



**NAILSEA & DISTRICT
CROQUET CLUB
HANDBOOK
2016**

Committee and other Club responsibilities

President: Pat Long

Trustees

Richard Delmas 01275 851686

David Hunt 01275 845479

Graham McCausland 01275 855403

Committee

Chairman	Andrew Wimshurst	01934 862243
Secretary	Kathy Wallace	01275 847902
Treasurer	Mike Tracy	01275 853980
Tournament Secretary	Peter Dyke	01275 545178
Membership Secretary	Coral Harrison	01275 851029
Property	Brian Roynon	01275 843746
Committee member/archivist	Brigit Clayton	01275 372134
Competition Secretary	Linda Shaw	01834 416717

Life members

Hamish Hall

Bob Mann

David Murphy

Maureen Murphy

Ian Wilson

Coaches, referees and handicap committees

Club coaches	Mary Barnes, Violet Delmas, Jim Gregory, Polly Reynolds, Rob Royffe, Linda Shaw, Kathy Wallace
Grade 1 AC Coach	Peter Dyke
Grade 2 AC Coach	Marcus Evans
Handicap Committee (AC)	Peter Dyke, Jim Gregory, Pat Long, Brigit Clayton
Handicap Committee (GC)	Peter Dyke, Jim Gregory, Andrew Buchanan, Chris Jackson
Examining Referee (AC)	Marcus Evans
Referees (AC)	Peter Dyke, Marcus Evans, Mike Tracy
Assistant referee (AC)	Geoff Hughes
Referee (GC)	Ryan Cabble, Peter Dyke, Marcus Evans, Brian Roynon, Chris Jackson

Additional Club Responsibilities

Wild Wednesday	Brigit Clayton & Violet Delmas	01275 372134 01275 851686
Mad Monday	Chris Jackson	01275 855414
Trophy Secretary	Brigit Clayton	01275 372134
Lawns Supervisor	John Wallace	01275 847902
Hedges and edges	Brian Roynon	01275 843746
Hoop setting	David Hunt	01275 845479
Machinery maintenance	Geoff Hughes Terry Young	01934 862457 01934 707475
White lines	Jim Gregory	01275 854925
Lawn nets	Rob Royffe	01275 372179
Recruitment	Erica Malaiperuman	01275 852023
Catering liaison	Violet Delmas	01275 851686
Kitchen supervision	Pat Long	01275 855218
Shopping for kitchen supplies	Pat Long	01275 855218
Cleaning rota	Jo Vansittart	01275 393794
Group social bookings	Brenda Roynon	01274 843746
Tuck Shop	Pat Long	01275 855218
Child Protection	Fran Appleby	01275 343731
First Aid Kit	Doreen Wallace	01275 849196
Website	Committee & Alison Girdlestone	07766 820630
100 Club	Sandra Bath	01275 393115
Press liaison	Chris Jackson	01275 855414

Money matters

Payments to the club, notably membership fees, 100 Club subscriptions and tournament entry fees can be paid by cheque or bank transfer. The club's Sort Code and Account Number, needed for a bank transfer, can be found on the relevant forms sent out to members but not on those available from the club's web site. This information can be obtained from the treasurer if necessary. If paying by bank transfer, please enter the purpose of the payment (e.g. 'membership' or '100 club' in the reference field. The account from which the transfer was made appears automatically, so only include your name if the payment is made from an account which does not bear your name.

Claiming expenses

Expenses can be paid by cheque or by bank transfer according to your preference. The expense claim forms (note that travel and non-travel expenses have their own forms) have a box to tick if you prefer a bank transfer and spaces for you to enter your bank details.

Membership rates

Membership type	Subscriptions 2016	Definition
Standard	£135.00	The normal adult membership
Country	£67.50	For members living more than 25 miles from the club
Associate	£94.50	For members who are full members of another croquet club and for whom NDCC is their second club
Junior	£40.50 (but see coaching rates below)	Up to 25 years of age and in full time education
Social	£13.50	Non-playing members
Beginner	£50	Beginner joining in July after a course of 6 lessons

Social group sessions

These usually take place on Tuesday evenings. The charge for social groups for an evening session is £7.50 per person. This includes tea or coffee and biscuits. Rates for longer group visits will be negotiated as they are arranged

Coaching

A course of 6 lessons for adult beginners costs £30. When this course has been completed, a beginner may join the club for the remainder of the season upon payment of £50.

Membership is not available for people new to croquet until 6 lessons have been taken and the beginners are confident that they know how to lay out the lawns correctly.

Juniors coaching

Initially, they will pay £10 and this will entitle them to attend the first 6 lessons that are held. After that, they must pay £20 to become club members for the remainder of that season if they wish to continue with lessons.

Visitors fees

Members may bring visitors to play on the lawns. The first visit is free. Subsequent visits are charged at the rate of £5 per person per day or part day. It is not expected that the same visitors will return several times per year.

There are slips of paper to accompany visitors' fees

League matches The match fee for SWF league matches and the SWF Short Croquet Teams Competition is £3 per person for each match, regardless of whether it is a Home or Away fixture. It is the captain's responsibility to collect these match fees and to give them to the Treasurer with the appropriate form. A Home team captain should arrange for his team to provide tea or lunch for both teams. A typical meal should cost around £2.50 per head. For Away fixtures, the driver of one car per team may claim for petrol costs at the rate of 25p per mile.

Other Travel costs

Members attending the SWF AGM to represent the club may claim petrol costs at the rate of 25p/mile. Other petrol costs may sometimes be claimed by members making journeys that are entirely for the benefit of the club but they should check this with the Treasurer.

Tournament catering

The charge for a Tournament lunch, tea and cake at tea-time and teas and coffees throughout the day is £10/day. If only teas, coffees and cake are taken, the cost per day is £2.50. The cost for lunch only is £8 /day

Refreshment charges (non-tournament) Tea, coffee and cake are all priced at 50p per item. A daily rate of £2 covers all teas, coffees and tea-time cake

Keys for the Clubhouse are available for all (non-junior) members, the deposit being £10.

Bridge. Rubber Bridge is played with Club Members of varying experience and usually 3 or 4 tables per session. The group meet in the afternoons whilst the Croquet Club is closed during the winter and in the evenings during the summer. The sessions are on Tuesday from 2-5pm or 7-9.30pm with a charge of £2 to include coffee or tea and a biscuit. It is necessary to email Coral Harrison (harrison.coral@gmail.com) to book a place. She sends out emails each week listing who will play and to ensure that there is a multiple of four people attending.

Internal Competitions

All playing members may enter internal Club competitions for which they are eligible in terms of age, gender and handicap.

Handicaps and cards

On completion of the initial course of lessons, all players will be allocated an AC handicap of 24 unless the coaches or the Handicap Committee make a different ruling.

AC handicaps of 26 and 28 will be allocated to some members. However, a player with such a handicap may not play any matches that qualify for the Automatic Handicapping System (AHS). This restriction applies to internal competitions as well as SWF League matches.

The results of all AC matches should be recorded on white AHS handicap cards or Short Croquet handicap cards. . Players with an AC handicap of 16 or higher should record the results of **all** their matches on the yellow cards. This applies to all “friendlies”, Wild Wednesday matches, internal competitive matches, league matches and tournament matches. The Handicap Committee will use the yellow cards to monitor handicaps.

The GC Handicap Committee will allocate initial GC Handicaps to all new members.

The results of all GC league matches and internal competitions should be recorded on the green GC handicap cards.

For both AC and GC, if a new handicap is triggered, the player should get the card checked and signed by a member of the appropriate Handicap Committee but should play off the new handicap immediately unless it is part of the way through a League Match or a tournament. They should also record the change on the appropriate Handicap Tracking Chart on the notice board

Club Competition Time Limits

In **Club AC Competitions** played throughout the season players will normally play a full 26-point game and agree their own time limits (not less than 3 hours) or agree not to have a time limit. If the players are unable to agree the default time is 3½ hours.

If you are new or fairly new to competitions, please don't let yourself be ‘persuaded’ to play to a time limit you are not happy with – play to the default time.

GC time limits will be at least 50 mins for each game. The recommended time for GC games played in the Buchanan and Sergeant Cup Competitions is 1 hour

For Club “on the day” GC Competitions, a draw is not acceptable. Therefore if the scores are level after the 8 additional strokes play will continue until one player scores a hoop. If play has to continue after the 8 strokes then any Extra Turns in hand can be used during the play. The time limits will be announced by the manager

Practice

There are strict rules for semi-finals and finals. Throughout the year, as there are so many different circumstances surrounding matches, it isn't possible to legislate, but please be fair and reasonable; don't go early just to practise but do tell your opponent if you've had a game already that day

Wild Wednesdays

Wild Wednesday is a monthly competition for all members with an AC handicap. It usually, but not always, takes place on the first Wednesday of each month. The dates for 2016 are on the Club Calendar and also on the Club website. Players must register between 10 and 10.15am so that a prompt 10.30 start is possible. Over the day three 18 point games are played with accumulated points gained by all players according to a special scoring system. Each month the player with most points wins the monthly trophy (the Wild Wednesday Cup). In addition to this, the aggregate of the four highest monthly scores over the season is calculated for each player. The player with the highest aggregate is presented with the annual trophy (the Wild Wednesday Plate) at the end of season supper and awards ceremony

Mad Mondays

The start time is 9.30 but players should register with Chris Jackson by e-mail by noon on the preceding Saturday. Play for just part of the day is possible by arrangement with Chris. The dates for Mad Mondays in 2016 are on the Club Calendar and also on the Club website.

2016 Regulations:

1. The competition will be open to all NDCC members holding a current GC Handicap Card..
2. All games will be played to the SWF rules for the current season, including a 'golden hoop' if required.
3. All games will count and must be recorded on handicap cards.
4. There will be two series winners: the players with the best ratio of wins to games played expressed as a percentage, and within handicap bands of: 8 and below and 9 -12. Any tie for first place will be sorted by a suitable play-off between the players involved.
5. Only players who have played a minimum of 10 games in the series shall be eligible to win.
6. Games will normally be played on the third Monday of each month during the season. Entry opens from the first Monday of the month.
7. The order of play will be at the manager's discretion, where possible in rounds. Players may enter for a half day only, and combine with another player of similar handicap to play the rest of the day.
8. All competitors shall be allowed 10 minutes practice at the beginning of each competition day.
9. Players having a bye in the first round shall be allowed 5 minutes practice immediately before they play.
10. Players having a bye during the day will be allowed 5 minutes practice immediately before resuming play. Practice will not be allowed at other times during the competition

All England Handicap Competitions

In 2016 the Nailsea qualifier rounds for the two competitions will be held as usual, but they will be stand-alone and not lead to Nailsea trophies. Players must be available to play at the semis and finals for each of those competitions as advertised in the 2016 CA Fixtures List. (See p69 for the AC and p70 for the GC). Entry to either of these competitions is via the Internal Competitions entry form sent out to all members in March. The entry fee is £5.50 for the AC and £7.00 (£5.00 if you are a CA member) for the GC.

Availability for Semi-finals and Finals

Most club competitions play to semis and finals. These games are normally played over the semis and the finals weekends respectively.

Pretty well the only reason for not playing your games over those weekends is that you are playing for the club in a SWF League match or selection event or otherwise representing the club – usually at a higher level.

If you are not available for any other reason – another tournament, holiday, family event etc. your place in the semis/finals will be allocated to the next eligible player.

There is a bit of leeway for semi-final matches – if these cannot be played over the semi-finals weekend, and if all the players in a match and also the manager are in agreement, they may be played a few days either side of semis weekend. At all events, they must be played at least 7 days before finals weekend.

If you are uncertain about your availability please discuss with the competition manager at the earliest opportunity.

Lawn maintenance and Play

Players must always be prepared to give way to lawn maintenance work. This might require stopping play for a short period or moving to a different lawn part way through a match. The workers doing the maintenance will make every effort to minimise inconvenience. The days immediately preceding tournaments are at high risk of disruption and these days will be indicated in the lawn booking file so that players can avoid them if they wish.

The Story of Our Cups and Trophies

The club has a number of trophies that are awarded at our end of season supper. We are in the process of compiling a history of each of these.

Roy Dyer Cup Open Advanced Singles. This was donated by the late Roy Dyer who was a member of the Club around the turn of the century and was a great supporter of enterprise in young people.

The Amelia Hall Plate for the winner of one of the Nailsea Weekend Handicap Tournaments. This was donated by Hamish Hall who managed the tournament annually for many years. It was given in memory of his late mother. The original plate was damaged by the engravers and a replacement was bought. The names of previous winners were all copied over to the new plate

Margaret Fleming Shield for the winner of the B level Advanced Weekend Tournament. Margaret joined the club in 1998 and played Golf Croquet for several years. The shield had had a former life as a trophy for junior equestrians and Margaret donated it to the Club around 2006

The Neuralogica Shield for Beginners. This was donated by Harry Wallace in 2001. He had won the Beginners Competition and his name was the last one to fit easily on the original shield. Neuralogica was the name of his software company.

The Jubilee Plate was bought in 2006 to mark the Silver Jubilee of the Club. It is presented to the runner-up of the Beginners Competition.

The Ingenuity Plate. When Kathy Wallace wanted to start a new competition to encourage slightly higher handicap players to play Advanced Rules. John Wallace donated this trophy. The name Ingenuity evokes thoughts of ingenious engineers.

The Patricia Abbott Rose Bowl. Who was Patricia Abbott? The ladies compete for the rose bowl in their Singles Competition. Traditionally, it is filled with roses before it is presented at the awards ceremony and always looks beautiful amongst the silverware and other prizes.

The John Jeffery Shield. John Jeffery fashioned this shield out of an old lavatory seat and it was originally entitled the “Over 50s Shield”. When John died in the early noughties, it was renamed in his memory although it is still presented to the winner of the Over 50s Competition. John Jeffery gave a large amount of his time and energy to the construction of the pavilion which was opened in 1998. His hand carving can be seen on the doors of the changing rooms

The Buchanan and Sergeant Cups. In 2010 Carl Jones started two new Golf Croquet competitions. These were the first Golf Croquet competitions to be held throughout the season and to have a “best of three” format. Andrew Buchanan and Bob Sergeant donated these trophies and Andrew and Ryan Cabble were the first winners of what has become known as the Buchanan Cup competition for Golf Croquet Doubles. The Sergeant Cup competition is for Golf Croquet Singles.

The High Bisquers trophy was one of the oldest trophies and had an intriguing collection of names of winners. Past its best and without one of its handles when Alan Longdon won it in 2010 he generously decided to replace it with the current piece which is much prettier! The original trophy is stored in the trophy cabinet.

The LARS Plate was purchased with funds donated by the Long Ashton Research Station Croquet Club when the Research Station closed in 2003. This neighbouring club wished to convey its thanks for the help received in its early days from Peter Dyke and NDCC. Until 2016 it was presented to the winner of the Nailsea qualifying round of the All England Handicap Association Croquet Championship. From 2016 the trophy will be presented to the winner of the Club’s new 18 point Association Croquet competition.

The Pickard Cup was donated by Gwyn Dyer and is presented to the Most Improved Female Player

The Marshall Midda Shield was donated by Brenda Midda in memory of her late husband. Until 2016, it was presented to the winner of the Nailsea qualifying round of the All England Handicap Golf Croquet Championship. From 2016 it will be presented to the winner of the lower handicap range in the Club’s Golf Croquet Level Play competition,

The Michael Poole Cup was commissioned in 2014 in memory of Michael Poole who, as a founder member of NDCC, did a huge amount of work in the early days. As well as practical work around the club, he served as Treasurer for many years and drafted the Club Constitution which is still in use with some later amendments. The cup is presented to the winner of the C Class Advanced Weekend Tournament.

The Wild Wednesday Plate was donated by Brian McCausland in 2013.

The Wild Wednesday Cup for the monthly winner, donated by Violet and Richard Delmas in 2005, had previously doubled up for the overall annual winner.

The Speed Croquet cups were donated by Brigit Clayton and Peter Dyke following their 2002 win in this doubles with a difference competition.

The Nailsea Novices Cup was donated by Violet Delmas and Brigit Clayton. The competition, started in 2004, is for Association Croquet players with limited experience and is open to members from both Nailsea and other local clubs.

The Manky Koala Shield. Of distinctive design this trophy was commissioned and donated by Robin Hendry in 2015 for the overall winner of Mad Monday, a new monthly Golf Croquet competition.

The Bakers World Travel Cup awarded to the winner of the Open handicap Singles, the twin **Marconi Avionics Doubles Trophies** and the **John Brown Challenge Cup** for the winner of the Golf Croquet Handicap Singles all date from the early days in the Club's history and were sponsored by local businesses.

The OBE Trophy was commissioned and donated by Terry Young in 2015 and is presented to the winner of the OBE tournament. This tournament is open to players in their 80th year or older. The format is the 10-stroke level play game devised by Ian Telfer.

Nailsea & District Croquet Club Child Protection Policy statement

Nailsea and District Croquet Club is committed to creating and maintaining the safest possible environment for children and young people.

We do this by

- Recognising that all children have the right to freedom from abuse
- Recognising that regular coaching of a group of children is a Regulated Activity
- Ensuring that there is always more than one adult present when children are being coached –one of these may be the child's parent / guardian
- Ensuring that all our coaches are carefully selected and accept responsibility for helping to prevent the abuse of children in their care
- Ensuring that coaches working regularly with children have a DBS check
- Ensuring that all members are aware of our Child Protection policy and procedures
- Responding in line with good practice guidance to concerns or allegations of abuse
- Appointing a Child Protection Officer who will take specific responsibility for child protection and act as the main point of contact for parents, children and outside agencies
- Ensuring that access to confidential information is restricted to the Child Protection Officer and such committee members that may need to know, or the appropriate external authorities – juniors' contact details will not be included in the members list without the express permission of their parent or guardian
- Reviewing our Child Protection Policy annually

All those who have or are likely to have significant contact with under-18s will be subject to scrutiny and must be able to provide to the member responsible for Child Protection the following:

- A statement indicating whether or not they have any conviction for criminal offences against children
- Information about their past careers or experience
- Their consent to being the subject of a DBS check

In order to prevent abuse to children and prevent false allegations against club members, the following actions take place:

- Parents of under-18s taking part in club activities are advised that the club will take every possible care of children but cannot be deemed to be 'in loco parentis'
- Time spent alone with children will be minimized and restricted to emergency situations
- Children will not be taken alone in a car except with the parent / guardian's prior agreement
- Children will not be taken to adult members' homes without the parent / guardian's prior agreement
- Children will not be allowed to use inappropriate language
- Adults will not engage in inappropriate behaviour with a child

Our Child Protection Officer is: Fran Appleby who may be contacted on: 01275 343731, or at fran.appleby@plus.com

Any concern about abuse occurring within or outside of the club concerning any of our junior members should be reported to the member with responsibility for Child Protection.

Every member has a responsibility to be aware of our procedures and to behave in accordance with them at all times

- Abuse of children can take place in different ways:
 - physically, or by being given noxious substances
 - by neglect – being left unsupervised, failing to protect from harm
 - sexually
 - mentally - taunted, shouted at, unduly criticised, being subject to unreasonably pressure to perform
 - bullying
- Signs of abuse include – but are not necessarily proof
 - Unexplained or suspicious injuries
 - Sexually explicit language or actions
 - Sudden change in behaviour
 - A child describing an abusive act
 - A general distrust and avoidance of adults
 - An unreasonable reaction to normal physical contact
- Abusers can be men (50%), women (25%), other children (25%).
- 90% of abusers have no criminal record

What to do if there are allegations or concerns of abuse

If there is a concern about possible abuse or an allegation of abuse against a member of NDCC, or club visitor:

Always

- Stay calm, ensure the child is safe and feels secure
- Tell the child you are taking the complaint seriously
- Be honest – explain you will have to tell somebody else, emphasising this will be on a need-to-know basis
- Document what the child has said as soon as possible
- Contact the club's Child Protection Officer immediately

Never

- Rush into actions
- Make promises you cannot keep
- Ask inappropriate questions
- Take sole responsibility

Feb 2016



Nailsea & District Croquet Club

Please reply to Club Child Protection Officer

Date as postmark

Dear

Child Protection Policy

We are delighted that your child has joined NDCC. We want to assure you that we will take care to ensure their safety and well being at all times and to make learning and playing croquet an enjoyable experience.

To help us do this effectively we have implemented a Child Protection policy (enclosed) which is designed to protect your child and all the children who take part in croquet. Please note that while we will take every possible care of your child, we cannot be deemed to be 'in loco parentis'

More information about keeping your child safe may be found at www.child-safe.org.uk

Please complete and sign both copies of the attached form, ticking the yes/no boxes as appropriate. Return one copy to the Child Protection Officer (details in the Policy) and retain one for your own information.

Please do contact me or the Child Protection Officer if you have any queries.

Yours sincerely

Andrew Wimshurst



Nailsea & District Croquet Club Child Protection Policy

Parental Declaration

	Yes	No
I understand this policy and am happy my child is a member of NDCC		
My child's phone number / email address can be included in the list of members' details which is circulated to all members		
I consent to my child's photo being used (individually or as a member of a group) in publicity about the club and its activities – this may be sent to local media and included on our website		
Child's name		
Name of parent / guardian		
Relationship to child		
Emergency contact details		
<p>Is there anything about your child's health etc that we should be aware of?</p> <p>Please give brief details.</p>		
Signature		
Date		



Nailsea & District Croquet Club Child Protection Policy

Coach's Declaration

I understand the nature of my role and responsibilities at Nailsea and District Croquet Club.

I confirm I have received a copy of the Club's Child Protection Policy and that I understand and will follow the guidance set out in the Policy.

If required, I am happy to provide relevant references and to undertake a DBS check.

I can confirm that there is no reason why I should not have unsupervised access or otherwise to children or young people whilst with the organisation. There are no criminal convictions, civil findings or injunction relevant to this declaration.

I understand that failure to disclose or purposely withhold such information will lead to my instant dismissal from this club and in some circumstances may lead to criminal prosecution being taken against me.

Name	
Signature	
Date	

Please sign both copies of this form, returning one to the Child Protection Officer and retaining one for your own records.

Fran Appleby

NDCC Child Protection Officer

NAILSEA & DISTRICT CROQUET CLUB CONSTITUTION.

Title.

1. The name of the Club shall be The Nailsea and District Croquet Club.

Objects.

2. The objects of the Club shall be to provide facilities to members for the playing of the game of Croquet, both as a social activity and in competition amongst themselves and with other clubs.
3. The Club shall take active steps to encourage beginners to the game by provision of advice and coaching as appropriate.
4. The Club shall from time to time hold social and other events for the membership and their guests.

Membership.

5. All persons shall be eligible for membership of the Club.
6. A person becomes a member by paying an annual subscription to the treasurer except for honorary members.
7. A person's membership may be deemed to have lapsed if his/her subscription remains unpaid after the last day of April.
8. The Committee may expel any member whose conduct is, or has been, in the opinion of the Committee, contrary to the interest of, or injurious to the reputation of, the Club. If a member is so expelled, he/she shall have the right of appeal, and the appeal shall be heard by a board of three independent persons to be appointed by the S. W. Federation of Croquet Clubs Committee.

9. Definitions of Membership.

- 9a. Full Member.
Member who pays the NDCC "Full Membership" fee.

- 9b. Associate Member.

Full Members of other Croquet Clubs who wish to avail themselves of NDCC's facilities.

The restriction being that their number is not permitted to exceed one fifth of the total membership.

Associate Members will be charged a fee of 70% of the full membership.

- 9c. Country Member.

Members who live at a distance greater than 25 miles radius from the Club.

Country Members will be charged a fee of 50% of the full membership.

9d. Social Member.

Members who do not play but wish to remain involved with the club.

Social Members will be charged a fee of 10% of the full membership

9e. Student Member.

For those members in full time education up to the age of 25.

Student Members will be charged a fee of 30% of the full membership.

9f. Honorary Member.

The Committee may elect persons to hold Honorary Membership of the Club for a period of 3 years.

9g. Life Member.

In special circumstances the Committee may grant Life Membership to anyone who has provided outstanding services to the Club.

10. The Committee may choose to elect a President who will remain in office for a period of three years.

Committee and Officers.

11. A Committee shall manage the affairs of the Club.

12. Seven persons shall be elected annually from among the Ordinary Members. Additional members up to a maximum of eleven active Committee members may be co-opted by the Committee for specific duties.

13. Four Committee members, to be specifically elected at the AGM, will hold the offices of Chairman, Secretary, Treasurer, and Tournament Secretary. Vacancies in these offices will be filled as necessary from elected or co-opted members. The Chairman shall hold office for up to three years, after which he must stand down. In the event that no other candidate is nominated he may be invited to stand for re-election for a further year if at least 50% of those attending the AGM vote in his favour. The vote shall be by anonymous paper ballot, and the President shall have a deciding vote should it be necessary.

14. The duties of the other Committee members shall be determined by the Committee themselves. Committee members shall at all times act in accordance with the directions of the Committee as a whole.

15. The Quorum at Committee meetings shall be three, one of whom must be one of the officers named in Paragraph 13 above.

16. The Committee may appoint sub-committees for specific purposes at any time. At least one member of any sub-committee shall be a member of the Committee.

General Meetings.

17. An Annual General Meeting of the Club shall be held in November each year. At least 14 days notice of the time and place of the meeting shall be given to all members.

18. The business of the Annual General Meeting shall be to:

- [a] Receive and approve reports from the Chairman and the Treasurer;
- [b] Elect the Committee, which will take office from the close of the meeting;
- [c] Appoint an Honorary Auditor
- [d] Transact any other business on the Agenda.

19. An Extra-ordinary General Meeting of the Club may be summoned at any time by the Committee, and shall be so summoned within seven days of the receipt of a written request signed by not less than ten Ordinary members. The business at such a meeting shall be restricted to that which is stated in the notice of the meeting.

19a An Ordinary member is a person who is a Full, Associate, Country or Student member of the Club

20. At any General Meeting every Ordinary member shall be entitled to be present and to vote. Voting shall be by show of hands unless resolved otherwise. In the case of equality of voting The Chairman of the Meeting may use a second, casting vote.

21. The Quorum at a General Meeting shall be one fifth of the Ordinary membership.

22. The Secretary shall take minutes of the proceedings of all General Meetings.

Subscriptions, Finances and Accounts.

23. The annual subscription for Ordinary Members shall be agreed at the Annual General Meeting each year. The Committee shall have the power to agree reduced subscriptions for persons in full-time education, for family groups [namely, parents with children under 18], or other such well-defined classes as are deemed deserving.

24. Full subscriptions will normally be payable whatever time of year a member joins, but the Committee shall have discretion to charge reduced subscriptions to new members joining after July 1st.

25. Thereafter subscriptions are payable on the first of April each year.

26. The Club's financial year shall end on the last day of September

27. The Treasurer shall keep such accounts as will enable him to present at the Annual General Meeting, or at any other time if required [given reasonable notice] by the Committee, an accurate report and statement concerning the finances of the Club.

28. An Auditor, who is not a member of the Committee, shall be appointed at the Annual General Meeting. The treasurer shall be responsible for preparing a statement of account and presenting it, with the Auditor's comments, if any, to the Annual General Meeting.

29. The Treasurer shall take steps to ensure that all money belonging to the club is properly banked. Cheques drawn on the Club's account must be signed by two out of the four named Committee members.

30. The Committee is authorised to borrow or raise money in such manner as it sees fit.

Club Property.

31. All members are responsible for the safe keeping and proper use of playing equipment and other property. Misuse of such property will not be tolerated and all damage must be reported to a Committee member.

32. The committee shall appoint three Trustees of the Club.

32a. The committee shall monitor the willingness and suitability of those Trustees to continue in office and arrange for their replacement as necessary.

33. All property of the Club shall be held by the Trustees for the time being, in their own names as far as necessary and practical, for the use and benefit of the Club.

34. The Trustees shall act, in regard to any Club property held by them, in accordance with the directions of the Committee.

35. As far as practical, playing equipment will be available for the use of members at all reasonable times for play or practice on the Club's lawns. In cases of conflict, organised Club events shall take priority over informal games between members.

Guests.

36. Subject to the availability of lawns and equipment, members may invite non-members to play with them as guests. Any person playing frequently as a guest must expect to be asked to become a member, or pay such a fee as the Committee may decide is appropriate.

Exclusion of Liability.

37. Neither the Club nor any officer thereof, shall be liable to any member or guest of a member for any loss or damage to any property occurring, from whatever cause, in or about the Club's lawns or other premises; nor for any injury sustained by any such person whilst on or entering or leaving such premises.

Dissolution.

38. If, at any General Meeting, a resolution to dissolve the Club is passed by at least two thirds of the members present, then, after the discharge of all liabilities, the remaining assets shall be transferred to the South-West Federation of Croquet Clubs, or such similar organisation. If no such local organisation exists then the Club's assets shall be transferred to the Croquet Association.

Alteration of this Constitution.

39. Any addition to, alteration to, or revocation of all or part of this Constitution must be agreed by a two thirds majority vote at a General Meeting, in the notice of which the intention to make such changes has been properly given.

Adopted 23rd. March 1982

Amendments:-

22.03.83 Para 24	01.03.08	Para 2, 6,
20.03.84 Para 9		Para 9 &10 re written
16.03.85 Para 7		including 9a-9i
06.12.85 Para 37		Para 13, 15, 29, 32
15.03.86 Para 13		Add new Para 32a
12.03.90 Para 13		Para 38.
22.03.91 Para 13	10.03.12	Para 9 rewritten
21.03.92 Para 9		i.e. f & g deleted
02.03.96 Paras 26 & 29. Add New Para 30		Para 17, 26
19.03.97 Paras 8 & 13	10.11.12	Para 10
20.03.99 Para 13		
