*. Every club should have a copy of this excellent publication!

- Ensure all required equipment is available and in suitable working condition. Your club committee should have a budget and the preferred funding procedures for equipment.

If club mallets are to be offered for use, make sure there are sufficient, presentable and in good useable condition.

### Promoting your club tournament.

When promoting your tournament, it is essential to clearly identify your target audience and to understand the aspects of an event will appeal to them. For tournaments catering to non- member groups, consider how you will advertise and attract entries, such as through local media, social media, and community outreach. Additionally, if your tournament is aligned with an external governing body like a Regional Sports Trust, Institution, or Council, ensure you comply with their rules and requirements. This alignment can also provide additional promotional opportunities and credibility to your event.

For club member-focused tournaments, ensure that members are well-informed and encouraged to participate through club newsletters and noticeboards, meetings, and direct communication.

As mentioned in Section 1 of this Guide, competition is the lifeblood of sports clubs, breathing energy into their growth and success. It is therefore important to encourage and facilitate the participation of all club members at club level. Afterall, in any game of croquet, be it a social occasion, a tournament, or in the back yard, each side is always keeping score!

What if everyone was added to season-long Grade competition charts at the beginning of the season and considered and entrant until advised otherwise? If members are matched against each other for a club-day draw anyway, why not incorporate the recording of game scores? Your club committee's expectations, club coaches and the club captain's roles are crucial to developing a healthy and fulfilling club environment that balances competition and social engagement for their members.

Referencing the CNZ Club Participation Award at your club AGM and proposing some real targets around participation will encourage a more collective approach towards club goals while providing a greater sense of involvement for club members.

Consider sponsorship of your club competition calendar, or specific events within it for increased community engagement and awareness. Awarding a small prize or trophy and publicly celebrating the achievements of your members at an end-of-season occasion is very beneficial. Invite your sponsor/s to present and to acknowledge their support -and have a game! There are some great resources on the Sport NZ website to get started with sponsorship and funding options: [Fundraising and sponsorship | Sport New Zealand - Ihi Aotearoa](#)

### Managing Entries:

Receiving and managing entries efficiently is crucial for the smooth operation of a tournament. Here are some detailed steps and examples to guide you through this process:

The contact information is confidential and should be kept private. The only purpose for which the contact information can be used is to contact the players for this specific tournament. You may NOT give out player contact information without the permission of the player.

- **Online Forms:** Use online club management platforms like [sporty.co.nz](https://sporty.co.nz) or specialized tournament management software to collect entries. This allows for easy data collection and automated management.
- **Manual Entries:** For those who prefer traditional methods, provide a physical entry form that can be submitted in person or via mail. Many clubs provide an entry form at the beginning of each season, itemizing all of their scheduled events.
- **Necessary Information:** Entrants name and doubles partner name if required, contact details, current handicap, health conditions if entrants wish to advise, and the event categories they wish to enter.
- **Communication:** Acknowledge the receipt of entries promptly to reassure the entrant and to clarify any missing details or issues.
- **Managing Entries:** Use a spreadsheet or database to track all entries. This helps in organizing participants and ensuring no entries are missed. You'll need this list to create the tournament draws later.

Late Withdrawals: If there is a late withdrawal, the manager reviews how it affects the draw. Sometimes it can improve the format with a reduction of byes (although this is not a critical matter in an extended time event). Managers may encourage additional players to enter the tournament after the closing date if it enhances the draw and reduces byes.

- **Payment Processing:** If an entry fee is charged:
    - Clearly outline the payment methods accepted (e.g., bank transfer, online payment, cash) and ensure participants know the deadline for payment.
    - Example: "Please transfer the entry fee to the following bank account by [date]. Include your name and event as a reference."
  - **Handling Late Entries:** Decide on a policy for late entries and communicate it clearly. This could include accepting late entries to even up entry numbers or with an additional fee or not accepting them at all. Check for any existing club policies.
  - **Confirming Participation:** Once entries are received and processed, send a confirmation email with all relevant details, including reporting times, schedules, format, how places are determined and any other important information to all players. If your tournament is listed on Croquetscores.com, add the entries as they are received so players can also confirm receipt of their entry.
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### 3: Intro to tournament formats, Section Play draws and charts.

**Objective:** Understanding and selecting suitable formats for club competitions. Create seeded Section Play draws and charts.

#### Selecting a Format

Selecting the most appropriate tournament format requires careful consideration of four major elements:

1. **Number of entries** The number of entries determines whether formats like section play, knockouts, or multi-level events are feasible, influencing the scale and structure of the tournament.
2. **Number of available lawns** Available lawns dictate the maximum number of games that can be played simultaneously, impacting scheduling and match density.
3. **Tournament duration** sets the boundaries for the number of rounds and the complexity of the format, with shorter timelines favouring more streamlined approaches like single-life knockouts.
4. **Player ability** shapes the competitive nature of the event, ensuring the chosen format fosters fairness, engagement, and meaningful opportunities for players of various skill levels. By balancing these elements, tournament managers can optimize logistics while enhancing the player and spectator experience.

Plan match schedules by optimizing playtime while factoring in player age and endurance. The *CNZ Tournament Regulations* provide general guidance, but customization may be needed:

**Older players:** 4–6 Golf Croquet games per day.

**Younger players:** 8–9 Golf Croquet games per day if daylight allows.

**Mixed-age fields:** Flexible Swiss or similar adaptive formats may be preferable.

The “**Format Helper**” tool on the Croquet NZ website can also assist tournament managers with format suggestions. Enter the number of entrants, lawns and duration and the Format Helper will return a format suggestion based on your inputs. Access the link to the Format Helper on the CNZ website: [Tournament Documents - Croquet New Zealand](#)

- **Summary of Tournament Formats**

This summary of various tournament formats as outlined in the "Part D: Tournament Regulations." is designed to assist tournament managers in selecting the most appropriate format based on the nature, goals, and logistical requirements of their events. Each format is briefly described, with specific references to the regulations for clarity and ease of use. By understanding the strengths and purposes of each format, managers can tailor their tournaments to meet the needs of players and the broader croquet community.

A more comprehensive discussion for each format is available in the Intermediate Tournament Managers Guide for Official Tournaments.

### **Single-Life Knockout**

Description: Players are eliminated after one loss. The draw follows a seeding system and includes provisions for distributing byes (Regulations 20.1.1–20.1.8).

Suitable For: High-stakes tournaments with time constraints and where a decisive winner is required quickly.

### **Two-Life System (Draw and Process)**

Description: Players have two lives—one in the "Draw" and the other in the "Process". Winners of the two brackets may play a final match (Regulations 20.2.1–20.2.4).

Suitable For: Events emphasizing fairness and providing extra opportunities for players before elimination.

### **Two-Life Variations**

Description: Simplified two-life formats that converge to single-life stages in the later rounds (Regulations 20.3.1–20.3.2).

Suitable For: Events needing shorter durations while retaining elements of a two-life system.

### **Automatic Two-Life System**

Description: Competitors are listed by their remaining "lives", with pairings adjusted after each round (Regulations 20.4.1–20.4.7).

Suitable For: Flexible events where maintaining multiple opportunities for players is important.

### **Full Knockout Play**

Description: All players compete in every round, with winners facing winners and losers facing losers, ranking all participants (Regulation 20.5).

Suitable For: Post-section play or situations requiring full ranking of participants.

### **XY and XYZ Multi-Level Knockouts**

Description: Players losing in initial rounds enter secondary and tertiary draws, often called "Bowl" or "Shield" (Regulations 20.6.1–20.6.6).

Suitable For: Ensuring continued play opportunities for all entrants.

### **Section Play**

Description: Competitors play all other members within their section, often followed by a knockout for section winners (Regulations 20.7.1–20.7.10).

Suitable For: Tournaments needing structured qualification stages. Also the most popular club tournament format for its "single section all-play-all" attributes, familiarity and ease of use.

### **Super Section Play**

Description: Initial section play leads to "Super Sections", allowing for additional competitive rounds (Regulations 20.8.1–20.8.3).

Suitable For: Larger tournaments seeking to balance match opportunities and competitive depth

### **Swiss Events**

Description: Competitors are paired based on cumulative wins, avoiding repeat matches (Regulations 20.9.1–20.9.4).

Suitable For: Medium to large tournaments allowing flexibility in rounds played.

### **Progressive Swiss Events**

Description: A Swiss system used as a consolation for those eliminated from the main knockout (Regulation 20.10).

Suitable For: Secondary events complementing primary knockout formats.

### **Flexible Swiss Events**

Description: Similar to Swiss, but players can vary the number of games played (Regulations 20.11.1–20.11.3).

Suitable For: Events needing high adaptability to player availability.

### **Egyptian System**

Description: Players are ranked by improvements in their ratings during the event (Regulations 20.12.1–20.12.9).

Suitable For: Less competitive, time-limited tournaments with a focus on individual improvement.

### **Preparing Tournament Charts**

Once the suitable format is determined, it is time to set up the draw and the tournament charts. [Various tournament format templates are available in the Appendices](#), or you can use [Croquetscores.com](https://croquetscores.com) to enter your data and print your charts. A comprehensive guide for using [Croquetscores.com](https://croquetscores.com) is available on the CNZ website:

### [Tournament Documents - Croquet New Zealand](#)

Section Play formats are the most common of club tournament formats, especially those that are held over extended periods of time. Club competitors of these events are usually responsible for entering their results on a prepared club chart as matches are completed and the familiarity of Section Play is useful for this.

For that purpose, this section introduces various Section Play applications including single or multiple sections, random and seeded draws, qualifying sections with post-section knockouts or super section formats.

If you are unfamiliar, the examples below should be read in conjunction with the referenced Tournament Regulations for understanding.

### Single Section, random Draw Sample Section Play chart:

Wherever Croquet Club		Tournament: Club Championships											
	H/C	A	B	C	D	E	F	G	H	Wins	Points For	Net Points	Place
Vera Black	4		26	18w	18	26	25w			4	113	27	2
Violet Blue	5	15		11	9	21w	3			1	59	-44	5
Vern White	7	17	13w		20	18	23w			2	91	-6	4
Zoe Green	4	24w	26	26		26	17			4	119	51	1
Zena Pink	9	7	12	20w	0		13			1	52	-64	6
Zack Brown	7	23	26	22	21w	25w				3	117	36	3
Points Against		86	103	97	68	116	81						

Winner                Zoe Green

Runner-up           Vera Black

The chart shows a section play event (Regulation 20.7) with 6 players randomly assigned positions A to F. Scores are recorded on the chart as games are completed. For example, Zoe beat Violet 26-9, so 26 is recorded on Zoe's line under Violet's column, and 9 on Violet's line under Zoe's column. Winning scores are marked with a "w" or highlighted if the maximum score was not achieved.

After all games, the number of wins is tallied. The advertised tournament rules determine the winner, either through a play-off between the tied players or by Net points, calculated by subtracting "Points against" from "Points for". For instance, Vern had -6 net points (91 for, 97 against). If both were still tied with the same number of wins and the same net points, the winner is decided by head-to-head results.

Net points should be calculated for all players to ensure accuracy and for post-section play placements if required. The total net points should sum to zero; otherwise, there's an error.

Tip: Croquetscores.com charts will calculate wins and net points automatically!

### Seeding sections

If you decide that more than one section is required, 'x' qualifiers from each section will need to progress onto a post-section competition to determine the tournament winner. Club level tournaments commonly use a Super Section format (CNZ Tournament Regulation 20.8) or seeded Knockout format (CNZ Tournament Regulation 20.5).

It is therefore important that each preliminary or "qualifying" section is equally weighted. This is achieved by "seeding" the payers into each section (CNZ Tournament Regulation 19.3)

Example: List entrants in order, according to their current handicap:

Vera Black	2
Violet Blue	3
Vern White	4
Zoe Green	4
Zena Pink	5
Zack Brown	7
Penny Peg	7
Rodney Red	8
Cynthia Clip	10
Connell Flag	11
Rabbit Run	11
Barry Bisque	12

Once all players are listed in seeded order, they should be placed one at a time into the sections in rotation (refer to the "striping" method of seeding in Tournament Regulation 19.3). Thus:

Section 1:

NAME	Hcap
Vera Black	2
Zoe Green	4
Zena Pink	5
Rodney Red	8
Cynthia Clip	10
Barry Bisque	12

Section 2:

NAME	Hcap
Violet Blue	3
Vern White	4
Zack Brown	7
Penny Peg	7
Connell Flag	11
Rabbit Run	11

In this case, two players from each section will progress to a post-section Knockout Draw (semi-final and final) to determine the tournament winner. For most club level events, using the Section Play results to order the knockout games is a popular method: The Section 1 winner is drawn against the Section 2 runner-up and the Section 2 winner is drawn against the Section 1 runner-up:

Post-section single life knockout draw:

Vera Black	<b>26</b>	Vera Black
Vern White	<b>13</b>	
Zoe Green	<b>22</b>	Violet Blue
Violet Blue	<b>23w</b>	

A Full Knockout format (Regulation 20.5) could be used to include all players in post-section play if desired.



## Super Sections

TR 20.8.1 When entries are such that a single round robin of Section Play would produce too many matches, yet two or more sections followed by knockout finals would produce too few rounds, then Super Section play may be used. Super Section formats are a good option when there is insufficient time to complete a single section. The format allows for a winner to be found instead of having unfinished blocks which often does not find a clear winner.

### Preliminary Sections draw:

### Super Sections draw:

Section 1	A	B	C	D	E	F	Wins	Net Pt.	Place
Vera Black		26	22w	26	9	26	4	17	1
Zoe Green	8		26	19w	26	18	3	-3	2
Zena Pink	21	7		11	9	26	1	17	6
Rodney Red	13	18	26		26	11	2	42	3
Cynthia Clip	26	4	21w	15		9	2	-42	5
Barry Bisque	2	26	5	18w	26		2	-31	4
	70	81	57	52	96	90			

Section 2	A	B	C	D	E	F	Wins	Net Pt.	Place
Violet Blue		26	26	26	18	12	3	17	2
Vern White	19		26	26	13	26	3	27	1
Zack Brown	9	15		26	11	26	2	13	4
Penny Peg	11	8	19		26	18w	2	-47	6
Connell Flag	26	26	12w	19		12	3	-11	3
Rabbit Run	26	8	3	14	26		2	1	5

### Preliminary Section Results

“w” denotes a win if a full game was not completed.

TR 20.8.2 Players carry forward into the Super Section their number of wins and net points from the games against the other players from their section who also go into the same Super Section.

“cf” denotes results “carried forward”.

The remaining Super Section games are then played to determine the tournament results. A third block for players 9-12 is not shown here.

1st -4th SS	A	B	C	D	Wins	Net Pt.	Place
Vern White			19cf			-7	
Vera Black				26cf	1	18	
Violet Blue		26cf			1	7	
Zoe Green		8cf				-18	

5th-8th SS	A	B	C	D	Wins	Net Pt.	Place
Connell Flag			12w,cf		1	1	
Rodney Red				11		-7	
Zack Brown	11					-1	
Barry Bisque		18w,cf			1	7	

#### Relevant Information Links:

- CNZ Tournament Regulations
  - Croquetscores.com guide.
  - Appendix 3: Charts, Manager's Checklist
- 

## 4: Managing the tournament.

**Objective:** Manage a club-level tournament successfully.

### Types of Club and Unofficial tournaments

At a club level, there are two tournament duration options commonly used. Each of these options has different managerial needs during the event.

- 1) **Scheduled for advertised consecutive dates** and are typically *Official tournaments*. These events are management intensive and include tournament officials and volunteer roles, game scheduling and order of play, managing time limits if used, pegging down, double banking considerations etc.

Managing these types of tournaments is discussed in the Intermediate Tournament Managers Guide, Official Tournaments.

- 2) **Scheduled to run over weeks, months or the course of the season** and are typically *Other tournaments*. Players make their own arrangements around playing times and record their match scores on the club chart as they are completed. Management requirements during the tournament are less intensive as players themselves are responsible for scheduling their matches, setting lawns, refereeing their own games and reporting their scores.
  - Managing a club competition over time is the easiest and most flexible of formats, however it is important to know how many games and rounds need to be completed i.e. weekly/monthly to ensure the completion of the competition before the required finish date.
  - A Tournament Referee should be advertised, and a disputes process made available for the duration of the tournament.
  - Charts should be checked regularly for errors (especially if players are to enter their own scores), and to ensure games/rounds are completed within your time schedule. Although considerable leniency can be afforded to the players, it is typical for a walkover to be recorded if a game is not played and the score is not recorded according to your advertised schedule.
  - It may be beneficial to work with your Club Captain to prioritise club competition matches at your recognised club days. Players and officials are more likely to be available if some oversight is required i.e. a

Referee or Umpire if competitors are not yet able to referee themselves, or if guidance to record their scores is required etc.

- Communication with all parties is key to efficiently managing a club tournament over an extended time. Reminders of time schedules, player responsibilities and promptly attending to any issues as they arise will help to keep players engaged and to achieve your schedule.
- Time limits, the order-of-play, double-banking, pegging down matches etc. are not critical points for tournaments of this nature. Please refer to the Intermediate Tournament Managers Guide for more information.

### Regulations and amendments for Other Tournaments:

Other Tournaments differ from Official Tournaments in their adherence to the Regulations during an event, outlined in Part B, "Tournament Management Powers and Duties," and Part C, "Players' Responsibilities." Managers of club events should carefully review Parts B and C to determine which Regulations apply and define any amendments specific to the tournament.

For example, the Wherever Cup uses the Super Section format (see Section 3 of this guide), played over two months. Conditions for this tournament include:

- Each player plays seven games over eight weeks—approximately one round per week, with allowance for delays.
- A schedule outlines the start and finish dates, and players are expected to complete one game per week.

Tournament managers must decide if Regulation 15, "Withdrawing from an Event," applies or if amendments are needed. For instance:

- If a player cannot play within a given week, set a deadline for completion the following week. Failure to comply may result in a zero score or a walkover, with a 26-0 score awarded to the available player.
- Permanently unavailable or disqualified players must withdraw per Regulation 15, with their results removed from the chart. (In Official Tournaments, CroquetScores.com records remain for ranking purposes but are excluded from the results.)

All amendments to regulations must form the basis of the tournament conditions, which players should be fully informed of before the event begins.

## Order of Play

Whether your Section Play tournament is of *Other* or *Official status*, consecutive dates or held over an extended period, it is beneficial to determine an order of play for any seeded event to ensure that the highest seeded players compete late in the event. In doing so, the number of “dead” games will be reduced as the tournament builds toward a climax in the latter stages. i.e., the top two seeds will be scheduled to compete in the final round of competition.

Applying the “Circular Method” to plan the order of play for a section containing any number of players will enhance the players experience of competition and familiarize tournament managers with the methodologies of playing order in a simple way.

The Circular Method is also simple method for finding a single qualifier from each section of a multi-section format that involves post-section competition such as a knockout or super section.

For unseeded sections such as handicap competitions, applying the Circular Method will also assist tournament managers by having all games planned out in advance and ensure that all games are accounted for in their planning.

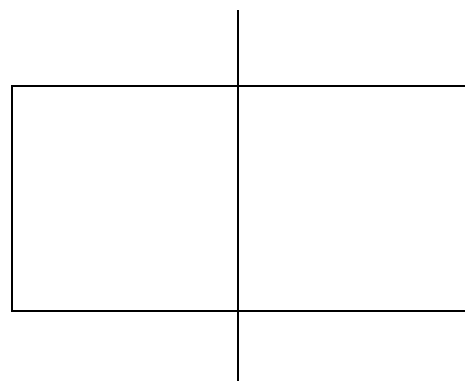
\*The Order of Play may be different if two or more qualifiers from each section are required for post-section play competition. In this case, the most important games are the “cusp” games between the players that (according to seeding) are more likely to “just qualify” or “just miss out” on progressing to post-section competition. Working examples of more than one player from each section progressing to post-section competition are available in the Intermediate Tournament Managers Guide for Official Tournaments.

## The Circular Method for Order of Play

1. List the players in seeded order, highest (1<sup>st</sup> seed) to lowest according to their handicap.

	NAME	Hcap
A	Vera Black	2
B	Zoe Green	4
C	Zena Pink	5
D	Rodney Red	8
E	Cynthia Clip	10
F	Barry Bisque	12

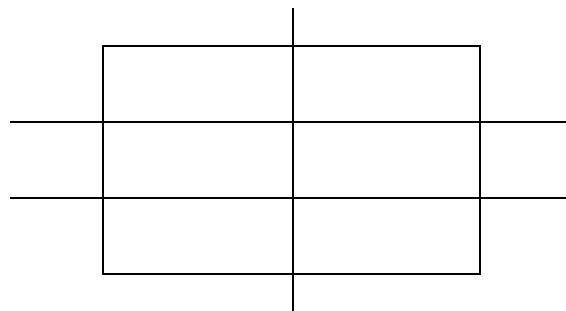
2. Draw a box (or circle) and draw a vertical line through it.



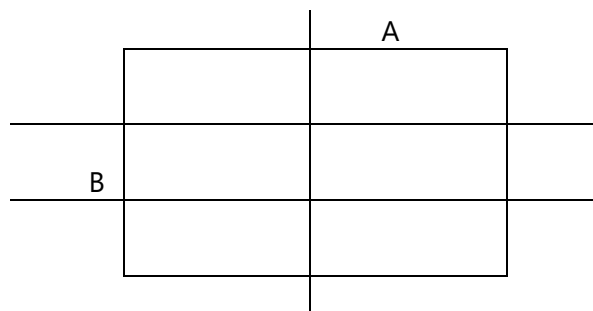
3. Halve the number of entries, subtract 1 and round up if needed.

Draw this number of lines across the box.

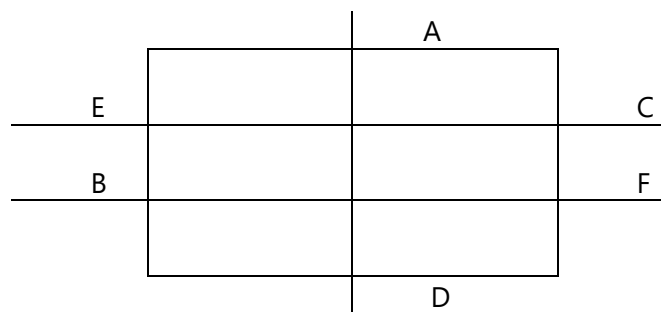
In this example: 6 entries HALVED = 3, MINUS 1 = 2. Two lines are drawn across the box.



4. Place player A, the top seed, at the top and then the 2<sup>nd</sup> seed in the bottom left position.



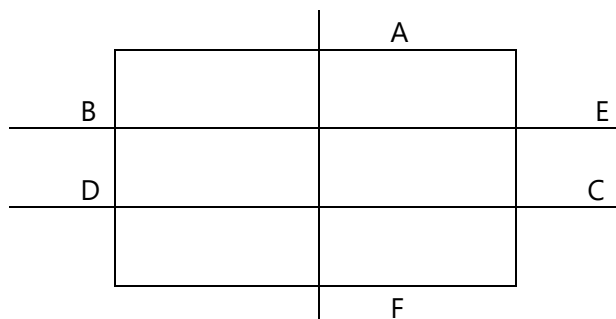
5. The remaining seeds are then placed in order every 2<sup>nd</sup> position, moving clockwise. If the 2<sup>nd</sup> position clockwise is already filled, move one more place clockwise then continue filling every 2<sup>nd</sup> position in order.



6. Reading across the lines gives the first round order of play.

Round 1: A v D, C v E, B v F

7. Draw another box and move all letters **except A** one step in a clockwise direction.



8. Reading across the lines gives the second round order of play. A v F, B v E, D v C

9. Repeat this until you have a box for each round of the draw.

10. For an odd number of players, always add a BYE and place in the last vacant position.

## 5: Post-tournament tasks

**Objective:** Execute the post-tournament tasks for a club-level tournament.

### Equipment Return

- Ensure all equipment is maintained and returned and in good condition.
- Document any issues or damages.

### Closing the tournament

- On the finishing date, calculate/check all competition charts and confirm the winners.
- Advise your association handicapper of any handicap alterations to be recorded, with any proposals for Rapid Improver considerations. Details of non-automatic changes of handicap and handicapper responsibilities are available in the CNZ Handicapping Regulations, in the CNZ Yearbook.
- Notify the CNZ Chief Executive of any player awards achieved i.e. Gold, Silver or Bronze Merit Awards. [Merit Awards - Croquet New Zealand](#)
- If applicable, confirm and notify your club secretary of your club's entry details for Arthur Ross / Don Reyland Star Memorial events.

### Writing Reports

- Prepare a brief tournament report for your club AGM.
- Include outcomes, incidences, challenges, and recommendations.
- Recognise and thank all volunteers and supporters.
- Report to and thank any club or event sponsors and supporters.

### Presentations

Time to recognise and present the trophies! It is common for club tournament awards to be presented and celebrated at an end-of-season club gathering. Remember to again thank all volunteers and supporters.

- Check that all trophies are clean and in good order.
  - Arrange for trophy engraving and Honors Board updates according to the club procedures.
  - Prepare your trophy presentation and summary address.
  - Invite members to submit their reviews or comments to assist future planning and membership needs.
-

## Intermediate Tournament Managers Guide (Official Tournaments)

### Who is it for?

Tournament managers who are familiar with and have applied all aspects of the Novice Tournament Managers Guide.

Tournament Managers of “Official Tournaments”, as defined by CNZ Tournament Regulations, PART A.

This Guide may also support Managers of “Other Tournaments” (as defined in CNZ Tournament Regulation 2.3) involving full competition within a specific timeframe.

#### Note to Intermediate Managers:

At this stage, you are building confidence in managing CNZ-sanctioned events. Use the **Tournament Manager Matrix** to track your experience, reflect on format planning, liaison, and reporting, and work towards qualification submission.

Completion of the matrix is recommended after managing three or more events at this level. You are welcome to submit your matrix record to the CNZ Tournament Committee to support your advancement.

[croquet@croquet.org.nz](mailto:croquet@croquet.org.nz) Attn: Tournament Committee

## 1: Introduction to Official Tournaments

**Objective:** Understand and apply the responsibilities of managing an Official Tournament.

### Official tournaments: definitions and characteristics

An Official Tournament is a structured and regulated competition, following established rules and guidelines. Specifically, the CNZ Tournament Regulation 2.2 states that Official Tournaments are all tournaments held under the direct or indirect control of CNZ, i.e., those sponsored by CNZ and referred to in these Regulations as “CNZ Tournaments”, and those tournaments sponsored by an Association or Club which comply with Regulations 4.1 to 4.2.

Examples of Official Tournaments include:

- A weekend tournament.
- Yor Association tournaments, Grade and Open tournaments.
- Arthur Ross, Don Reyland Stars and Silver Badge competitions.
- CNZ Tournaments.
- Tournaments that are advertised in the CNZ Yearbook.

### Key Characteristics of official tournaments

1. **Regulation and Compliance:** Official Tournaments adhere to a set of standardized rules and regulations. These are the CNZ Tournament Regulations, which cover everything from match scheduling to player conduct.

The CNZ Tournament Regulations should be read in conjunction with the Constitution of CNZ, the Laws of Association Croquet, the Rules of Golf Croquet, and the CNZ Handicap Regulations as appropriate.

This Tournament Manager Guide for Official Tournaments includes references to the Regulations, helping you to familiarize, navigate and apply them practically.

- 2. Formal Structure:** Official Tournaments have a formal structure, including defined formats, schedules, and procedures for seeding and draws. This ensures that the competition is organized to run fairly and smoothly.

Tournament Regulations Part D: “Seeding and Methods of Playing Events”, includes instruction for all the formats used in Official Tournaments. This Guide will explore these in further detail to determine the most appropriate formats for your tournament.

- 3. Qualified Officials:** Official tournaments are overseen by qualified referees and umpires who enforce the rules and ensure fair play. They, or an appeals committee are also responsible for making decisions on disputes and maintaining the integrity of the competition.  
Whenever possible, engage qualified referees or umpires for club and regional games. This reinforces rule understanding and encourages players to develop confidence in officiated play.

Tournament Regulations PART B: “Tournament Management Powers and Duties” explains the roles and responsibilities of qualified officials for Official Tournaments.

- 4. Player Participation:** Players must be eligible to enter Official Tournaments and their status should be confirmed on receipt of their entry.

Tournament Regulation PART C: “Players’ Responsibilities” outlines player eligibility to compete, their responsibilities and liabilities in Official Tournaments.

- 5. Recognition and Awards:** Official tournaments often offer recognition and awards for winners and outstanding performers. This can include trophies, medals, prizes and world ranking points that contribute to a player’s standing in the sport.

Tournament Regulations 5 and 12.6 discuss Croquetscores.com and submitting results for ranking purposes. A Croquetscores.com guide on the CNZ website in Tournament Documents will guide you through the setup and use of Croquetscores.com.



- 6. Venue and Equipment Standards:** The venues and equipment used in official tournaments must meet specific standards to ensure a fair and consistent playing environment. This includes the quality of the lawns, balls, and other necessary equipment.

Tournament Regulations Appendix 5: “Playing conditions for CNZ Official Tournaments” outlines the desirable playing conditions for Official Tournaments. Unless stated in the table of Tiered events, Tier 2 is an ideal minimum standard for any Official Tournament.

### Importance of official tournaments

Official tournaments play a crucial role in the development and promotion of croquet. They provide a platform for players to showcase their skills, compete at a high level, and gain recognition. Additionally, they help maintain the integrity of the sport by ensuring that competitions are conducted fairly and consistently.

For tournament managers, understanding the structure and requirements of official tournaments is essential. By adhering to the established regulations and best practices, you can contribute to the success and credibility of the tournaments you manage.

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## 2: Preparation for an official tournament

**Objective:** Prepare for an official tournament.

### Making the decision to hold or host an official tournament.

Identifying the purpose, (Novice Tournament Manager Guide, Section 1) is the first step to identifying the needs of an official tournament. Combined with the regulations for official tournaments (PART A), the members of an organising/management committee can be established to ensure all aspects of the event are addressed.

### Tournament roles and volunteers

It is important for the Manager to secure the volunteers needed to successfully run the tournament. You will need a

- Tournament Manager (TM), who is either experienced or willing to take the responsibility to learn;
- Referee of the Tournament (RoT); and,
- Tournament Handicapper, also required and should be part of the organising team. If the TM and RoT are the same person, a second person must be appointed to handle appeals. If the tournament is to be run over two or more venues, then one or more assistant managers may be needed. Assigning an

assistant manager to a tournament is a great way to help the person gain practical experience in managing a tournament.

Do you have volunteers for the following areas:

### **Appeals Committee**

The Appeals Committee should be set up prior to the start of the tournament. Typically, it is the Referee of the Tournament and 2 or 3 additional people. If it is a large tournament, ask 4 people if they will serve on the Appeals Committee. Players who are referees may serve on the Appeals Committee provided the person is not part of the appeal. Note – the Appeals Committee is designed to hear Appeals on matters unrelated to the Laws/Rules. The RoT will deal with all Laws/Rules related Appeals. Therefore, most Appeals tend to be against a manager's decision and so ideally the manager will not be a part of the Appeals Committee.

### **Lawns**

Do you have suitable lawns? Do you have lawns that are tournament standard. (See CNZ Yearbook, Laws of Association Croquet Section B, "The Court and Equipment" and CNZ Tournament Regulations Appendix 5, "Playing conditions for CNZ Official Tournaments")

Lawns staff should establish a plan for any repairs or maintenance work required, along with a mowing and watering schedule prior to and during the tournament to support optimal playing conditions.

Are your lawns maintained by a contractor or Council staff? Liaison with external services may be required to ensure timely lawn preparations and suitable conditions.

Do you have volunteers to set up the lawns before play each day and put equipment away after play?

Is the lawn and playing equipment in good order?

### **Catering:**

Do you have members available to look after the kitchen, and provide food and drink for the players? Will you provide lunches, either made there or for purchase?

### **Publicity:**

Do you have someone prepared to undertake publicity for the tournament, providing information before, during and after the tournament to local, and national media where appropriate? Your Association and/or Club Publicity Officer should be contacted as soon as you have decided to host a tournament regarding the publicity.

### **Health & Safety:**

A Health and Safety Plan should be prepared for all tournaments. The Club should have a Health and Safety plan. Typically, the Health and Safety Officer for the Club or region will talk about the potential risks involved and how to remedy them. If the croquet club is on Council land, Councils may have a

form that is expected to be completed and sent to them before the tournament. The purpose of the form is to identify potential hazards and how you will respond to them, or how you will mitigate them. They also will want to know who is in charge.

## Publicity and preparing an official tournament advertisement.

### 1. Official Tournament Advertisements:

The club or association will be responsible for preparing the official tournament advertisement. Tournament Regulation 4 details the requirements that should be used as a checklist when preparing the advertisement.

- If entries will be limited because of lawn capacity, please note the limit in the advertisement and how entries will be allocated if oversubscribed.
- While stating the size of the lawns to be used may not be important if the lawns are full size or nearly so, it is very important for intending entrants to know whether the lawns are acceptable for the CNZ Handicapping Regulations.
- The Laws of Association Croquet. Law 53(b) requires that the hoop sizes should be given when the event is advertised. Regulation 4.1.7 reminds managers that the hoop size must be stated in the CNZ Yearbook advertisement. It is also good practice to include hoop size when advertising for a Golf Croquet event.
- The advertisement should also state the closing date for entries and any conditions, such as limited number of entries. Club or association advertisements may include banking details for the entry fee. The tournaments that are advertised in the CNZ Yearbook have a fixed advertisement format that is sent to the Association's Secretary electronically.
- The closing date may be only 2 or 3 days before the tournament to allow for late entries and withdrawals. Even then, some players pull out after that. Other managers require 2 or more weeks, as they like to plan well in advance with little time pressure on them. Be aware that the earlier you make the closing date the more chance there is that some will be too late applying or that some will withdraw late spoiling your draw, while the later it is made the more pressure there will be on the manager to complete all the tasks. If there is an early closing date, having a reserve list will be helpful.

## 2. Publicity

### Identify your target audience/s and consider a publicity plan.

- Would poster advertisements sent to adjacent clubs and associations be appropriate?
- Are you hosting a Premier Grade tournament? Should players of the Grade from further afield be approached?
- Does your tournament align with an outside organisation or primary sponsor? What leverage does this provide to enhance awareness and promotion of the sport?
- Will you update a list of entries on Croquetscores.com as they are received? Players are then able to confirm receipt of their entry and potential entrants can then see who is entering your tournament. Ensure that names are entered exactly as they appear on the world ranking list.
- Will you seek sponsorships for your tournament? How will you support your sponsors and engage them during the tournament?
- Having media present is great for croquet. It promotes our game to a wider audience. Even if people don't join, they will have a better understanding of croquet and may give it a go later.
- Newspapers and internet news sites will generally print an article if the event is held locally or involving a local player in another region. They may not have the time to write the article, particularly since most staff aren't familiar with croquet but if there is a member who writes well and will write an article to send to the newspaper, it is more likely it will be published.
- Newspapers may print an article and possibly send a photographer. If a photographer appears at the club, have the Association's or Club's Publicity Officer, or delegate, stay with the photographer and provide guidance as to when and from where suitable photographs may be taken and how to avoid interfering with the players.
- Radio is another avenue for promoting croquet. Setting up interviews with key players, the manager, Publicity Officer—anyone who understands what is going on will bring life into the tournament. It creates interest within the community.
- Social Media: Facebook, Instagram, Tik Tok are some of the social media that are widely used. Set up an account for the club, association, or event. They are free.
- Streaming: Live streaming is becoming more popular and creates a larger following. Streaming can be done through Facebook provided the person has data and a mobile phone.
- Websites are becoming more popular for people to find information. A free website is <http://www.sporty.co.nz>. It is relatively easy to set up and can be linked to the club or regional website.
- List the tournament on "Eventfinder" and "It's On", or other electronic / community noticeboards which are also free.
- Sport NZ provides further information about publicity and promotions for NZ sports clubs at: <https://sportnz.org.nz/resources/marketing-and-communications-for-clubs/>

### Lawn Preparation

#### • Optimal playing conditions:

Official tournaments are included in the Teir 2 playing conditions described in Appendix 5 of the CNZ Tournament Regulations, "Playing conditions for CNZ Official Tournaments". This provides a standard measurement of lawn speed and conditions that will assist tournament hosts and CNZ to deliver the

desired tournament playing conditions. Measuring your lawn speed well in advance of and leading up to an event will allow hosts time to adopt the necessary corrective measures if lawn speeds are identified as 'tracking' below the desired level.

Consult with your greenkeeper in advance of deciding to host a tournament, especially if major corrective measures are required to achieve optimal playing conditions. The best time to undertake maintenance work, the current conditions and seasonal climate may dictate when it is reasonable to host an official tournament.

If you are reliant on external services for lawn management and maintenance, engage with your service provider as soon as possible. Advise them of what your requirements are as a tournament host and confirm a schedule for any remedial and preparation work. Schedule any mowing / line making etc. that may be required during the tournament well in advance.

## Receiving and managing entries

### 1. Contact information

Is confidential and should be kept private. The only purpose for which the contact information can be used is to contact the players for this specific tournament. You may NOT give out player contact information without the permission of the player.

Example 1 below illustrates the sort of information a manager should receive:

Event:					
Name of Player	H/C	Association	Tele	Email	Partner
Alan Ball	5	Otago	223948	aball@gmail.com	Hoop
Helen Hoop	3	Marlborough		hhoop@gmail.com	Ball
Stan Lawn	5	Wanganui		slawn@gmail.com	-
Mary Mallet	4	Nelson		mmallet@gmail.com	Flagg
Andrea Bisque	3	Auckland			Clip
Colin Clip	6	Wellington			Bisque
Fred Flagg	2	Taranaki			Mallet

Official tournaments and the results should be included on Croquetscores.com. Updating the list of entrants on your Croquetscores.com tournament listing as they are received informs players that their entry has been received and it informs potential entrants of who has entered.

Ensure that names are entered into Croquetscores.com exactly as they appear on the World Ranking List.

## Collecting the Entry Fee:

The responsibilities for collecting the entries and entry fees lie with the manager or the manager's nominee. Before the entries start arriving, make sure the following is ready:

As each entry arrives, record on an Excel spreadsheet the main details, including receipt of entry fees (as in [Example 2](#) below). Some managers include addresses, email addresses and phone numbers and emergency contact information. ***When the entries arrive, it is courteous to send a quick text or email to let the player know it arrived.***

### Example 2

Entry #	Name	HC	Club	Assn	Fees	Rcpt	Event/s	Partner
1	Ken King	3	Waikanae	Wgn	\$25	7	1,4	3
2	Pam Princess	16	Park	S, Tara	\$15	8	3	-
3	Kay Knight	9	Epsom Rem	Ak	\$25	9	3,4	1

- It is more common for clubs and associations to ask players to make direct deposits. Information about making direct deposit should be included in the advertisement. Record money received on the spreadsheet. Check to see that fees recorded equal the number of entries.
- Keep a separate list of entrants for each event (e.g., as in Example 1 above). These are needed when the draw is to be made. It is highly recommended that entries are added to Croquet Scores such as "Singles Entries" as they are received. Players can check to see who and how many have entered.
- Problems do occur from time to time with entries going astray in the mail. By sending an email or text when the entry arrives is appreciated.

## 2. Late Withdrawals:

If there is a late withdrawal, the manager reviews how it affects the draw. Sometimes it can improve the format. If it doesn't improve the format, filling the vacancy may still be preferred to provide enough games. Having a reserve list can be helpful, provided there is one due to oversubscription. If filling the vacancy with an available player improves the tournament draw by reducing byes, balancing sections etc, include a condition in the tournament advertisement that late entries may be received at the discretion of the manager, for the purpose of providing full tournament play.

### Preparing draw formats and order of play

## 1. Assessing Entries and Available Resources

Once all entries are confirmed, assess the number of entries, the number of available lawns, the tournament duration, and whether double banking is feasible. Consider player capabilities and allocate an appropriate number of games per day.

## 2. Determining the Optimal Draw Format

The simplest format is round robin or section play. The preparation of section play formats and charts is discussed in the Novice Tournament Managers Guide however, if your assessment does not suit these formats, alternative structures such as Swiss, flexible Swiss, or knockout stages should be considered to maximize fairness and playability.

- Refer to *the* Summary of Tournament Formats in the Novice Tournament Managers Guide for basic detail, or the “Methods of Playing Events” below for more comprehensive discussions of each type of format and their use. Concurrently study the Tournament Regulations referred to in the descriptions for greater understanding.
- The “**Format Finder**” tool on the Croquet NZ website can also assist tournament managers with format suggestions. Enter the number of entrants, lawns and duration, and the Format Finder will return a format suggestion based on your inputs. [Tournament Documents - Croquet New Zealand](#)
- Information for creating and managing draws for each format option is also available in the CNZ Tournament Regulations, Part D: Seeding and Methods of Playing Events.

## 3. Methods of Playing Events

### 1. Section Play (Reg.20.7)

In its correct form has all players playing every other player once or twice in the section. However, there is often insufficient time and lawns available to play all rounds required. When there is less time or an odd number of players, a Swiss may be a good option. Multiple sections followed by a knock-out or a super-section may also be good alternatives for certain numbers of entrants. Incomplete sections, when not all rounds are played, should never be planned for or played except when there is disruption by weather once the event has started.

**Resolving Ties:** It is important with section play to determine before the event starts how ties will be resolved and to inform the players of this (in the tournament advertisement, the manager’s email to the players, copied to Croquetscores.com, and by announcement at the start of the tournament). Regulation 20.7.4 states the two permitted methods of resolving ties: by means of play-offs or by net points. Other methods, not in accordance with this Regulation, are sometimes used. Managers must be aware that the play-off method requires at least one extra round, possibly more, and must ensure that adequate time is available if that method is proposed.

Tournament Regulations 20 to 27.9, Methods of Playing Events – includes information about how to resolve ties for each format described therein.

**Byes:** When there are an even number of competitors in a section, the number of rounds required is one less than the number of players. When there are an odd number of competitors in a section, the number of rounds required is the same as the number of players, as each player has a bye. Care must be taken in dividing fields into two or more sections. With 15 entries, two sections of 7 and 8 will be fine (if lawns and time permit), as both require 7 rounds of play. However, if there were 17 entries, two

sections are generally not a suitable option as one section would require 9 rounds of play and the other 7 rounds. Some other method of play should be found, or better still an extra entry should be sought.

**Multiple Sections:** When large fields (large compared to the time and lawns available) have entered an event the field may be broken into 2 or more sections for section play, with post section play organised to find the event winner and to provide further play for all competitors. Alternatively, a Swiss or Egyptian event could be used. Section play is often referred to as Block Play. For example, in the CNZ AC Open, with a field of 56 to 64, play commences with 8 sections of 7 or 8 players. The top 4 in each section then move into a final 32 and play an XYZ or knockout event, while the remainder are redrawn into two or four sections, which are followed by a simple knockout for the Heenan Plate.

**Charts** for up to 8 and up to 16 players in section play are included in the Appendices.

## 2. The XYZ system (Reg. 20.6)

Extends knockout play to include more than just the winners, with first game losers going into the Y knockout and second game losers into the Z knockout. This ensures everyone has a minimum of 3 games. A difficulty is that the Z knockout will require one or two extra rounds and you may not be able to finish it at the same time as the X and the Y without imposing restrictions such as time limits.

The X Draw is a simple knockout draw. All players who lose their first match go into a new knockout draw called the Y Draw in the same order as they were in the X Draw. This makes what is called an XY system. A chart for 16 players is included in the appendices. The names of the players are entered into the chart using either the seeded number given on the chart for a fully seeded draw or the Bagnall-Wild method for a random draw. The CNZ Croquetscores.com Guide describes how to enter players into an X Draw, thus producing your chart automatically!

When byes are involved, things change a little. Players who have a bye in the first round of the X Draw play their first games in the second round. If they win this game, they continue to play in the X Draw. If they lose their games, they move to the Y Draw. Thus, when byes are involved the number of players moving forward to the Y Draw is not known until after the second round in the X Draw.

**Example** An XY event involving 13 players:

There will be 3 players who had byes in the first round of the X Draw and 5 winners to go through to the second round, making a total of 8 in the second round. The 5 losers go through to the Y Draw.

In the second round of the X Draw, 3 players are having their first game. If all 3 lose there will be 8 players now for the first round of the Y Draw. If all 3 win there will only be 5 players in the first round of the Y Draw, requiring 3 byes. Otherwise, there will be 6 or 7 players in the Y Draw requiring 1 or 2 byes. Thus, the Y Draw cannot be finalised until after the second round of the X Draw when there are byes present. This difficulty makes XYZ formats inappropriate for non-perfect numbers (8,16, 32, 64)

In the XYZ system players who lose their second match go into a third draw called the Z Draw. If there are any byes in the X and Y Draws, then the number of players coming into the Z Draw will not be known in advance. There may be occasions when players do not have their second match until the fourth round of play, which means that the Z Draw may not be able to be made until after the fourth round of play. This may be fine for a club competition played over several weeks but is unsatisfactory for a tournament played in a limited time period.



Consequently, it is risky to advertise use of the XYZ system in advance when the number of rounds available for play is limited and you cannot be sure of getting 8 or 16 or 32 entries.

Bear in mind that players may prefer to withdraw once eliminated from the "X" or "Y" draws. Draws following the "X" may have to be withdrawn in this case.

In the **Full Knockout System (Reg. 20.5)** All players are involved throughout, with winners playing winners while losers play losers, so everyone has the same number of games (apart from byes). When you have an appropriate number of players and time in which to complete an event, a full knockout can be an effective method to use. Essentially it is a knockout event in which everyone plays in each round (except as byes occur). Winners play winners and losers play losers in each subsequent round, finishing with the players ranked from first (having won all games) to last (having won none). In a field of 16 the player finishing 9<sup>th</sup> will have had 3 wins while the player finishing 8<sup>th</sup> will have had only 1 win, consequently it is best to use a seeded draw rather than a random draw to allocate places in the first round. This is a particularly effective method to use for post section play where section play has helped to establish seedings.

### 3. **Swiss Events (Reg 20.9)**

are suitable options in events when there is not enough time to play full round robins in to conveniently schedule one or more sections. It also is a way of organising incomplete section play so that the winner will have played as many as possible of the other players who are most successful in the competition. Thus, everyone gets as much play as time permits. The Swiss can be complicated to manage in its later stages and, unless the event is carefully managed, can lead to perceptions amongst the players that some have had an easier route to success than others. There is also a risk of two or more players finishing with equal numbers of wins and resolving the tie requires prior planning and advertising of the tie-breaking method – this is where a flexible Swiss has an advantage over a traditional Swiss format.

**Example:** You have ten entries and 2 days for an AC tournament. A full round robin requires 9 rounds, which may be too many for 2 days, even with 2 hour time limits. Playing in 2 sections of 5 and then a final, requires only 6 rounds, but means two players have a bye in each round. With only two lawns this is fine, but with more it is better to keep players playing. Playing 6 rounds of Swiss gives everyone the maximum amount of play and usually ensures that the most successful players have played each other.

**Example:** Seventeen entries with 2 days to play the event. With only 16 entries one choice would be to play in 4 sections the first day and then a final section of section winners and three consolation sections of 2nds, 3rds and 4ths. If the extra player is put into one of the sections, there would be a section of five requiring 5 rounds to play. With time for only 3 rounds, Swiss could be used for this section. Then in the consolation section play the bottom section would have 5 players, avoiding a second bye for anyone. A flexible Swiss event can be incredibly useful where there is an uneven number of players – in this case one player gets a late start and is then scheduled to play the loser of the first match to finish. The winner of that first match to finish plays the winner of the next match to finish, etc.

**Instructions for Running a (Strict) Swiss Event** are given in Regulation 20.9 of the CNZ Tournament Regulations. These instructions should be followed carefully, as otherwise mistakes are likely: players scheduled to play each other who have already met, or players paired up who have very different

records of success when that is not necessary. A wise manager will begin planning for the next round while the current round is still underway, examining different possibilities for the draw based on the likely results of the games in progress. If some planning is not done, the manager is likely to find that it takes considerable time to sort out the next round once all the results are in and the players are kept waiting for their next games for an unacceptably long time.

**Example:** Worked example of a 6 round **Swiss** event involving 9 players

The following charts are designed to assist the manager in keeping a record of the results, the success of each player, who has played whom and on which court each player has played. This information provides a system for planning the subsequent rounds, described below.

**New Zealand Croquet Council (Inc)**

### Swiss Chart for 10 teams, 6 rounds

Tournament Jerk OpenEventDate dd/mm/yy

## Competitors

A	Abe Awke - Auckland (-1.5)
B	Babe Bede - TV (-0.5)
C	Cora Cade - Canty (-2)
D	Dale Dean - Auck (0)
E	Eve Eade - Northland (-1)
F	Fred Ford - Wai/ KC (-1.5)
G	Gail Gale - BoP (-1)
H	Hed Hades -Wai/KC (-2)
J	Jan Jones - Tara (-1)
K	BYE

### Wins after round...

1	2	3	4	5	6	Place
1	1	2	2	3	4	
0	0	1	2	2	2	
1	2	3	3	3	4	3RD
0	1	1	1	2	2	
1	2	2	3	3	4	
0	0	1	1	2	2	
1	1	2	3	4	5	1ST
0	1	1	2	2	3	
1	2	2	3	4	4	2ND
0	0	0	0	0	0	

**Order before round.....**

	2	3	4	5	6
1	A	C	C	C	J
2	C	E	E	E	G
3	E	J	J	J	C
4	G	A	A	G	E
5	J	G	G	A	A
6	B	D	D	H	H
7	D	H	H	B	B
8	F	B	B	D	D
9	H	F	F	F	F
10	K				

### Matches in round.....

Lawns	1	2	3	4	5	6
1	AB	EG	AJ	DH	CG	FH
2	CD	BJ	DG	AE	BF	DE
3	EF	AC	BH	CJ	AH	GJ
4	GH	DF	CE	FG	EJ	BC
5	J	H	F	B	D	A

### EXAMPLE

## Scores

[illegible]

### Lawns used

[illegible]

Worked example of a 6 round **Swiss** event involving 9 players continued:

1. Randomly draw the 9 entries, placing the bye at the bottom of the draw. The bye replaces lawn 5 and player K.
2. First round results are: A26/B13, C26/D9, E26tp/F0, G26/H21. Enter the results in the scores table and record the number of wins (1 or 0) in "Wins after round 1". Note that J is recorded as having a win (with no net score). Next, in the table "Order before round 2," write in the 5 winners in order from the top then the 4 losers in order. Now, from this table, pair the top 2, bottom 2 (including the bye which is always bottom), next top 2, next bottom 2 and last pair. This gives the pairings for the second round of AC, Hbye, EG, DF, BJ. Now place these on lawns the players did not use in the first round.
3. Second round results are: E26/G12, J26/B5, C26/A23, D26/F15. Enter scores and then add 1 to winner's totals in "Wins after round 2" column. Now in the "Order before round 3" column list the 3 codes with 2 wins, in the same order as in the previous column. Below them add the 4 codes with 1 win in the same order as in the previous round and below them again the 3 codes with no wins in the same order as in the previous round. Once again, the pairing is simply done to give CE, Fbye, AJ, BH, DG. Place on lawns avoiding having players on the same lawn twice in succession.
4. Third round results are: A26/J17, G26/D21, B25/H22, C26/E21. Enter scores and add 1 to get the "Wins after round 3" for the winners and add 0 for the losers. Then in the "Order before round 4" column list the one code with 3 wins then the 4 codes with 2 wins in the same order as in the previous column, then the 4 codes with 1 win. Simple pairing will not work this time as the order hasn't changed. So, C is paired with the first available code from the top, J, and the bye is paired with the first available from the bottom, B. At the top again E pairs with A, and at the bottom F pairs with H. But the two remaining codes, D and G have already played, so the last pair must be redone to give F with G and D with H.
5. Fourth round results are: J23/C15, E26/A9, G26/F3, H26/D24. Enter scores and update "Wins after round 4." There are 4 players with 3 wins. Enter their codes in the "Order before round 5" column in the same order as for the previous column, and complete the column as before. In finding the games C has played E and J so is paired with G. D is the first up from the bottom to have the bye. E and J can be paired at the top. B and F will pair at the bottom, leaving A and G. The games CG, EJ, BF, and AG are allocated lawns avoiding having players play a third time on a lawn.
6. Fifth round results are: G20/C19, J26/E23, F26/B6, A26/H1. Enter scores and update "Wins after round 5." Now in the "Order before round 6" column the codes are entered in the usual way. J and G pair at the top for the last round. From the bottom A is the first code to pair with the bye. Then, from the top the first pairing with C is H. However, pairing up from the bottom there is no player available to play F, so the last pairing made must be changed. C now pairs with B, enabling F to pair with H and D with E. These are allocated lawns.
7. Sixth round results are: G26/J4, C26/B0, H26/F20, E26tp/D0. Enter scores and update "Wins after round 6." As this is the final round being played, the next step is to find the results. G is the clear winner with 5 wins from the 6 games. However, if a runner-up is required matters are not so clear with 4 players having 4 wins. Regulation 24.8.4.3 is used to resolve a tie among more than two players. The number of wins each player achieved against the other players in the tie must be calculated. C and J both had 2 wins, while A and E, with 1 win each are eliminated from consideration. To resolve the further tie

between C and J, Regulation 24.8.4.2 stipulates that the winner is the winner of the game between them, which was J, so J is the runner-up.

#### **4. Super Section Play (Reg. 20.8)**

is another format which can be used when there is insufficient time to play a full round robin and the field is too big to use a Swiss Draw comfortably. It ensures that all the top performing players play each other. At the same time players who have not performed as well in the section play meet each other in the super section consolation play. It has a major weakness in that the winner of the original block may progress to the super-section with a worse record than someone who came second or third in the original block.

Super Section play starts with players split into two initial seeded blocks where the players play everyone in their block. A certain number of qualifiers (typically 4 to 6 but may be more or fewer, depending on the time available) from each section are then combined into a "super section" with each player carrying over into the super section all of their results achieved in the games against the other qualifiers from the same initial block. The super section is then completed by each player playing all of the qualifiers from the other section. The key point of this method is it ensures that the top finishers have all played each other. A limitation of this method is that some players will feel aggrieved in having losses carried forward – particularly a block winner who is unlucky enough to carry forward his or her only losses!

##### **Example:** Uses of a Super Section

The 2002 CNZ AC tournament had 26 entries. There were 6 lawns available, 6 days of play, and 3 hour time limits had been advertised for the event. Eighteen rounds were the maximum available, with 25 rounds required for a full round robin, so a full round robin was not possible. With 6 lawns at least 2 players had to have byes or staggered round play was necessary. Staggered rounds (some games in a round starting later than others) may be acceptable with small fields and senior players likely to finish games quickly, but certainly not with such a large field, so at least 2 byes a round must be included.

With 26 players there could be 2 sections of 6 and 2 sections of 7 for the preliminary rounds, but a section of 7 needs 7 rounds to play and a section of 6 only needs 5 rounds. Using this would leave too many players without games. (This would be okay with 21 to 23 players, as sections of 5 and 6 both require 5 rounds to play.) Nor would 3 sections of 8 or 9 work, for the same reason (and 3 sections are inherently undesirable).

The alternative was to have two sections of 13 players, requiring 13 rounds with a bye in each section in each round. With the time available there were 5 rounds available for the post-section play. The top five players from each section were taken through to the super section final, where they played the five players from the other section using the five rounds available, carrying forward the results against the other four from their original section. This meant that the top 10 players on performance at this event played each other, and that it was only those games that counted to find the winner and runner-up. The next four players from each section went forward to a super section consolation, as did the last four in each original section. These sections only needed 4 rounds, so there was time to allocate the byes needed. In all everyone played either 16 or 17 games in the 18 rounds available.

### **Example:** Uses of a Super Section (2)

A recent two day tournament with plenty of lawns and 12 entries, could have played the event as 2 sections of six and then a final round, using a 3 hour time limit. For the first day, however, four 2-hour rounds were chosen to match another event the same day. With this chosen number of rounds, the event comprised 2 sections of six and then a super section final taking the top 3 from each preliminary section and with a similar consolation event.

A working example of Super Section format charts is available in the Novice Tournament Managers Guide.

## **5. The Egyptian System**

is most appropriate use for a club competition where one or more days a week have been set aside for competitive play, but not everyone is available every week. Players inform the event manager if they will be available and a draw is made for each day. It is also useful for consolation and minor events as it provides an interesting format where players meet competitors with similar records in the event. Other uses include cases where an unknown number of players will be available in each round of a tournament over several days, and where players drop out of a larger knockout event into the consolation event. It does have the limitation that there is a fair bit of documentation for the manager to keep track of. When players have finished their first game, they can enter their names onto the waiting list and as soon as someone is available who they haven't played, they go back out to play. In the event that multiple opponents are available, players are paired so as to give people opponents on as similar a current Egyptian score as possible. The manager should state at the beginning of the event the minimum number of game wins to qualify to win the event, and should require at least one game to be played after a set time, to avoid players sitting out when they believe they have done enough, and potentially avoiding playing an appropriate opponent who is also in contention. The event winner is determined by Egyptian score, followed by one of a range of alternative tie-breakers (average strength of opponent is a good one).

## **6. The Flexible Swiss.**

Like the Egyptian, this format is ideal for consolation events where the primary objective is to give everyone as much or as little play as they want. It is also very useful for a tournament with a mix of older and younger players where some player will finish quickly and want plenty of play, and others may want to play less games and potentially take leave at some point of the day. It is also a very useful format for weekend, or other tournaments, where play, rather than prestige of the win, is foremost, particularly when the number of players is awkward for creating sections, and most particularly when there are an odd number of entrants. When players have finished their first game, they can enter their names onto the waiting list and as soon as someone is available who they haven't played, they go back out to play. In the event that multiple opponents are available, players are paired so as to give people opponents on as similar a win percentage as possible. The manager should state at the beginning of the event the minimum number of game wins to qualify to win the event, and should require at least one game to be played after a set time, to avoid players sitting out when they believe they have done enough, and potentially avoiding playing an appropriate opponent who is also in contention. The event winner is determined by percentage wins, followed by one of a range of alternative tie-breakers

(average strength of opponent is a good one). When using Croquet Scores, the percentages and summary are provided.

## 7. Single Life or Two Life Knockout Play (Reg. 20.1 and 20.2)

In a **single-life knockout** draw you have a choice between a fully random draw, a partially seeded draw or a fully seeded draw.

The chart included in this Guide is for a **fully seeded draw** for up to 16 players or teams. Seed the players from first to the last using world rankings (See WCF Rankings on their website.) or the players' NZ handicaps (use handicaps to estimate seeding ONLY when the world rankings cannot be determined.) How to incorporate players who do not have a world ranking was described in the earlier section of this Guide in Preparing for the Draw.

Should you have more than 16 players to place in a seeded draw you could use two charts, an A chart and a B chart. List the seeded players in order as before. From this list create two lists an A list, having all the odd numbered seeds in order from the original list, and a B list, having all the even numbered seeds. Renumber the players in each list and write them into the A and B charts. The winners from each chart play in the final. For example, if there were 23 players listed in seeded order, the 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, on to the 23<sup>rd</sup> would be placed in that order on the A list, renumbered s1, s2, s3, to s11 and entered on the A chart, with byes in the s12 to s16 positions. Similarly, the other 10 players would be entered on the B chart.

**For a Random Draw** the standard procedure known as a Bagnall-Wild draw is given in regulation 20.2. You may use the knockout chart in the appendices, but ignoring the seeding numbers.

**Two-life Knockout** is often used at the club level. If you should choose this method, instructions for making the second life (the Process) draw is detailed in Regulation 20.2.

### 3. Seeding and Section Assignments

For championship-level (level play) events, the draw must be seeded using *World Croquet Federation (WCF) rankings* (see *CNZ Tournament Regulation 19*).

**Ranking List**

Year  Min Games  Min Grade (1 to 3000)  Country

Ranking order ☒ Dynamic Grade ☐ Max DG (12m) ☐ Grade ☐ Win%age

Women Only ☒ False ☐ True

Show Main Country Only ☒ False ☐ True

If a player lacks a ranking:

**Method 1:** Go to the WCF website for the appropriate (GC or AC) ranking

and change the field for number of games to "0". The player should be listed. Note – for lower ranked players, you may need to alter the "Min Grade" Cell from 1800 to 1200, or lower.

- **Method 2:** Rank based on handicap and index, comparing to the seeded entrants and consulting the relevant ranking officer (Association Handicapper) when needed.

Seeding for multiple sections follows a "striping" method to distribute skill levels evenly (refer to the "striping" method of seeding in Regulation 19.3).

### 5. Handling Regional and Handicap Events

For local, regional, or handicap tournaments, partial seeding is allowed to balance sections while preventing family or club members from meeting too early. Adjustments must comply with *Regulation 19*, ensuring fairness without compromising competitive integrity.

### 6. Setting Up the Draw and Time Limits

Once finalized, tournament draws should be logged on *Croquet Scores* for recording and tracking.

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**7. Time limits** should be carefully considered:

- **Association Croquet (AC)**
  - 3 AC games per day: 2 hr 30 min – 3 hr per game.
  - 4 AC games per day: 2 hr – 2 hr 15 min per game.
  - Shortened games under *Law 51* may be advisable for high-handicap players.



- **Golf Croquet (GC)**
  - Typical match duration: 40–60 minutes.
  - Advantage format: No time limits.
  - GC Rule 9 and *Tournament Regulation 9* provide guidelines for enforcing time limits and resolving tied matches.
- Audible time-limit announcements and progress-based manager intervention should be implemented when necessary.

## Communication and Coordination

A well-run tournament depends on effective communication with key stakeholders, including players, referees, host clubs, caterers, and setup teams.

Managers should send an email to all participants outlining essential details:

- **Reporting details:** Specify check-in locations, times, and headquarters for multi-venue events.
- **Conditions:** Summarize advertised conditions; explicitly state any additional rules.
- **Catering:** Clarify whether lunches are available, clubhouse fees, and any social event details.
- **Practice times:** Notify players about scheduled warm-ups and practice opportunities.
- **Double banking:** If applicable, inform players and request they bring markers.
- **Time limits:** Confirm whether time limits apply and how timed games conclude.
- **Format:** Describe the tournament structure, tie-breaking procedures, and number of event days.
- **Croquet Scores commentary:** Managers should copy the email into the Croquet Scores commentary section for visibility.

## Final Preparations

After finalizing the draw, notify catering teams and lawn maintenance staff of tournament requirements.

- **Catering:** Confirm meal times, formal breaks, and expected player numbers for each day and ensure prior agreements on food provisions, fees, and availability.
- **Lawn Preparation:** Ensure peak conditions throughout the tournament with any mowing schedules confirmed. This is particularly important for less flexible external providers with contract agreements in place. Public holidays may also incur additional fees.
- **Hoop Setting:** Initially placed in old holes during practice; reset to new positions before competition commences.
- **Equipment Checks:** Verify pegs, corner markers, clocks, bisques, scoring sheets and pegging down equipment.

## Match Logistics and Refereeing

- **Lawn Assignments:** Provide setup teams with details about which lawns require double banking equipment. Finals should not be double banked and avoid double banking semi-finals unless necessary.
- **Daily Play Timings:** Ensure setup teams prepare lawns and equipment before player warm-ups.
- **Referee Allocation:** Secure enough referees for effective match oversight.

## Appeals Committee

- Established before the tournament, usually comprising the Referee of the Tournament and two to four additional officials, not including the Tournament Manager.
- Handles appeals related to managerial decisions rather than Laws/Rules disputes.
- Players serving on the committee must abstain from cases involving their own matches.

## Health & Safety Plan

- The host club should maintain a formal safety plan addressing emergency scenarios (e.g., severe weather, medical incidents).
- If the venue is Council-owned, managers may need to submit a risk assessment prior to the tournament.
- A designated safety officer should brief players and officials on risk mitigation strategies.

## Trophies, Certificates and Prizes

- Confirm prize money allocations with your governing body before the tournament.
- The tournament manager or designated official must ensure trophies, badges, and certificates are ready before the tournament starts.
- Trophies should be polished and properly displayed throughout the event.

## 3: Managing an Official Tournament

**Objective:** Manage an official tournament event successfully.

### 1. Opening the Tournament

Managing a tournament requires careful coordination, clear communication, and proactive decision-making to ensure smooth operation. **Tournament Regulation 6** in the CNZ Yearbook outlines the official duties of a manager during the event. This guide expands on those responsibilities by providing additional critical procedures, ensuring managers are equipped to handle the complexities of tournament logistics, player engagement, and operational oversight.

- **Player Check-ins & Handicap Verification:**

- Ensure all players report to the manager before play begins.
- The tournament Handicapper or Referee should verify handicaps using Automatic Handicapping System (AHS) cards, with changes taking effect immediately.
- Non-automatic handicap adjustments should ideally be made after the event. Consult with the Tournament Handicapper and Referee to determine an appropriate adjustment which should then be discussed with your Association Handicapper before adjustments are made and the player advised.
- If a player does not have his/her AHS card, provide the player with one. If the player did not bring the AHS card, then the player is required to copy the AHS card and send it to the manager within 7 days after the tournament to verify the correct handicap.

- **Opening Address:**

- Explain tournament format, tie-break procedures, and time limits (including handling play after time expires).
- Explain clearly how the winner of the tournament will be determined.
- Outline lawn allocations, scorekeeping procedures, and player reporting requirements.
- Confirm referee availability, clubhouse fees, catering arrangements, health and safety and emergency procedures.
- Welcome dignitaries, sponsors, and media if applicable.
- Send players for warm-ups before the first round begins.

## 2. Dressing the Lawns

Each morning, lawns must be prepared and set up to ensure consistency and readiness for play.

- **Hoop Placement:** Hoops must be gauged and checked for compliance with the tournament conditions. They must be set as consistently as possible, using a feeler gauge and if known, the largest ball of the set. All hoops should be set exactly at a right angle to the sidelines to ensure that balls exit the hoop at a consistent angle. String lines and care when establishing the hoop holes prior for the tournament is paramount.
- Fix scoring clips to hoop 1 for AC games.
- Provide blue/red clips for first colours and green/yellow clips for second colours in GC games.
- Yard markers placed in all four corners for AC games.
- Halfway points marked for GC games.
- Flags placed at corner markings (mandatory for AC, optional for GC).
- Chairs positioned for referees, umpires, and visitors.
- Balls placed at starting locations: corner 4 for GC and middle of 'A' baulk line for AC.

### 3. Lawn Allocations and Availability

Effective lawn assignments are important for maintaining fairness, ensuring balanced play distribution, and preventing delays in tournament progression. The manager should track which lawns have been used and rotate players accordingly.

#### a) Initial Assignments & Rotation

- The first round should have lawns pre-assigned to avoid confusion.
- Players should be rotated strategically so everyone competes on all available lawns during the tournament.
- Avoid assigning players to the same lawn consecutively, especially in larger events.

#### b) Managing Lawn Availability

- Assign players to new lawns before all matches finish to avoid delays.
- If delays occur due to slow matches, ensure available lawns are reassigned promptly.
- Prevent players from selecting their own lawns—assignments should remain manager-controlled.

### Double Banking

The approach to Double Banking differs for Association and Golf Croquet due to their unique gameplay dynamics.

#### A) Association Croquet (AC) Double Banking

AC double banking is governed by **Law 59**, and managers should ensure players understand key expectations:

- **Collision Handling:** Players should call for a referee if balls from different games collide unless they are experienced enough to resolve the matter correctly.
- **Ball Markers:**
  - Players must carry suitable ball markers.
  - Plastic golf markers are preferred; bread clips, coins, or scraps of paper are not suitable.
  - The marker should be placed before removing the ball, aligning its edge directly below the ball's edge using a convenient reference point.
- **Starting the Second Game:**
  - The second game should not begin within five minutes of the first.
  - As a guideline, players should wait until the first game clears hoop 1 before starting play.
- **Prioritizing Active Games:**
  - Managers should prevent a new game from interfering with a match nearing completion under time constraints.
  - Players nearing the end of their allocated time should take precedence over newly started games.
- **Time Management:**

- If most games are double banked, the time limit already accounts for delays—extra time should not be granted.
- If only a few games are double banked, managers may allow an extra 10–15 minutes to compensate.
- Stopping the clock is permitted only in exceptional circumstances (e.g., non-standard refereeing decisions, official duties, medical emergencies, extreme weather).

## **B) Golf Croquet (GC) Double Banking**

Double banking presents additional challenges in GC due to continuous player presence on the lawn and the faster pace of play.

- **Time Limit Considerations:**
  - GC double banking does not work well with time limits.
  - If time limits apply, each game should have its own clock, which may only be stopped when held up for more than one minute.
- **Hazards and Player Safety:**
  - Hard-hitting players pose risks, as deflections can cause unexpected ball movement.
  - Ball stops between lawns are very useful if there is space available.
- **Precedence and Ball Marking:**
  - The second game should wait until the first has cleared hoop 1 (preferably hoop 2) before starting.
  - When both games approach the same hoop, the first-arriving game takes precedence unless another sequence expedites play more efficiently.
  - Players should mark balls swiftly and accurately, ensuring that interruptions are minimal.

## 5. Scorekeeping

- Players must report scores immediately after each match, according to your player briefing instructions.
- Managers should update charts and Croquetscores.com regularly to reflect progress.
- A scorekeeping assistant is useful for recording scores and updates as the period between rounds is a busy one for tournament managers.

## 6. Referee Procedures & Decision Handling

- Golf Croquet (GC): Referee on Request must intervene for misquoted rules, errors, or incorrect ball play.
- Association Croquet (AC): Referee on Request intervenes only when called, while Supervising Referees step in for faults.
- Tournament Briefing: The Referee of the Tournament should introduce Referees and Umpires and provide guidance on fault-calling protocols before play begins.

## 7. Appeals

- Ensure that the Appeals Committee hears any appeal in a fair, timely manner. It is important that any decision is clearly communicated to the player/s who lodged the appeal and any other players directly affected to ensure that they understand the process and reasons for the outcome.
- All appeals on refereeing matters are handled by the Referee of the Tournament, whose decision is final; the manager must not intervene.
- The Tournament Manager must not be a member of the Appeals Committee.
- Rule 6 of the CNZ Referee Regulations outlines the Appeal process and responsibilities.

## 8. Playability Guidelines & Weather Adjustments

As the manager of the tournament, you have the authority under the CNZ Tournament Regulations to determine whether the conditions are playable. At your discretion you may wish to consult some of the senior players at the tournament to receive their feedback.

This topic is very subjective, and the following information is provided for support in making a decision on playability of the courts. The three areas of concern are: lawn playability, extreme temperatures, and adverse weather conditions.

### **Lawn Playability:**

In the CNZ Tournament Regulations Appendix 5, the recommended lawn speed is given for CNZ tournaments. The manager should make a decision about whether one or more courts remain playable when it appears that those courts are becoming so heavy that play is seriously affected and/or at least one of the players could be at risk of injury or be significantly disadvantaged by having to continue.

To test whether a court has become unplayable, check the following shots. All players in an AC game should be able to:

- 1) Play a take-off from corner one (1) that travels beyond hoop three (3)
- 2) Roll two balls from hoop two (2) at least as far as hoop one (1) and;
- 3) Hit a ball from any boundary to the opposite boundary.

All players in a GC game should be able to hit a ball at least as far as the full width of the court.

### **Temperature:**

New Zealand weather may change within a span of a couple of hours. If the weather is too hot, players should avoid a heatstroke by staying hydrated, using sunscreen, and wearing protective clothing. Slip, slop, slap and wrap are recommended when players are in the sun. They should be encouraged to drink water frequently to stay hydrated.

The manager should be aware of the players comfort and make provisions should temperatures be extreme. It is imperative that players are not forced to continue to play in conditions that may lead to health issues.

## Weather Conditions:

The manager needs to monitor whether the weather provides a potential health risk to players. Issues of concern are heavy rain, high/low temperatures, high winds, and lightning.

While lightning is rare in the summer, it can be a real risk to players' wellbeing. If there is an evident risk of a thunderstorm (as determined by any visible thundercloud build-up), the manager must monitor conditions very carefully and suspend play and have the players seek shelter inside if there is a risk of lightning occurring close to the venue.

If weather conditions cause a loss of time or lawns, be prepared to make changes to the plan. Many clubs have apparatus to move the water off the courts, which will mean delay playing. Time limits may need to be set or changed and incomplete blocks may come into play. Otherwise make your plan and stay with it. It is important to keep the games moving so players have as little wait time as possible and finishing at a reasonable time is accomplished.

## 9. Pegging Down games in progress

### General

The need to peg down a game will generally arise from the following:

- Loss of daylight will prevent game completion that day.
- Bad weather has caused the court to become unplayable, or dangerous, and no improvement is likely before the planned end of play for that day.
- The court has become unplayable for some reason and the Manager has decided to relocate the game to another court.

For AC games the Manager should call an adjournment only when no ball is in a critical position, as defined in Law 6 (d). This is to ensure that any minor change to a ball's current position won't materially affect subsequent play.

### Tools

**Ball Markers.** It is helpful to have sets of first and second colour markers available to enable the equivalent ball positions to be marked. Some Clubs have manufactured their markers from thin metal plate cut into 10mm squares through which a flat-headed 25mm nail is used to pin the painted squares to the ground.

**Pegging Down Record Charts & Tape Measures.** To assist in locating the markers next day, the ball positions can be indicated on a grid sheet where each colour's position is indicated within the relevant 1-yard square (B, K, R, Y or G, Br, P, W).

Where ball markers are not available then the actual grid position of each ball will need to be measured from nearby court hardware and/or boundary lines and this information noted on the sheet.

The Pegging Down Record will also contain details of clip locations, which player owns each ball, who is next to play, bisques left, time left on the clock and notes such as whether an optional lift applies.

Players are to sign the completed sheet to confirm that the recorded details are correct.

The pegging down sheet is available in the appendices of this guide.

### **Recording and Scoring Card.**

This is a simpler record than the grid sheet and is available from CNZ in pad form. The form may be appropriate for use when ball markers, as described above, are in use and their near enough diagrammatic placement will enable their subsequent re-discovery. The card makes no mention of timer and lift details which should be recorded by way of a note on the form.

The recorded details should be acknowledged by the players as being correct.

### **Recommencing Play.**

Games to be played should take precedence over the resumption of pegged down games. If a game is pegged down overnight, the next round of scheduled matches should commence first. After scheduled matches are completed, pegged down games may resume as the players become available.

If the game results of a pegged down game are not required to determine finishing places, it need not be played if time becomes an issue.

The Manager should re-position balls and clips when play is due to restart and remind players of the key game status information recorded in the Pegging Down Record or the Recording and Scoring Card. Please note that **NO** practice / warm-up is allowed prior to the recommencement of a pegged down game.

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## **4: Post-tournament tasks**

**Objective:** Carry out the post-tournament tasks for an official tournament

### **1. Closing Ceremony & Prize Giving**

A well-structured conclusion to a tournament ensures players feel recognized, valued, and encouraged to participate in future events. This includes closing ceremonies, prize distribution, acknowledgments, and essential post-event responsibilities.

The closing ceremony provides a formal opportunity to celebrate achievements, recognize contributions, and officially conclude the tournament.



- **Event Recognition:**
  - If possible, hold prize-giving outdoors, setting up a table with trophies and certificates for a professional presentation.
  - The Association President or regional representative may offer final remarks.
  - Ensure awards are presented promptly, allowing traveling players to leave in a timely manner.
- **Prize Presentation:**
  - The manager typically announces winners while the Association President presents trophies, badges, and certificates for Official Regional Tournaments.
  - Players receiving awards should have their photos taken in good lighting after the ceremony.
- **Highlight Achievements:**
  - Discuss key tournament moments, such as **countback results** or historical wins.
  - If a player set a record or achieved something remarkable, acknowledge it publicly, including title defence, CNZ Merit Awards, Handicap reductions etc.
  - Invite winners to make a victory speech if they wish.
- **Acknowledging Contributions:**
  - Express appreciation for referees, umpires, event staff, hoop setters, caterers, and volunteers.
  - Recognize the hosting club for its facilities and support.
  - Recognize and thank any sponsors. If present, invite them to say a few words.

## 2. Post-Tournament Responsibilities

Once the tournament concludes and players have returned home, several final tasks remain. Tournament Regulation 6 in the CNZ Yearbook outlines formal manager duties, with additional key responsibilities noted below:

- **Equipment Management:**
  - Ensure all equipment used during play is returned to its designated storage area in good condition.
  - Any borrowed equipment should be returned as soon as possible, accompanied by a formal thank-you note.
  - While the manager may delegate returns, it is their responsibility to ensure the task is completed.
- **Administrative Duties:**
  - Write a tournament report, summarizing key outcomes and challenges. Include winners, entry numbers and players from outside of the region. Provide the governing body (Club or Association Committee) with your report.
  - Reconcile all event finances, confirming money received and spent.
  - Express appreciation to volunteers and contributors, unless the Association Secretary handles formal thank-you notes to sponsors and outside contributors.
  - Check that the corquetscores record is correct and complete.

- Check that the tournament results have been updated in the World Rankings. If not, contact the CNZ Ranking Officer.
- Report any Merit Award achievements to CNZ.
- Report any Handicap changes to the Association Handicapper of the region the player is a member of.
- Check off any AHS Handicap cards from players that were required to submit their AHS card with the tournament results added. This is necessary for any players that did not have their AHS card at the tournament.

After overseeing a tournament from its planning stages to its final conclusion, the **manager's journey comes to an end**, marking the successful completion of another event that supports the growth and engagement of the croquet community.

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# Advanced Tournament Managers Guide (CNZ Official Tournaments)

## Who is it for?

The Advanced Tournament Managers Guide (TMG) is designed to support Tournament Managers overseeing CNZ National Tournaments.

Advanced Tournament Managers will be able to successfully demonstrate their understanding and the application of duties in the Intermediate Tournament Managers Guide.

### Note to Advanced Managers:

You are now operating at the highest level of CNZ tournament delivery. The **Tournament Manager Matrix** is your tool for consolidating experience, demonstrating competency, and preparing for formal CNZ qualification.

Record all relevant events, guide usage, and reflections, and submit the completed matrix to the CNZ Tournament Committee. This supports recognition of your leadership and readiness for future appointments. [croquet@croquet.org.nz](mailto:croquet@croquet.org.nz) Attn: Tournament Committee

## 1. Introduction

### Purpose of the Advanced Tournament Managers Guide

Unlike Novice and Intermediate Tournament Managers, who operate autonomously at club and regional levels, Advanced Tournament Managers work in close collaboration with the CNZ Tournament Committee to ensure the seamless execution of high-profile tournaments.

This guide provides structured processes, compliance requirements, and best practices to help Tournament Managers navigate the complexities of national croquet events. It serves as both a training resource and a quick-reference tool, ensuring consistency in tournament operations while maintaining alignment with CNZ regulations.

### Key Differences from Novice & Intermediate Tournament Management

Tournament Managers at the Advanced level transition from independent decision-making to a collaborative framework, where they coordinate with CNZ officials, Association Committees, and key stakeholders. The primary distinctions include:

- **Strategic Oversight:** Managers must align tournament operations with CNZ's broader strategic goals, ensuring compliance with national standards.
- **Committee Coordination:** Unlike lower-level tournaments, Advanced Tournament Managers work alongside the CNZ Tournament Committee to finalize event logistics, officiation, and player management.
- **Regulatory Compliance:** CNZ regulations dictate tournament structures, ranking methodologies, and officiation standards, requiring managers to integrate these elements into their planning.

- **Stakeholder Engagement:** Managers liaise with host associations, venue operators, officials, and CNZ representatives, ensuring smooth execution and adherence to tournament protocols.

#### The Role of the CNZ Tournament Committee

The CNZ Tournament Committee plays a critical role in overseeing national and international events. Managers of CNZ Tournaments must collaborate with the committee to:

- Confirm tournament formats (e.g., knockout, Swiss, section play).
- Ensure officiation standards align with CNZ regulations.
- Manage player seeding, ranking procedures and the order of play.
- Address tournament disputes and appeals.
- Coordinate post-event reporting and feedback mechanisms.

Event	Due Date	Responsibility	Notes
Manager appointed	April–May	CNZ Tournament Committee	Tier 1 event managers appointed by CNZ. Other tournament managers selected in conjunction with the host Association.
Registration Opens	August	CNZ National Office	Registrations open alongside Yearbook delivery.
Certificates & Badges Distributed	October at AGM	CNZ National Office	Given to Association delegates at the CNZ AGM.
Entries Emailed to Manager & TC Convener	The day entries close	CNZ National Office	Includes names, contact details, and handicaps.
Manager's Meeting Scheduled	As soon as possible after entries close	CNZ Tournament Committee (subcommittee)	Meeting scheduled via video conferencing system.
Manager's Meeting Conducted	Two weeks prior to tournament	CNZ Tournament Committee	Covers key planning and officiation topics (See Appendix A, Managers Checklist).
Manager's Contact Details Submitted	Two weeks prior to tournament	Tournament Manager	Ensures timely delivery of trophy, claim forms, and prize money from CNZ
Email to Players & Tournament Info Sent	At least 4 days prior to tournament	Tournament Manager	Includes essential details for players.

Event	Due Date	Responsibility	Notes
Croquetscores.com Setup for Reporting	At least 4 days prior to tournament	Tournament Manager	Ensures accurate event tracking.
Claim Form & Post-Tournament Report Submitted	Within a week after tournament	Tournament Manager	Sent to CNZ National Office & reviewed by Tournament Committee.

This guide will provide detailed frameworks for each of these responsibilities, ensuring Tournament Managers are equipped to handle the complexities of CNZ and WCF events.

A timeline framework for CNZ tournament preparations is maintained by host associations, the Tournament Manager and the CNZ Tournament Committee:

## 2. Pre-Tournament Planning

### Venue Preparation, lawn requirements and equipment standards

Effective tournament preparation requires strategic oversight, structured coordination with host associations, and alignment with CNZ regulations. This section outlines the key processes that ensure successful execution of CNZ tournaments at the national level.

Venue preparations must adhere to CNZ standards, including:

**Lawn preparations and maintenance** ensuring consistent surface quality and suitable lawn speeds.

Consistent and well-maintained lawns are crucial for ensuring fair play in CNZ tournaments. Tournament Managers must oversee surface preparation, hoop setup, and lawn speed testing, ensuring compliance with CNZ Tournament Regulations Appendix 5: Playing Conditions for CNZ Official Tournaments.

### Lawn Speed Testing & Reporting Procedures

Tournament Managers must conduct lawn speed testing early enough to allow adjustments to mowing schedules and watering routines if necessary. CNZ Tournament Regulations Appendix 5 outlines specific testing methods, speed targets, and reporting protocols to maintain uniform playing conditions across courts.

### Standard Lawn Speed Requirements

- CNZ tournaments require a target lawn speed across the 3 tournament tiers, ensuring consistent ball movement.
- Lawn speeds should be consistent across all courts, preventing advantages or disadvantages due to irregular surfaces.

- Report lawn speed test results to the CNZ Tournament Committee to ensure lawn preparations remain on course.

### Testing & Adjustment Timelines

Stage	Timeframe	Action Required
Initial Testing	At least four weeks before the tournament	Conduct first measurements. Identify whether adjustments are needed.
Remedial Work Period	Immediately after initial testing	Adjust mowing schedules, watering routines, and rolling if speeds fall outside required range.
Follow-Up Testing	Two weeks before the tournament	Conduct second round of testing to assess effectiveness of adjustments.
Final Confirmation	Four days before the tournament	Perform final tests to ensure compliance with CNZ lawn speed standards.

### Surface Maintenance & Consistency

- **Grass height** must remain consistent across all courts to avoid differences in ball speed.
- **Surface irregularities**, such as uneven patches or excessive thatch, must be minimized to prevent unpredictable ball movement.
- **Mowing schedules** should be tailored to maintain lawn speed within acceptable limits.
- **Watering patterns** must be carefully controlled to prevent excessive softness or dryness.
- **Rolling procedures** may be beneficial if ball movement is inconsistent during pre-tournament testing.

For more information about lawn maintenance and remedial work, refer to the CNZ publication: Establishment and Management of Croquet Lawns in New Zealand – NZ Sports Turf Institute (2022)

### Hoop Calibration & Stability

Proper hoop setup is crucial for maintaining fair play and consistency in CNZ tournaments. Tournament Managers must ensure hoop placement, firmness, and integrity checks throughout the event.

CNZ approved hoops must be used for CNZ tournaments and will be advertised in the official tournament advertisement. CNZ has additional sets of the currently approved hoops if required. Arrangements for the supply of these must be made well in advance of the tournament.

### Pre-Tournament Hoop Placement & Practice Sessions

- Initial setup: Hoops should be positioned in new holes at the beginning of the tournament.
- Practice session exception: Hoops can be placed in old holes for warm-up sessions, but these must be properly filled in before the tournament begins.
- New hoop holes should be prepared with care. Hoops must be set consistently at right angles to the sidelines to ensure that ball travel when exiting the hoop is consistent. String lines are used to ensure this consistency.

- Always using hoop clamps and a reliable hoop measure against the widest ball when inserting the hoops to assist hoop setting consistency.
- Hoop positions, distances must comply with the tournament regulations.

### Daily Hoop Setting Procedures

- **Firm hoop placement:** Never remove soil (or modify hoop holes) once new holes are created, as this affects hoop stability.
- **Soil preparation:** Hoop stability and integrity is dependent on soil types and may vary between venues. Some clubs use a clay, soil, and water mixture in hoop holes to maintain firmness as the tournament progresses, until new hoop holes are required. This mixture must fully dry to achieve optimal strength.
- **Mid-day maintenance:** Hoops may loosen during play. Referees should check the hoop settings and their firmness between matches and make any adjustments as necessary.

### Mid-Tournament Hoop Adjustments

- If a tournament extends beyond three to four days, hoop setting integrity may become compromised and may require repositioning.
- Positioning flexibility: Hoops may be moved up to 12 inches in any direction, provided alignments are preserved in accordance with CNZ regulations.

### Finals Day Hoop Setup

- For finals of major events longer than 3 -4 days, fresh hoop holes should be prepared to maintain playing integrity.
- Both hoop legs must be placed in new holes—never reposition only one leg, as this creates inconsistency.
- Before play begins, the Referee of the Tournament should inspect and approve the setup.

The currently approved hoop for CNZ tournaments is the Quadway Hoop. There are some handy tips about hoop setting and adjustment available on Murray Tinker's Youtube channel:

[Croquet Court Setup](#)

Tournament Equipment Standards

## **Balls:**

CNZ approved balls must be used for CNZ Tournaments and stated in the official tournament advertisement.

- Must meet official size and weight specifications to ensure uniform play.
- Approved balls must be consistent in material and durability across all tournament courts.

Tournament management should check and confirm the availability of compliant balls well in advance of the tournament to ensure time for replacements if required\*. Please contact Croquet NZ if there is any uncertainty about the condition of the balls intended for use. Mixed sets of different types or irregularities are not acceptable.

\*Obtaining funding for the procurement of necessary ball replacements may take a considerable time. Please ensure that all equipment checks are done as soon as possible after hosting confirmations, allowing for possible supply delays.

## **Miscellaneous lawn equipment:**

All equipment should also be checked early on to ensure availability and condition, including

- Centre pegs (a spare peg is advised). For compliance and practical playing purposes, the peg extension must be removable.
- Scoring clips or pegs
- Corner flags, corner pegs and ½ way markers.
- Bismarck if applicable.
- Hoop mallets, hoop gauges and hoop setting equipment.
- Ball stops
- Line marking equipment and supplies.
- Lawn maintenance equipment.

## **Administrative equipment and supplies:**

- AHS Cards
- Scoring pads
- Printed chart templates. May be generated directly from Croquetscores.com if a printer is onsite.
- Trophies, certificates and prizes (supplied by CNZ)
- Internet connectivity for Croquetscores.com

## **Venue and player facilities**

Ensuring a safe and well-equipped venue is essential for the smooth operation of CNZ tournaments. Tournament Managers must oversee health and safety compliance, hazard identification, and risk management, while ensuring facilities meet player and spectator needs.



## Health & Safety Compliance

Tournament venues must adhere to CNZ health and safety regulations, ensuring a safe environment for players, officials, and spectators. Key compliance requirements include:

- **Health & Safety Plans:** Each venue must have a documented Health & Safety Plan, outlining procedures for emergency response, hazard management, and risk mitigation.
- **Hazard Identification & Risk Management:**
  - Conduct pre-event safety inspections to identify potential hazards.
  - Implement corrective actions to mitigate risks before play begins.
  - Ensure clear signage for restricted areas, emergency exits, and first-aid stations.

## Venue Facilities for Player Needs

Tournament venues must provide adequate facilities to support player comfort and performance:

- **Clubhouse Access:** Players should have access to rest areas, hydration stations, and basic amenities.
- **Shade & Seating:** Outdoor venues must provide shaded areas to protect players from extreme weather conditions.
- **Locker Storage:** Where feasible, venues should allocate secure storage for player equipment.
- **Hydration & Catering:** Availability of water stations and light refreshments ensures player well-being during extended matches.

## Spectator Considerations

While spectator numbers are typically low, venues should still accommodate basic needs:

- **Seating Arrangements:** Limited seating should be available for officials, coaches, and spectators.
- **Accessibility:** Hazards & pathways should be clearly marked to allow safe and easy movement between courts.
- **Live-Streaming Options:** For major CNZ tournaments, livestreaming equipment and operators will be onsite. Layout coordination and operations will be managed in collaboration between the tournament manager and the livestream producer.

## Compliance with CNZ Rules

Tournament Managers must ensure adherence to the CNZ regulations governing player conduct and eligibility, safeguarding, tournament formats, officiation standards, and ranking procedures. Compliance ensures fairness, consistency, and alignment with national croquet standards. Tournament Managers should be familiar with the Policies and Regulations summarised below.

## Player Eligibility Requirements:

- Players must be registered members of CNZ to participate in official tournaments. See Tournament Regulation 13.
- Entry restrictions may apply based on handicap classifications and ranking thresholds.
- Certain events may require qualification through prior tournament performance. Tournament Regulations appendices examples include Arthur Ross Memorial and Don Reyland Stars Memorial events.

### **Code of Conduct Considerations:**

- All players must comply with CNZ's Code of Conduct, which mandates sportsmanship, fair play, and respectful behaviour.
  - [CNZ-Code-of-Conduct-FinalAug.2022.pdf](#)
- Players engaging in misconduct or violations of CNZ regulations may face disciplinary action as outlined in the CNZ Complaints Procedure.
  - [2.-CNZ-Complaint-Procedure-Final.Aug..2022.pdf](#)

### **Tournament Format Compliance**

Tournament formats must align with CNZ-approved structures, ensuring consistency in draw methodology, seeding, and match progression.

CNZ tournaments may use knockout, Swiss, or section play formats, depending on event classification and entries. Refer to the Intermediate Guide for recognised formatting options. Tournament formats for CNZ events will be finalised between the Tournament Manager and CNZ Tournament Committee at the Manager's Meeting.

### **Seeding Methodology:**

Seeding ensures balanced competition, preventing early matchups between top-ranked players. CNZ-approved seeding methods include performance-based ranking adjustments. See Tournament Regulations Part D: Seeding and Methods of Playing Events.

### **Match Scheduling & Progression:**

Tournament Managers must ensure timely match scheduling, avoiding excessive delays. CNZ regulations dictate match duration limits and tie-breaker procedures.

- Regulation 8 Tournament Programme
- Regulation 9 Time Limits

Tie Breaking procedures must be advertised, and players advised prior to the commencement of play. Any intended tie-break methodologies will be confirmed at the Manager's meeting.

## Officiation Protocols & Dispute Resolution

CNZ tournaments require certified referees to oversee match officiation and ensure compliance with CNZ rules.

- **Referee Responsibilities:**
  - Enforce CNZ regulations and monitor player conduct.
  - Oversee hoop challenges, fault rulings, and timekeeping.
  - Ensure fair application of CNZ laws across all matches.
- **Dispute Resolution Process:**
  - Players may appeal officiation decisions through CNZ's formal dispute resolution system. See CNZ Referee Regulations, Rule 6, Appeals.
  - CNZ maintains a structured review process for officiation disputes, ensuring impartial adjudication.

## Post-Event Reporting & Ranking Updates

Tournament Managers must ensure accurate post-event reporting, contributing to CNZ's ranking system and tournament records.

- Results must be uploaded to [Croquet Scores](#)
- **Result Submission:**
  - Tournament results must be submitted to CNZ within one week of event completion.
  - Reports must include match outcomes, player statistics, and officiation notes.
- **Ranking Updates:**
  - Rankings influence future tournament seeding and qualification eligibility and Manager's should confirm that tournament results have been added to player records on the world ranking lists shortly after the event. A single player check is sufficient to know this has been completed. Please refer any omissions to the CNZ Ranking Officer.

## 3: Tournament Management & Operation

### Defining the Responsibilities of an Advanced Tournament Manager vs. CNZ Tournament Committee

Tournament management requires clear role delineation between the Advanced Tournament Manager and CNZ Tournament Committee, ensuring structured oversight.

### Advanced Tournament Manager Responsibilities

- **Operational Oversight:**
  - Direct management of tournament logistics, scheduling, and venue operations.

- Coordination with ground staff, officials, and association committees.
- Officiation & Dispute Resolution:
  - Ensuring match officiation protocols align with CNZ standards.
  - Managing disputes in collaboration with the Tournament Referee.
- Player & Entry Management:
  - Overseeing draw structures, seeding processes, and ranking considerations.
  - Ensuring compliance with CNZ eligibility requirements.

### **CNZ Tournament Committee Responsibilities**

- Policy & Regulatory Oversight:
  - Ensuring tournament structures align with CNZ regulations and player classification.
  - Reviewing and approving tournament formats and officiation policies.
- Strategic Planning & Coordination:
  - Providing oversight for national and international tournament scheduling.
  - Liaising initiatives.

The Tournament Manager and Tournament Committee liaison will work through the Tournament Managers Checklist (Appendix 1) to ensure a well-planned event.

### **Tournament Officials & Support Staff**

Successful tournament operations require structured personnel management, including referees, scorers, groundskeepers, and volunteers.

### **Key Tournament Officials**

- Tournament Manager – Oversees tournament execution, dispute resolution, and compliance.
- Tournament Referee – Responsible for officiation and rule enforcement. Tournament Referees will oversee the team of officials, ensure consistency in adjudicating, and scheduling to ensure sufficient coverage during the tournament.
- Scorers & Timekeepers – Ensure accurate tracking of results and match timings.
- Venue Coordinator – Manages venue logistics, maintenance, and player facilities.

### **Volunteer & Staff Coordination**

- Groundskeeping – Preparing lawns, maintaining playing conditions, and hoop settings.
- Catering & Hospitality – Organizing player refreshments and venue amenities.
- Administrative Support – Handling registrations, score submissions, and live-streaming arrangements.

### **Match Scheduling & Tournament Flow**

Effective scheduling ensures smooth match progression and time management throughout the tournament.

## Key Scheduling Considerations

- Timely Draw Announcements – Ensuring all players receive match schedules in advance.
- Progression Management – Structuring competitions, qualification rounds, elimination matches etc according to formats agreed with the CNZ Tournament Committee.
- Time Allocation for Matches – Implementing match duration limits, tie-breaker policies, reconvening pegged down games at appropriate times, and interval management.

## 4: During the Tournament

### Tournament Operations & Live Management

An Advanced Tournament Manager oversees all aspects of tournament execution, ensuring smooth logistics, officiation compliance, and player engagement. Building upon Intermediate Tournament Manager responsibilities, this section expands on live event management, dispute resolution, and real-time adaptability.

Once play begins, the Tournament Manager ensures structured execution, maintaining scheduling integrity, officiation standards, and venue conditions.

### Daily Operational Checklist

An Advanced Tournament Manager builds upon the fundamental tasks of an Intermediate Manager while addressing strategic oversight:

- **Player Check-ins & Handicap Verification (Day 1)**
  - Ensure all players report before play begins.
  - Verify handicaps using AHS cards—automatic changes apply immediately, with manual adjustments confirmed post-event.
  - Reference CNZ regulations for official player classification updates.
- **Match Schedule Confirmation**
  - Validate tournament draws and lawn allocations, ensuring optimal rotation.
  - Announce any necessary format adjustments due to external factors.
- **Lawn & Equipment Inspection**
  - Conduct morning assessments of hoop clearances, lawn and equipment conditions.
  - Maintain compliance with CNZ Playing Conditions and make any adjustments accordingly.

## Match Officiation & Rule Enforcement

An Advanced Tournament Manager ensures clear officiation protocols, dispute handling, and adherence to CNZ tournament regulations.

### Referee Responsibilities

- Tournament Referee oversight ensures precise rule application.
- Conduct in-game officiation resolving player inquiries efficiently.
- Maintain pre-match referee briefings, reinforcing CNZ standards as required.

### Dispute Resolution Process

Disputes must be handled professionally, minimizing delays while upholding CNZ regulations.

- On-the-Spot Disputes
  - The Tournament Referee applies real-time rulings, referencing CNZ regulations.
  - Players may seek clarification, but decisions remain final at the officiation level.
- Formal Appeals
  - Escalations proceed to the Appeals Committee, following the CNZ Complaints Process. The Tournament Manager should not be involved in Appeals Committee procedures.
  - The Advanced Tournament Manager facilitates structured appeal handling while maintaining impartiality.

## Lawn Rotation & Double Banking Procedures

An Advanced Tournament Manager ensures efficient lawn usage, refining allocation methodologies established at the Intermediate level.

### Strategic Lawn Assignments

- Players rotate systematically across available lawns to maintain fairness. Avoid consecutive games on the same lawn wherever possible. Post-qualification rounds will require careful scheduling i.e. have a planned schedule for ¼ finals, semi finals and final lawn allocations, avoiding double banking in the later stages. Your experiences in managing Intermediate level events will be invaluable here.
- Assignments remain manager-controlled to uphold fairness.

### Double Banking Protocols

Building on the Intermediate Manager's execution, the Advanced Manager refines sequencing efficiency:

- **Association Croquet (AC)**
  - Players should wait until the first game clears hoop 1 / corner 4 area before starting.
  - Collision rulings require referee intervention unless players agree upon resolution.
  - New games should not interfere with matches nearing completion under time constraints.
- **Golf Croquet (GC)**
  - Ball marking and sequencing must follow CNZ timing protocols.
  - New games should not interfere with matches nearing completion under time constraints.

## Scorekeeping & Reporting

An Advanced Tournament Manager enhances match tracking while ensuring real-time data accuracy.

### Live Score Tracking

- Players must report scores immediately post-match.
- Croquetscores.com integration ensures ranking updates are accurate. Make sure that names entered into Croquetscores.com are exactly as they are presented on the World Ranking List.
- A scorekeeping assistant may manage live reporting updates during busy periods.

### Post-Game Documentation

- The Tournament Manager oversees tournament logs, ensuring compliance with CNZ ranking submissions.
- Referee observations must be recorded where disputes arise for review.

## Weather Contingency Planning, Playability and Pegging Down

Adaptability to environmental conditions is a key competency of an Advanced Tournament Manager, balancing tournament progression with player welfare. See also: Playability Guidelines & Weather Adjustments in section 8 of the Intermediate Guide.

### Playability Guidelines

- Lawn condition assessments follow CNZ guidelines:
  - AC players must be able to execute standard take-offs and rolls.
  - GC players must comfortably hit a ball across lawn width.

## **Extreme Weather Adjustments**

- Rain Delays require structured reallocation—prioritize playable courts.
- Heat Management involves hydration monitoring, shaded rest periods, and player welfare interventions.

Extended delays may require adjustments to formats, time limits, and resolutions to unfinished games or incomplete blocks. Refer to Tournament Regulations Appendix 9 for the application of Matchpoints to resolve incomplete sections.

## **Pegging Down Games**

An Advanced Tournament Manager refines the peg-down process established at the Intermediate level, emphasizing structured resumption.

### **Pegging Down Protocols**

- Peg-down decisions occur only under CNZ-approved conditions:
  - Loss of daylight.
  - Unplayable conditions due to weather or venue constraints.
- Ball position markers & peg-down charts ensure seamless game resumption.

### **Resumption Prioritization**

- Ongoing tournament rounds take precedence over pegged-down games.
- If peg-down results do not affect final standings, resumption may be waived.

## **Player & Spectator Facilities**

Facilities must be maintained without unnecessary repetition from earlier sections, focusing on real-time availability and accessibility.

### **Player Amenities**

- Ensure players have clubhouse access for hydration and recovery.
- Reinforce guidelines for player safety and movement efficiency.

### **Spectator Management**

- Limited spectator seating should remain strategically placed for visibility. Avoid possible interference with the provision of preferential player facilities.



## 5: Post-Tournament Responsibilities

### Closing Ceremony & Prize Giving

A well-structured conclusion ensures that players feel recognized, results are properly recorded, and all administrative tasks are completed to preserve tournament integrity. This section builds upon Intermediate Tournament Manager responsibilities, emphasizing advanced reporting, compliance, and stakeholder engagement.

The closing ceremony is a formal opportunity to acknowledge achievements, recognize contributions, and conclude the tournament professionally.

#### Event Recognition

- Plan and prepare the prize-giving ceremony, ensuring trophies and certificates are displayed professionally.
- The Association President or a CNZ Representative may deliver final remarks, reinforcing tournament significance.
- Awards should be presented promptly, allowing traveling players to leave in a timely manner.

#### Prize Presentation & Achievement Highlights

- The Tournament Manager announces winners, while the Association President presents trophies, badges, and certificates.
- Recognize countback results, historical wins, and notable achievements such as CNZ Merit Awards or successful title defences.
- Players receiving awards should have photos taken in good lighting post-ceremony. Photos should be forwarded to CNZ as soon as possible.
- Confirm players consent that photos may appear on social media and website announcements.

#### Acknowledging Contributions

- Express gratitude toward referees, officials, event staff, hoop setters, caterers, and volunteers.
- Recognize sponsors and hosting clubs for their contributions. If sponsors are present, invite them to say a few words.

### Post-Tournament Administrative Duties

Once players leave, the Advanced Tournament Manager must oversee final reporting, equipment handling, and financial reconciliation, ensuring compliance with CNZ regulations.

#### Equipment Management

- Ensure all equipment used during play is returned to storage and inspected for damage.

- Borrowed equipment should be returned promptly, accompanied by a formal thank-you note.
- While delegation is possible, the manager retains ultimate responsibility for equipment returns.

### **Official Tournament Report & Results Submission**

- Prepare an official tournament report, including:
  - Key highlights, challenges, and logistical notes for future improvements.
  - Referee rulings and events that impacted game outcomes or rule interpretations, disputes and resolutions, breaches of conduct or other significant events such as format amendments and the circumstances.
  - Note media coverage and links to online news articles.

[Tournament-Managers-Report-2024.docx](#)

- Complete the CNZ Tournament Reimbursement Form and submit this to CNZ along with your Tournament Report.

[Tournament-Reimbursement-Form-2023-2024.docx](#)

- Confirm that results are correctly recorded on Croquetscores.com

### **Ranking Updates & Handicap Adjustments**

- Verify that tournament results have been updated in the players ranking system.

[World Rankings - World Croquet Federation](#)

- Contact the CNZ Ranking Officer if discrepancies arise.
- Report any Merit Award achievements to CNZ for official recognition.
- Cross-check AHS cards for players who submitted manual records for verification.

### **Financial Reconciliation**

- Confirm all tournament-related expenses and income, reconciling any outstanding fees and report to the Host Association.

### **Final Documentation & Stakeholder Engagement**

As the tournament concludes, the Advanced Tournament Manager ensures long-term records are finalized, lessons learned are documented, and future improvements are considered.

### **Formal Thank-Yous & External Reporting**

- Express appreciation to volunteers, contributors, and sponsors—either directly or via the Association Secretary.
  - Host clubs, and regional bodies providing external services should receive feedback summaries, highlighting strengths and areas for improvement. The CNZ Tournament Committee maintains a player feedback process following each CNZ Tournament to support evaluation and future planning.
-

# Tournament Manager Guide



## APPENDIX

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### Appendix Overview – Tournament Managers Guide

This guide includes a suite of appendices designed to support Tournament Managers across all levels. Each appendix provides practical tools, templates, or reference materials aligned with CNZ regulations and event standards. Managers are encouraged to use these resources in planning, delivery, and post-event reporting.

1. A: CNZ Regulations Briefing Template  
B: CNZ Tournament Manager Checklist
2. Tournament Manager Matrix Reference
3. Draw Tables and Chart Templates
4. Pegging Down Charts
5. CNZ Tournament Regulations Summary / Quick Reference
6. CNZ Incident Report Template

# Tournament Managers Guide Appendix 1

## 1A) CNZ Regulations Briefing Template

This template supports tournament managers in interpreting and applying CNZ Tournament Regulations.

It may be used independently or to support your preparations for liaison with the Tournament Committee (TMC) when Managing Advanced Level events. A copy of the Tournament Managers Checklist used to guide liaison with the CNZ TMC is included in this Appendix.

Please also refer to the Tournament Manager Matrix to track your own management capabilities and progress towards the CNZ Tournament Manager Qualification.

### SECTION 1: MANAGER'S AUTHORITY & RESPONSIBILITIES

- Review powers under CNZ Regulations Part B ..... ☐ Confirmed
- Understand scheduling flexibility ..... ☐ Confirmed
- Prepare for dispute resolution scenarios ..... ☐ Confirmed
- Note local club constraints or exceptions ..... ☐ Documented

### SECTION 2: PLAYER CONDUCT & ELIGIBILITY

- Verify player eligibility and membership ..... ☐ Completed
- Review withdrawal/disqualification protocols ..... ☐ Understood
- Confirm handicap accuracy procedures ..... ☐ Ready to apply

### SECTION 3: EVENT FORMAT & SEEDING

- Confirm format aligns with CNZ-approved structures ..... ☐ Selected
- Document seeding method and rationale ..... ☐ Recorded
- Communicate format and seeding to players ..... ☐ Scheduled

**SECTION 4: COMMUNICATION & REPORTING**

- Establish CNZ and TMC contact channels ..... ☐ Confirmed
- Prepare Manager's Report (Appendix 3) ..... ☐ In progress
- Confirm trophy handling (Appendix 4) ..... ☐ Arranged

**SECTION 5: RISK & CONTINGENCY PLANNING**

- Identify potential risks (weather, lawn, etc.) ..... ☐ Assessed
  - Review dispute escalation pathways ..... ☐ Understood
  - Confirm lawn speed testing (Appendix 5) ..... ☐ Scheduled
-

## 1B) CNZ Tournament Manager Checklist

### Purpose

This checklist provides a structured overview of key responsibilities and preparation steps for Tournament Managers, ensuring alignment with CNZ regulations and event standards. It serves as both a planning tool and a reference throughout the tournament lifecycle, supporting consistency, clarity, and confidence in delivery. For Advanced events, it also facilitates liaison with the Tournament Committee (TMC) prior to commencement.

### CLUB

- ☐ What internet access will you have?
- ☐ Will your club offer lunches for purchase?
- ☐ Billets – arrangements for visiting players?
- ☐ Health & Safety briefing plan in place?

### LAWNS

- ☐ Lawn mowing schedule 3 weeks prior and during the tournament Is the playing surface consistent?
- ☐ Lawn speed testing being done? Current speed? \_\_\_\_\_
- ☐ Expected lawn speed at the start of the event? \_\_\_\_\_
- ☐ Plans to mow lawns during the event? If so, when? \_\_\_\_\_

### BALLS

- ☐ What croquet balls will be used? \_\_\_\_\_  
Championship accredited? (e.g., Invictus, Dawson Int'l Mark II, Sunshiny CQ-16)

### HOOPS

- ☐ Are Quadway hoops available? If not, contact CNZ to borrow them
- ☐ Competent hoop setters?
- ☐ Plans for new hoop holes / timing? \_\_\_\_\_
- ☐ Plans for hoop relocations during event (if required) / timing \_\_\_\_\_

### PLAYERS

- ☐ Confirmed players list and contact details (to be provided by CNZ after closing date)
- ☐ Pre-event communication to players includes:
- ☐ Reporting time, start time, catering info, parking, double banking, format, Croquet Scores link, lunch, billets, practice schedule and additional relevant info
- ☐ Will players have pre-tournament practice time? If so, when? \_\_\_\_\_
- ☐ Familiarity with accessing player rankings?
- ☐ Know how to locate unlisted players and assign rankings appropriately
- ☐ Awareness of AHS card expectations for players

## **TOURNAMENT MANAGEMENT**

- ☐ Tournament Referee confirmed
- ☐ Proposed format meets CNZ requirements
- ☐ Appeals Committee members confirmed (Tournament Manager excluded)
- ☐ Know how to determine winner under agreed format
- ☐ Publicity plans – who will deliver and through what channels?
- ☐ Access to Manager Report and Reimbursement Form (via CNZ website) Health & Safety plan confirmed, and responsible person identified
- ☐ Confirm player privacy measures – use of CNZ spreadsheet solely for tournament purposes; delete after tournament completion

## **CROQUET SCORES SYSTEM**

- ☐ Familiarity with accessing and using Croquet Scores system
- ☐ Can set up: Block, Knockout, Swiss Event, Superblock
- ☐ Know how to edit, move, and delete results
- ☐ Players listed with correct names via registration portal
- ☐ Refer to CNZ Croquet Scores Manual for instructions

## **BADGES, CERTIFICATES, TROPHIES**

- ☐ Tournament Winners' Badges, Certificates, and Trophies (sent together from CNZ office) First-Time Participant Badges for invitation events (also sent from CNZ office)
- ☐ Trophies: Recipients to sign Trophy Agreement – return with Reimbursement Form



## Appendix 2 – Tournament Manager Matrix Reference

### Purpose

The Tournament Manager Matrix is a developmental tool designed to support learning progression, qualification tracking, and reflective practice across all levels of tournament management. It enables managers to record their experience, identify areas for growth, and align with CNZ expectations for Novice, Intermediate, and Advanced roles.

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### Accessing the Matrix

The full Tournament Manager Matrix is available as a standalone document on the CNZ website:

**Visit:** [Tournament Documents - Croquet New Zealand](#)

Managers are encouraged to download, complete, and submit the matrix to the CNZ Tournament Committee as part of their qualification pathway.

---

### How to Use the Matrix

- **Record Events Managed:** Include tournament name, date, level, and format.
  - **Reference Guide Used:** Note whether the Novice, Intermediate, or Advanced Guide was applied.
  - **Reflect on Competencies:** Identify key learnings, challenges, and areas for development.
  - **Track Progress:** Use the matrix to monitor readiness for CNZ Tournament Manager Qualification.
- 

### Submission Guidance

- Submit completed matrix to the CNZ Tournament Committee via email or designated portal.
- Recommended submission frequency: annually or after managing three or more events.
- CNZ will review submissions and confirm qualification status or recommend further development.

## Appendix 3 –Draw Tables & Chart Templates

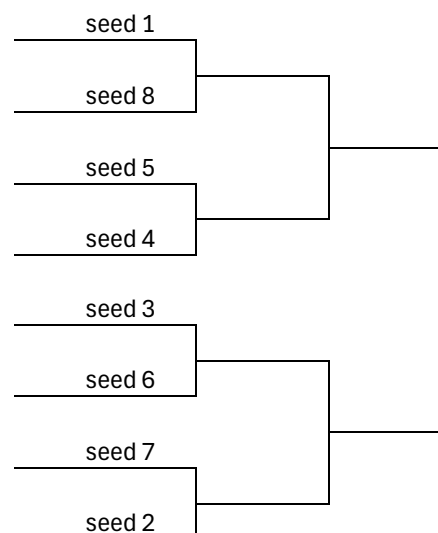
### Purpose

These templates provide draw structures aligned with CNZ Tournament Regulations (Section 3). They are designed to assist Tournament Managers in placing players according to seedings and managing byes in incomplete draws. Managers may adapt these templates to suit specific entry numbers and formats but should maintain bracket integrity and fairness.

### Standard Knockout Seeding Templates

#### 8-Player Knockout Draw

Match	Position A	Seed	Position B	Seed
1	Player 1	1	Player 8	8
2	Player 4	4	Player 5	5
3	Player 3	3	Player 6	6
4	Player 2	2	Player 7	7



#### 16-Player Knockout Draw

Match	Position A	Seed	Position B	Seed
1	Player 1	1	Player 16	16
2	Player 8	8	Player 9	9
3	Player 5	5	Player 12	12
4	Player 4	4	Player 13	13
5	Player 3	3	Player 14	14
6	Player 6	6	Player 11	11
7	Player 7	7	Player 10	10
8	Player 2	2	Player 15	15

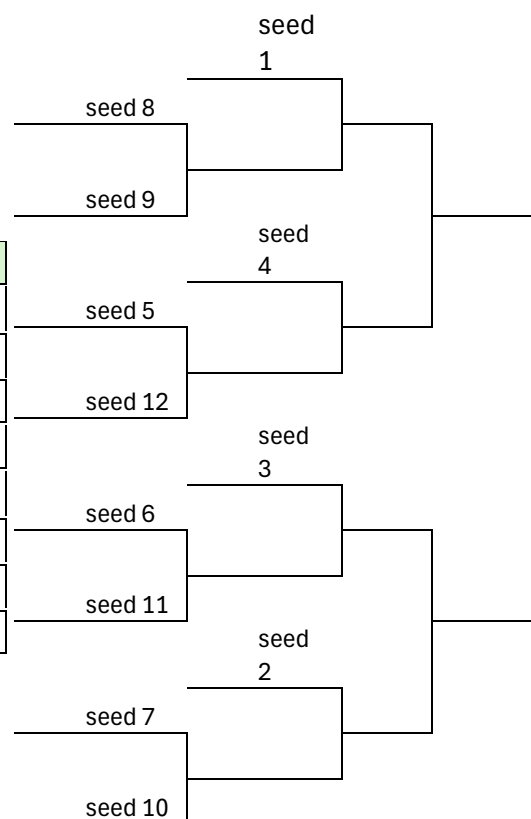
### 32 Player- Knockout Draw

Match	Position A	Seed	Position B	Seed
1	Player 1	1	Player 32	32
2	Player 16	16	Player 17	17
3	Player 9	9	Player 24	24
4	Player 8	8	Player 25	25
5	Player 5	5	Player 28	28
6	Player 12	12	Player 21	21
7	Player 13	13	Player 20	20
8	Player 4	4	Player 29	29
9	Player 3	3	Player 30	30
10	Player 14	14	Player 19	19
11	Player 11	11	Player 22	22
12	Player 6	6	Player 27	27
13	Player 7	7	Player 26	26
14	Player 10	10	Player 23	23
15	Player 15	15	Player 18	18
16	Player 2	2	Player 31	31

### Knockout Draws with Byes

#### Example: 12 Players in a 16-Player Draw

Top 4 seeds receive byes into Round 2.



Round	Match	Position A	Seed	Position B	Seed
1	1	Player 8	8	Player 9	9
	2	Player 5	5	Player 12	12
	3	Player 6	6	Player 11	11
	4	Player 7	7	Player 10	10
2	5	Player 1	1 (bye)	Winner M1	—
	6	Player 4	4 (bye)	Winner M2	—
	7	Player 3	3 (bye)	Winner M3	—
	8	Player 2	2 (bye)	Winner M4	—

### Example: 24 Players in a 32-Player Draw

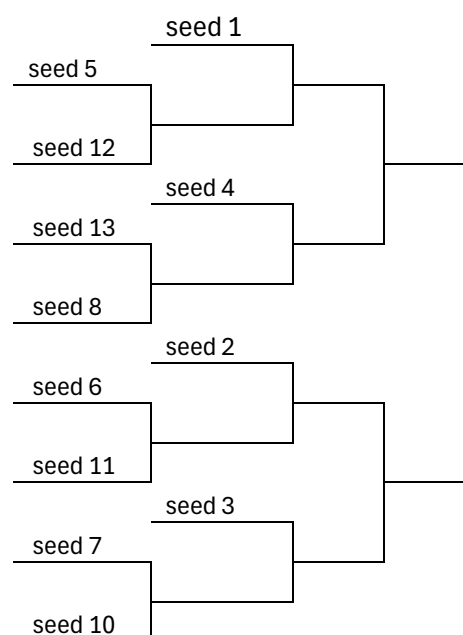
Seeds 1–8 receive byes into Round 2.

Round	Match	Position A	Seed	Position B	Seed
1	1	Player 16	16	Player 17	17
	2	Player 9	9	Player 24	24
	3	Player 10	10	Player 23	23
	4	Player 11	11	Player 22	22
	5	Player 12	12	Player 21	21
	6	Player 13	13	Player 20	20
	7	Player 14	14	Player 19	19
	8	Player 15	15	Player 18	18
2	9	Player 1	1 (bye)	Winner M1	—
	10	Player 8	8 (bye)	Winner M2	—
	11	Player 5	5 (bye)	Winner M3	—
	12	Player 4	4 (bye)	Winner M4	—
	13	Player 3	3 (bye)	Winner M5	—
	14	Player 6	6 (bye)	Winner M6	—
	15	Player 7	7 (bye)	Winner M7	—
	16	Player 2	2 (bye)	Winner M8	—

### Example: 13 Players in a 16 Player Draw

■ Round 1 (10 players compete, 3 byes). Since 13 isn't a power of two, **3 players receive byes** in Round 1, and the bracket proceeds with 4 rounds total.

Match	Player A	Seed	Player B	Seed	Winner →
M1	P5	5	P12	12	M5
M2	P8	8	P13	13	M6
M3	P6	6	P11	11	M7
M4	P7	7	P10	10	M8
M5	Winner M1	—	P1 (bye)	1	M9
M6	Winner M2	—	P4 (bye)	4	M9
M7	Winner M3	—	P2 (bye)	2	M10
M8	Winner M4	—	P3 (bye)	3	M10



Tournament: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_



Tournament: \_\_\_\_\_

Date: \_\_\_\_\_

Event: \_\_\_\_\_

Venue: \_\_\_\_\_

	A	B	C	D	E	F	G	H	Wins	Net Pt.	Place
A											
B											
C											
D											
E											
F											
G											
H											
points against											

Block Winner \_\_\_\_\_

Runner-Up \_\_\_\_\_

Super Section  
Template:

	Block 1:	A	B	C	D	E	F	Wins	Net Pt.	Place
A										
B										
C										
D										
E										
F										

	Block 2:	A	B	C	D	E	F	Wins	Net Pt.	Place
A										
B										
C										
D										
E										
F										

Block 1st's & 2nd's					Wins	Net Pt.	Place

Event Winner:

Runner Up"

3rd: \_\_\_\_\_

4th: \_\_\_\_\_

Block 3rd's & 4th's					Wins	Net Pt.	Place

5th: \_\_\_\_\_

6th: \_\_\_\_\_

7th: \_\_\_\_\_

8th: \_\_\_\_\_

Block 5th's & 6th's					Wins	Net Pt.	Place

9th \_\_\_\_\_

10th \_\_\_\_\_

11th \_\_\_\_\_

12th \_\_\_\_\_

### Swiss Chart for 10 teams, 6 rounds

Tournament

Event
-------

Date \_\_\_\_\_

## Competitors

**Wins after round...**

A
B
C
D
E
F
G
H
J
K

[illegible]

**Order before round.....**

	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

### Matches in round.....

Lawns	1	2	3	4	5	6
1	AB					
2	CD					
3	EF					
4	GH					
5	JK					

## Scores

	A	B	C	D	E	F	G	H	J	K
A										
B										
C										
D										
E										
F										
G										
H										
J										
K										

### Lawns used

	A	B	C	D	E	F	G	H	J	K
A										
B										
C										
D										
E										
F										
G										
H										
J										
K										



**Recording and Scoring Card**

For use in unfinished croquet matches

Event..... Court #..... Date.....

Player Names:

Clip Position

..... Blue .....

..... Black .....

..... Red .....

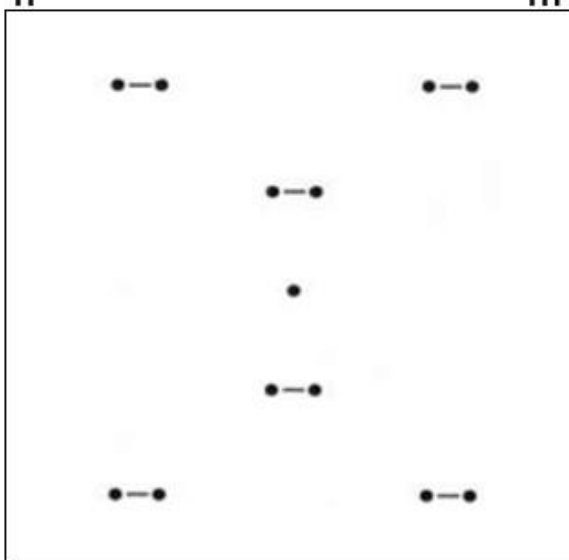
..... Yellow .....

Bisques in Hand..... Time remaining.....

.....to play. Initials.....

II

III



I

Blue=B Red=R Black=Bk Yellow=Y

IV

**Recording and Scoring Card**

For use in unfinished croquet matches

Event..... Court #..... Date.....

Player Names:

Clip Position

..... Blue .....

..... Black .....

..... Red .....

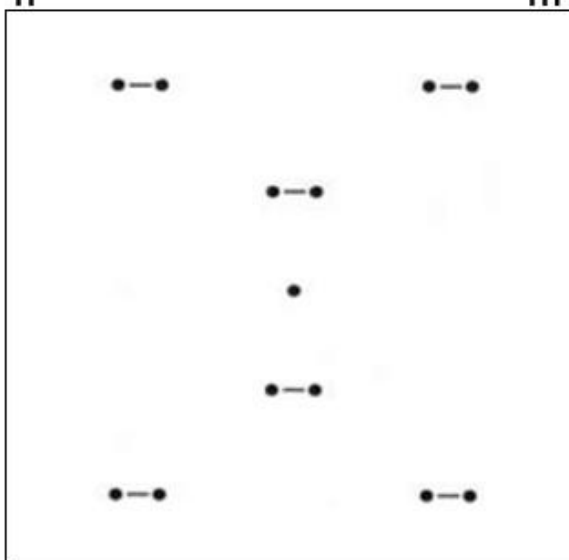
..... Yellow .....

Bisques in Hand..... Time remaining.....

.....to play. Initials.....

II

III



I

Blue=B Red=R Black=Bk Yellow=Y

IV

**Recording and Scoring Card**

For use in unfinished croquet matches

Event..... Court #..... Date.....

Player Names:

Clip Position

..... Blue .....

..... Black .....

..... Red .....

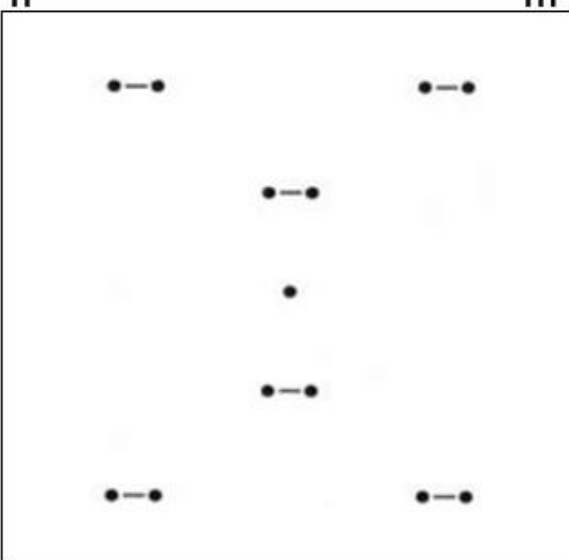
..... Yellow .....

Bisques in Hand..... Time remaining.....

.....to play. Initials.....

II

III



I

Blue=B Red=R Black=Bk Yellow=Y

IV

## Appendix 5 – CNZ Tournament Regulations Summary / Quick Reference

### Purpose

This appendix provides a condensed reference to key CNZ Tournament Regulations relevant to Tournament Managers. It is intended for use during event planning and delivery, offering quick access to core principles, procedural guidance, and escalation pathways. Managers should refer to the full CNZ Tournament Regulations document for detailed clauses and context.

### Key Regulation Areas

#### ◆ Authority & Responsibilities

- Managers operate under CNZ Regulations Part B.
- May adjust scheduling and format within approved parameters.
- Must liaise with CNZ or TMC for Advanced events.

#### ◆ Player Eligibility & Conduct

- All players must be CNZ-affiliated or approved.
- Withdrawals and disqualifications must be documented.
- Managers may intervene in cases of misconduct or breach.

#### ◆ Event Format & Seeding

- Formats must align with CNZ-approved structures (e.g., Block, Knockout, Swiss).
- Seeding should follow CNZ guidelines (Appendix 2).
- Format changes post-publication require CNZ/TMC approval.

#### ◆ Handicaps & Results

- Handicap accuracy is the responsibility of the player and manager.
- Results must be entered promptly into Croquet Scores or CNZ-approved systems.
- Disputes over results should be escalated per Regulation Part D.

#### ◆ Dispute Resolution

- Managers are the first point of contact for disputes.
- Escalation to CNZ or TMC should follow documented pathways.
- Incident Reports (Appendix 5) must be completed for serious matters.

#### ◆ Reporting & Documentation

- Manager's Report (Appendix 3) required for CNZ-sanctioned events.
- Trophy Form (Appendix 4) must be submitted for national titles.
- Tournament Matrix (Appendix 2) supports qualification tracking.

## **Appendix 6 – CNZ Incident Report Template**

### **Purpose**

This form is used to document any incident occurring during a CNZ-sanctioned event that may involve player conduct, safety concerns, rule breaches, or disputes requiring escalation. Completed reports should be submitted to the CNZ Tournament Committee for review and follow-up.

---

### **Incident Report Form**

#### CNZ INCIDENT REPORT FORM

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Venue: \_\_\_\_\_

Tournament Manager: \_\_\_\_\_

Other Officials Present: \_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_

Location (e.g., Lawn #, Clubroom): \_\_\_\_\_

Persons Involved (Name & Role):

\_\_\_\_\_

\_\_\_\_\_

Nature of Incident (tick all that apply):

☐ Player conduct / dispute

☐ Rule breach / match irregularity

☐ Safety concern / injury

☐ Equipment / venue issue

☐ Other: \_\_\_\_\_

Description of Incident:

---

---

---

Immediate Action Taken:

---

---

Was play suspended or altered?

☐ Yes ☐ No

If yes, provide details:

---

Was CNZ or TMC contacted during the event?

☐ Yes ☐ No

If yes, by whom and when:

---

Follow-up Required:

☐ No further action

☐ CNZ/TMC review requested

☐ Club follow-up

☐ Other:

---

Report Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



### Submission Instructions

- Submit completed form to: **croquet@croquet.org.nz**
- Retain a copy for club records and include reference in Manager's Report (Appendix 3) if applicable.

S



Level 6, 2 Woodward Street,  
Wellington Central  
[croquet@croquet.org.nz](mailto:croquet@croquet.org.nz)