



WCF Guidance to Bidders and Event Hosts

Effective Date:

25th January 2024

Version 4

Prior to considering making a bid a Member should familiarise themselves with the *WCF Event Regulations* in order to structure their bid so that it conforms to the Regulations.

This *Guidance to Bidders and Event Hosts* may be used to assist Members considering bidding to host an event as well as planning for a successful Championship once the bid has been accepted. Information is based upon experience gained from hosting previous events. It does **not** form part of the *WCF Event Regulations* but is intended to provide useful information to consider when hosting an event and good practice worth considering when making detailed arrangements.

We also recommend reading the previous post-event Player surveys, which will provide feedback from the players. The previous hosts post-tournament report and final accounts can also be provided on request.

If any person has any comments or suggestions for amendments or improvements to these Guidance notes, please send them to the WCF Secretary-General at: secretary@worldcroquet.org.

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WCF TOURNAMENT COMMITTEE

The WCF Tournament Committee is a resource available to help Tournament Directors and Managers with the planning, preparation and running of WCF Events. In particular they should approve the format for the event, player briefing materials, and the block and knock out draws for singles events.

NUMBER OF COMPETITORS

When considering a bid, plan if possible to accommodate the maximum field size for the World Championship as specified in the appendix of the *WCF Event Regulations*.

Recent player and Member surveys have established a preference for the maximum player numbers, but not if this means too many venues, especially if travel times between venues are significant. When evaluating bids the Management Committee will consider the pros and cons of player numbers versus venues.

Consider how to accommodate a Qualifying Tournament in the few days prior to the event (although team events and possibly some smaller singles events may not require a Qualifier). Generally, a Qualifier should be provided for most singles events, to allow anyone a chance of gaining entry to the main world championship.

COURTS

It is preferable that all courts be full-sized. However, there may be some venues which have courts that need to be slightly under-sized in order to allow sufficient room for competitors to play strokes if there are off-court obstructions or changes in ground height – see *WCF Event Regulations* 4.3.2. For GC events deliberately making courts slightly undersize to avoid the need for relief to constantly be taken when playing from the boundary should be considered. These should be specified in the bid document.



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EVENT MANAGEMENT OFFICIALS

In addition to the Tournament Director, Tournament Manager and Tournament Referee consideration should be given to appointing the following:

- Secretary
- Treasurer
- Ground Manager (Lawns & Equipment)
- Transport & Accommodation Manager
- Publicity Manager / Media Officer
- Sponsorship Manager
- Social Events Manager
- Consolation Events Manager (“Plate Manager”)
- Livestreaming Manager
- Web and Results Manager.
- Venue Managers
- Safeguarding Lead

Some of these roles could be ‘doubled up’, or may not be relevant for smaller events, but the Tournament Director should identify who is responsible for each aspect and define their key responsibilities.

EVENT OFFICIALS

WCF policy is for enough non-playing officials (especially referees) to be provided for events to adequately cover the courts in use, and thus avoid having to ask the players themselves to act as officials (although there is only a prohibition in respect of a player being either the Tournament Manager or Tournament Referee). The Event Host may decide to issue invitations to officials chosen to act as event Referees or in other capacities.

There is no requirement to provide accommodation for these officials, although if hosting or discounted accommodation can be provided it should be arranged. They should be provided with free meals and should be advised in advance of what they may need to pay for during the event and what will be provided to them free of charge.

LOCAL MANAGEMENT CONDITIONS

When submitting a bid any proposals for “local conditions” that the bidding country wishes to include as specific conditions of the event in addition to those covered by *WCF Sports Regulations*, *WCF Event Regulations*, etc., or any variation from these existing Regulations, must be listed in order for the WCF to consider them.

PUBLIC LIABILITY INSURANCE

One of the terms of the Event Agreement is that the Event Host will have or take out adequate public liability insurance.



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EVENT BUDGET

A provisional budget for the event should be included with the bid.

In the budget give an indication of any anticipated charges that may be made to players or event officials for facilities or social functions during the event. It would be helpful, but not essential at this stage, to know about arrangements for family members who may accompany any of these players or officials, or for any spectator charges that might apply.

National Government Grants: Some national or regional governments are prepared to make a contribution to travel and accommodation costs incurred by their players and officials who travel overseas to World events. The provisional budget should take no account of this, but WCF member associations will be encouraged to take whatever advantage they can of government support.

Any surplus/loss on the event will accrue to the host association. It is up to the host association to decide how this should be shared with the host clubs.

How much should an event cost? This varies hugely by Member. Costs vary, especially for such items as lawn hire and upkeep, livestreaming, and of course the volunteers, such as referees, managers, restaurant and bar staff, parking attendants etc. Some hosts are able to get people to do all this for free, whilst others need to pay for some or all of these activities. For more information regarding the costs of previous events, please contact the Secretary-General.

EVENT FINANCES

All matters relating to the event need to be transparent, particularly where it comes to financial arrangements. The Event Host may wish to liaise with the WCF Treasurer if any assistance with financial procedures is required, for example, running a net account for the event, where credits such as host shares of overseas entry fees and debits such as the entry fees from the Host Member's own players, are all netted off to minimise currency conversion charges.

SPONSORSHIP

WCF Event Regulation 4.7 outlines sponsorship requirements for a bid document. The items below should be considered along with those.

Sponsorship Agreements - General

An Event Host is encouraged to seek sponsorship for any WCF event.

The WCF retains all rights to the title of the event. Any event title incorporating the name of the lead sponsor needs to comply with WCF Regulations.

Where the Event Host finds any lead or associate sponsorship, all monies are kept by the Event Host. Where the WCF finds any lead or associate sponsorship, all monies are shared equally between the WCF and the Event Host. In cases where sponsorship for any aspect of the event is being sought or is obtained by an individual or body other than the Event Host or WCF, any split of sponsorship between the parties involved should be agreed by the WCF before any agreement or contract is signed between the sponsor and the Event Host.



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Potential sponsorship agreements or contracts need to be advised to the WCF by the Event Host before final confirmation of the agreement or contract with the sponsor.

In general, care should be taken to ensure that the interests of individual sponsors do not clash with each other, e.g. in competing products.

No sponsorship should be accepted if it involves any aspect that could disturb players during play. Corporate hospitality events should be kept well clear of the main lawns to avoid noisy distractions for the players. Playing of music or public address systems is not permitted during the hours of play except the use of a public address system in an emergency.

If a WCF Member wishes to give a sponsor the option of sponsoring a WCF Championship for more than one year or event, then this fact should be made clear in the bid and discussed with the WCF.

After approval by the WCF, the Event Host should draw up an agreement or contract with each individual sponsor. Each agreement should clearly define the entitlements of the sponsor and the responsibilities of the Event Host.

Event Sponsorship - Agreements

Sponsorship agreements or contracts should typically include:

- the event title.
- the schedule of payments or services from the sponsor, in cash or kind.
- the arrangements for sponsor acknowledgement in the Souvenir Programme.
- arrangements for sponsor banners at the ground.
- arrangements for any "Come & Try It" sessions for the sponsor's guests.
- arrangements for any associated lunch or dinner.
- arrangements for providing media releases and general publicity.
- any restrictions on obtaining other "associate sponsors" for the event.

It is good practice to have a person specifically designated to look after the sponsor's staff and interests during the Event.

Associate Sponsorship

In addition to a lead or title sponsor, there may be associate sponsors who:

- provide equipment or material in kind.
- are interested in "corporate hospitality" (entertaining their guests at the event to develop their business in a pleasant environment).

Each case will have to be treated individually, but there are possibilities for provision of:

- separate sponsor areas
- private catering facilities
- separate competitions or "Come & Try It" sessions in parallel with the main event.

This will require early planning to ensure the necessary facilities are available.



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Sponsor Logos and Branding

Players' clothing must conform to the *WCF Sports Regulations 5.4*. Should a sponsor wish to brand player's clothing or equipment then specific details for how this is to be achieved must be pre-agreed with the WCF.

Sponsored Court Equipment

The type of equipment to be used for the event must comply with the *WCF Equipment Regulations*.

Corporate Hospitality

Facilities for corporate hospitality should observe the following guidance:

- (a) The interests of any organisation involved with corporate hospitality should not conflict with the interests of any sponsor of the event.
- (b) The corporate hospitality must not disturb the players' concentration, either through noise or movement.
- (c) Any playing facilities provided for the corporate hospitality event should be well away (or screened) from spectators and the courts being used for the event itself.
- (d) Refreshment facilities provided as part of the corporate hospitality should be kept separate from those provided for players, spectators and officials.

WEBSITE AND SOCIAL MEDIA

The WCF believe that separate dedicated event websites are not necessary. We feel that the volunteer effort and workload is unlikely to be worth the benefit. Instead, we suggest hosts consider adding a page(s) to their existing national websites and make use of their Facebook pages. This will ensure that content and users remain active after the event has finished. Alternatively, Information can be uploaded to the WCF website via an interactive pdf of the programme, and amended regularly whenever the programme is updated, for instance with the player bio's once these become available, or with the draw once completed. This should provide sponsors with a wider audience for any adverts they put into the programme.

PLANNING THE EVENT

Main Championship Playing Schedule

In the event bid detail the proposed schedule of the main event and consolation events, indicating the various stages of the events and the dates when they will take place. At the time of the initial bid it may not be possible for consolation events formats to be finalised – these can be resolved and agreed later with the WCF Tournament Group. Formats should comply with the *WCF Event and Sports Regulations*, and any variations need to be agreed with the WCF Tournament Group. Items such as the number of games per match, knock-out draw format, time-limits and resolution of tied places in groups are prescribed in the *WCF Event and Sports Regulations*.

For consolation events the Tournament Manager should try to ensure they are completed before the start of the expected last game of the final of the main event to avoid reducing the impact of the final itself.



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Refereeing

Ensure that sufficient quality referees will be available during the event and prepare a schedule to ensure all lawns are adequately covered each day. Understand whether these people are prepared to volunteer at no charge, or need their expenses/meals provided. Referees need to be easily identifiable to the players, so provision of caps or tabards may be required. If the event is held over multiple venues, ensure provision for Appeals is in place.

Qualifying Competitions

Qualifying tournaments provide extra publicity, give players extra opportunities to be accepted for the main event, and enable up and coming players to compete against stronger, more experienced players.

All players who enter a qualifier should do so with the firm intent of playing in the Championship. It is recognised that plans may change, but the qualifier is not an event that should just be entered in its own right.

The use of an existing scheduled tournament as a Qualifier is only valid if it can be advertised in the normal way in any fixture book or website of the host association concerned, and is made open to players from any country.

Arrangements for the Qualifier are made by the host association. Entries are to the host association rather than to the WCF.

WCF Format Requirements - the number of players who qualify may change before, during or even after the Qualifier has finished. The hosts must put in place a format that will obtain a list of players in qualification order, with no ties, to be used to promote players into the Main Championship. This is the main purpose of the event and any other considerations, such as finding a winner, or ensuring everyone has a good time, are secondary to this objective. The format should be agreed with the WCF Tournament Group.

The Qualifier Manager should ensure that those who qualify for the Main Championship understand how to pay and how to send in their Player Information and ideally that this is done before they leave the qualifier venue. The SG will liaise with the qualifier organisers prior to the event to ensure the necessary forms and paperwork are available. It is also recommended that the Director or Manager of the Main Championship provide registration and pre-tournament reading material to the Qualification event so that players have this information available early.

The organiser of the Qualifier is responsible for advising the WCF of the full results as soon as practically possible.

Organisers should be aware that some players may have travelled from overseas at significant cost. Efforts to make these players feel welcome and to make the qualifier special in some way, are therefore encouraged. The flying of the WCF flag, and if possible country flags, is encouraged.



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PREPARING THE VENUE(S)

Overall Layout

The basic requirements are:

- places for spectators, some of which should be covered if possible
- a way to fly or display the national flags of all those countries competing in the event, or present at a given venue
- a separate area for the Tournament Manager and other officials
- an area to cater for media and television personnel
- a refreshment facility close to the lawns
- mains electricity and internet/ WiFi access
- sufficient toilet facilities for players and spectators within easy reach
- areas where sponsors can entertain their guests without disturbing play.

If commercial stalls are present, they need to be kept away from the playing area, and consideration given to spectator access paths in locations so they do not disturb players.

Always ask, "*What happens if it rains?*"

Courts

Experience has shown that spectators tend to view games from the South or North boundaries wherever possible as the clips are more easily visible from these positions. This spectator preference should be borne in mind when deciding where to place spectators, and how best to align courts.

Where events are played at locations other than recognised croquet centres, consideration should be given to the type of lawn setting required, and the consequential labour required each day to maintain its integrity. In this regard, provision of suitable ball-stops can be critical. For GC, sports netting and land drainage pipe have both been used effectively for temporary check fences.

Netting around all the courts to protect spectators during GC events can be an expensive item if this has not been previously acquired. Previous hosts have used net, cut to a width of about a metre which is then erected as a 1 metre high barrier supported by metal stakes about 2 metres apart. A similar solution has been to use "sports ball stop netting", with 1 metre high stretchy netting (48 x 48mm mesh) from tildenet.co.uk, and fix to metal stakes with guy-ropes

Clubs/Hosts who hold many WCF events may wish to consider how such purchases can be stored and reused for future events. International transport between venues, however, is prohibitively expensive and unviable.

Court Equipment

All court equipment must meet the requirements of the *WCF Equipment Regulations*. A decision on which balls to use should be made in the bid document.

Balls, as well as being of the type specified, should as far as possible be of similar age and wear, The sets of balls to be used should be made available to the Tournament Referee in sufficient time before the event to enable them to be checked and made up into matched sets.



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Scoreboards and Scorers

Lawnside: Ideally these are maintained through-out the event for the benefit of spectators. However, this requires a lot of volunteer effort so, if necessary, just the last couple of days is generally sufficient. If scoreboards are not already available, then these need to be procured. There should be one for each court placed for best visibility for the spectators. If the boards are made of metal, then magnetic names and numbers work well and do not move if it is windy. For GC, sufficient scorers need to be recruited and trained.

Central notice board: the Manager (or assistant) will generally maintain a central board showing the latest results. Where wifi is available, it may be sufficient to aim spectators at the relevant page of Croquet Scores.

Referees Equipment

The following equipment should be made available for referees and hoop setters:

- ball gauges
- hoop gauges and feeler gauges
- a small spirit level (to check the alignment of a hoop)
- a copy of the Laws/Rules and Regulations
- pegging down forms
- hoop adjustment tools (for example, hoop clamp, rubber or deadblow hammer, screwdriver)
- a tape measure of sufficient length to check the layout of a lawn, and for measuring games to be pegged down
- a measure at least 3 feet long (to check the height of a hoop and the placement of corner pegs)
- pegging down markers
- spare balls, to be used in wiring tests
- a small supply of earth/grass clippings to repair damage, and to pack loose hoops.

Venue Facilities – Participants

Facilities should include:

- changing and toilet facilities for players and match officials
- a secure area for players and officials to leave valuables.
- shelter (per two lawns) for the exclusive use of players and match officials, with water available for use throughout the day, together with sufficient cups.
- table and noticeboard
- electricity
- Internet connectivity

Venue Facilities –Event Officials

Secure, weatherproof accommodation should be provided for the Tournament Manager, Tournament Referee, and other officials, close to/overlooking the main playing area.

Useful facilities that you might need or choose to include if feasible:

- computer and printer



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- telephone and, possibly, answering machine
- copying facilities
- hot and cold drinks and suitable cups.
- A prayer room or dedicated area.
- Gender neutral toilet facilities and changing.

Refreshment Facilities

Catering facilities should be available close by to provide a regular supply of food and drink for players, officials, and spectators.

Players and officials should be provided with priority access to these facilities if the refreshment area is shared with spectators, particularly to enable them to have a drink and a snack in between individual games of a match, or a full meal in between matches.

It will be helpful to have a clear sign giving times that meals and snacks are going to be available.

Water should be available to players courtside at all times during the hours of play.

Facilities - Media

If media will be present a separate area may be made available for the press and media, and staffed throughout the event, as required. A printed report on the previous day's play, with latest results, and a schedule of matches for the current day, highlighting important matches, should be available in this area. A record should be kept of all media contacts.

A copy of the previous day's report should be kept by the telephone at all times, together with a copy of the Souvenir Programme kept up to date with latest results, and a list of the day's order of play.

Where an event is spread over multiple venues, mobile telephones should be available to the Managers at all sites. A list of relevant mobile phone numbers should be given to all key personnel.

Facilities - Spectators

Provision should ideally be made for spectator seating adjacent to the main lawns. The number of spectators likely to attend is difficult to estimate, but consider up to 200-300 spectators for the finals. Some form of covered accommodation may also be provided, if possible, capable of housing up to 100 spectators in case of adverse weather (rain, cold wind, or hot sunshine).

Notices indicating that spectators must keep quiet and switch mobile phones to silent mode during play should be visible at all viewing areas. Spectators should be warned against moving about in the player's eye-line when taking a shot.

Adequate toilet facilities should be available for the number of spectators expected - it may be necessary to hire portable facilities.

If refreshment facilities are provided for spectators, these should be situated well away from the playing areas and screened off if necessary. Refreshment facilities for spectators are best kept separate from those for players and officials if possible.



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Results

Arrangements should be made to transmit daily results to:

- www.croquetscores.com, or other online reporting facility or website
- any relevant croquet message boards
- national and international media outlets.

This can be done via email, either by the Media Officer or a third party.

For the venue, it is essential that players, officials, spectators and media are kept advised and up to date with all results, the next games due to be played and their respective lawns.

A central results board should be provided for spectators and players at a prominent place and updated at regular intervals throughout each day by the Results Manager. This results board should be positioned well away from the Manager's Office area, preferably in a position where spectators and players will congregate naturally. The board should be designed so as to provide a display that can easily be seen and read, even in inclement weather, giving the current state of all block and knockout stages. For example, printed results can be encapsulated in plastic folders for weatherproofing. The aim should be to update the results of all matches within 15 minutes of their completion.

Once the blocks stage is completed, the block tables can be kept permanently displayed alongside the full knockout draw with scores progressing to the final.

The Results Board can also be used to display the daily playing schedules and ancillary matters, such as refreshment availability, etc. A space should be kept clear for notices to inform players and spectators of events outside the actual play, or if necessary, a separate notice board can be used for this purpose alongside the Results Board.

Care should be taken to ensure that items are displayed on the Results Board in the same order as they are given in the Souvenir Programme, and that the same naming conventions are used for players and groups in both places. Similarly, the Tournament Manager should approve the order of play before it is printed in the Souvenir Programme.

Flags

The WCF flag, which will be provided to the organising body, should be flown in a prominent position throughout the event, together with the flag of the organising association. The national flags of competing players/teams, which will be provided to the organising body by the WCF, should be displayed. All national flags should be displayed in alphabetical order (in the language of the host country).

The WCF's flags all measure approximately 100cm by 150cm, and look best on flagpoles between 4m and 6m high. Recent hosts at Latvia and Cheltenham have sourced suitable, low cost poles, details for which can be supplied on request.

Advertising Banners

Banners should be sufficiently well anchored to prevent them being blown about by wind or otherwise causing nuisance to players. Care should be taken to design the ground layout to prevent



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spectators sitting in front of paid-for advertising hoardings. This can be achieved by careful design of walkways, and roping-off no-go areas.

If permitted by local authorities a large banner advertising the event should be posted outside the venue approximately 14 days before the start of the event. If funds permit, poster advertising in the surrounding region can increase public awareness.

COURT MAINTENANCE REQUIREMENTS

Pre-Event Arrangements

Courts in regular use prior to the event will be prepared as part of the normal routine. However, in cases where additional areas of grass are brought into use especially for the event, care should be taken to ensure that the preparatory work in cutting the grass back to the required height begins sufficiently early to avoid "die-back". An early start on this work will also expose surface irregularities that can be repaired in time for the event if work begins early enough.

Similar court speeds across all courts/venues is important to players. Speeds of 11-13 Plummers (<http://www.oxfordcroquet.com/tech/nel-ht/index.asp>) are considered appropriate for World Championships.

Where special relief is required due to limited backswing near boundaries, this should be explained in the Managers briefing notes. All efforts to limit such areas encouraged.

Hoop Setting

Access to the courts will be required at least one day in advance of the event to move and set the hoops in new holes and ensure that the lawns are correctly laid out in accordance with the Laws/Rules and the *WCF Sports Regulations*.

During the Championship, arrangements should be made for hoop settings to be checked before the start of play each day.

As mowing has to be completed before the hoops can be set, arrangements should be made for mowing to start as early as possible. Liaison will be needed between ground staff and the team of referees and hoop setters to ensure that necessary court preparation work is completed each day in time for play to start at the scheduled time.

Managers attention is drawn to clauses 8.1.2 of the Sports Regulations. To summarise, hoops should be as tight as the regulations allow, but should reflect the conditions in order to avoid too many matches going to time.

Player Practice Sessions

Most players will probably arrive early to practise a day or two before the start of the event. Allowance should be made for this. Wherever possible, players should be allowed to practise on the actual courts being used for the event.

Arrangements During the Event

Lawn cutting - The grass should be cut every day or at least every other day, as necessary. If string boundaries are used, careful organisation of this work will be necessary to ensure that the grass is cut and court equipment replaced in time for the scheduled start of play.



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In some circumstances, string boundaries and court equipment can be removed the previous evening at the close of play. Mowing of the grass can take place either last thing at night or first thing the following morning. Where feasible, mowing should be avoided while play is taking place on nearby lawns.

Working parties should be rostered in advance to cover each day of the event, with the Ground Manager responsible for the overall coordination of the work and liaison with the ground staff. Checking the hoop settings and the layout of other court equipment is the responsibility of the Tournament Referee.

Maintenance of hoop clearances - Following the accurate resetting of hoops, the hoops should be checked for rigidity and clearance by a referee after each match and, where requested by the players concerned, after each game in a match.

Moving courts to re-site hoops - If excessive wear makes it necessary to adjust the position of lawns during the event, the use of string boundaries has the great advantage that the lawns can be moved easily and no marks are left where the old boundaries have been.

A schedule should also be agreed within the bid document for moving the hoops to new holes for the latter stages of the event.

Rain stops play - If the lawns become flooded, the Manager, should assess on a case by case basis, whether a court is 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. If so, play should be halted on that lawn immediately. A rule of thumb test is to check whether both players can hit a ball the length of the lawn (although do not apply this if a player is naturally weak and this inability is normal for the player concerned). Play should not re-start until this can be achieved. If lawns are likely or prone to flooding, then we recommend that lawn clearing equipment and personnel experienced in their use should be available at all venues to return lawns to use as quickly as possible.

TRAVEL, TRANSPORT & ACCOMMODATION

Availability of Ground and Air Transport

Hosts should provide details of optimum arrival and departure points for players and officials from overseas. This information should be available as soon as possible, but at the latest by the time the Invitation is sent out.

This is one of the most difficult areas to get right. Arrangements in the past have included providing a minibus or a fleet of volunteer car-drivers to give lifts to players and officials to venues and specific social events. If public transport is recommended, provide details for out-of-town players about routes, fares, where to buy tickets etc.

The below suggestions are optional, and some venues may be able to leave players to sort their own transport arrangements. The use of WhatsApp Community groups to help co-ordinate might be all that is needed. However, some venues may need to lay on transfers or shuttles.

Useful information or services that you might consider offering includes:



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- Suggest modes of transport from suggested likely accommodation centres to the venue(s).
- Explain how you intend to transport players and officials to and between venues during the tournament itself.
- arrange for all players and officials to stay at the same hotel within easy walking distance of the venue(s).
- organise a regular shuttle service between this hotel and the venue(s).
- for social events in the evening, hire a bus to pick up all those who wish to go to the event from a single departure point.
- appoint a Transport Manager, who can call on a number of individuals with cars to help out at short notice if someone gets left behind, or there are not enough places on the available transport.
- advise all players and officials of the contact arrangements and telephone number of the Transport Manager.
- publicise all arrangements that have been made to transport players and officials to the event and elsewhere, and make sure that everyone is aware of these arrangements.
- arrange a method whereby players and officials can list their transport requirements in advance in the Ground Manager's office.
- Set up a WhatsApp Community Group – Transport, so players and officials can co-ordinate amongst themselves.

Availability of Accommodation

Provide an idea of possible accommodation options, such as any on-site facilities or rooms, camping or mobile home options, B&B's, holiday home rentals, motels or hotels. Provide useful weblinks, particularly if there are local companies that you recommend, which visitors may not easily discover via an on-line search.

Discounts: specify any transport and accommodation discounts or special offers available for players, officials or visitors.

COMMERCIAL ACTIVITIES

Give details of plans to rent out space at the venue(s) for external commercial activities (for example, stalls for croquet equipment manufacturers and other commercial activities). Local croquet manufacturers and specialist mallet makers may be prepared to rent a site to sell or demonstrate their goods. There is no need to limit these activities just to croquet goods.

World Championships provide a means of generating income through sale of memorabilia. Host associations should capitalise on this opportunity. Additionally, players and spectators expect to be able to purchase memorabilia. They should not be disappointed.

The provision of a "shop" at the event to sell croquet goods (equipment, clothing, books, videos, etc.) is well worth-while.



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GROUND MANAGER'S DUTIES

During the event, the Ground Manager is responsible for "dressing" the ground, and maintaining the quality of the presentation by the following (as required):

- ensuring that accurate, up-to-date match information is displayed at all points.
- controlling spectators, particularly in preventing disturbance to those in play, and stopping spectators obscuring sponsor banners.
- providing seating for spectators, players, and officials.
- maintaining signs indicating position of equipment/literature stalls, toilets, refreshments, media area, Tournament Manager's office, etc.
- supervising any manufacturers' display areas, and any stalls selling merchandise.
- maintaining discipline of any corporate hospitality functions.
- providing an enquiry service.
- maintaining a "lost and found" register.
- ensuring provision of hot/cold drinks for players and officials at courtside during matches.
- maintaining appearance of flags and flagpoles.
- overseeing car parking arrangements.
- liaising with security and ground staff.
- maintaining the effectiveness of the communication equipment.
- Ensuring players understand where it is safe to leave their belongings.

If there are multiple venues some of the above tasks will be able to be handed on to venue managers or helpers at venues other than the main one.

MEDIA AND PUBLICITY

It is important that a Media Officer is appointed to manage all media matters for the event.

At the event itself, the Media Officer should greet media, and arrange interviews with players and others. If required, there could be an Assistant Media Officer to answer telephone enquiries, and to help prepare and despatch daily reports and results to media organisations. The Assistant could ensure that copies of completed group and knockout results to date are available on demand.

The WCF and the host association are responsible for issuing media releases to all WCF Members concerning the event both before and after it. Each WCF Member is responsible for its own arrangements to send out media releases and publicity to its own national media contacts.

Media Releases and Publicity

The host association may wish to ensure that the event is included in as many of their national "Sporting Calendars" as possible well before the event takes place.

A series of media releases can be sent to all relevant national and local media outlets several weeks before the event is due to take place. It can prove difficult to get much media attention for croquet, however, sustained efforts can prove fruitful.

Sending a complimentary copy of the Souvenir Programme to selected media personnel two weeks or so before the event can do a lot to ensure coverage by the media.



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Souvenir programme

An official souvenir programme will often be produced for an event. It could contain:

- the block draw for the Championship and its format.
- brief biographies and photographs of the players.
- messages of welcome from the WCF President and President of the event host.

Other items that might be included are:

- a welcome from the event host's Patron and/or the main sponsor.
- a Spectator's Guide to the Laws/Rules of Croquet.
- a list of social functions during the event.
- details of event officials and responsibilities.
- information about the layout of the venues, including:
 - the location of toilet facilities
 - refreshment facilities for players and spectators
- general articles on the game.
- details of local clubs for those who want to start to play croquet.

How much can be included often depends on the success of selling advertising space in the programme.

Production of the programme should start at least two months before the event, with the aim of circulating it to media personnel two weeks or so before the event starts. Sales of programme advertisements should start as soon as the bid to host the event is accepted.

Outline the contents of the Souvenir Programme; schedule its preparation; give advertising rates and discounts available to WCF member associations, and state latest dates for copy.

Programmes are often given free of charge to the players and officials, and sold to spectators. A typical daily charge has been £2 to £10.

If not selling the programme, then we advise hosts to display the programme as an interactive pdf on either their website or the WCF site and use it to convey pre-event information to the public and players. This would provide any sponsors with a wider audience.

Daily Bulletins

In addition to the Souvenir Programme, if volunteer effort and costs allow, then it is a good idea to produce daily bulletins or news briefs throughout the event. These can contain the order of play for the day as well as previous results and any changes to the programme or other notices. More recently, these types of updates have been supplied by daily Facebook posts.

Photography

People wishing to take "serious" photographs using large cameras and long lenses should be controlled to ensure that they do not interfere with players, officials or schedules. (Spectators using pocket cameras or phone cameras are less of a problem). An official photographer who can be present throughout the event could be appointed to create a photographic record – a gallery of photos could be added to the event's website so players can take copies on their return home.



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Interviews

Interviews should be carried out where other players and officials are not disturbed and when competitors are not playing.

Consideration could be given to providing a backdrop screen for filmed interviews that will highlight prominently the following:

- name of the event
- WCF logo
- host association logo
- name and logo of any sponsors of the event.

TV Coverage

The chances of getting TV coverage will vary from country to country. If sufficient sponsorship can be found, then it may be necessary to get a production house to make a proposal to a network or TV channel provider.

Live Streaming

In recent years the Croquet community has come to expect livestreaming of the major championships. The WCF encourages hosts to provide live streaming, at least from the knock-out stage onwards. However, we appreciate that this might not be possible at all events.

Guidance on how to live-stream effectively is available separately.

SOCIAL EVENTS AND EXCURSIONS

A survey of players in previous World Championships has shown that they prefer "compulsory" social events to be limited to an opening and a closing ceremony. These could be in the form of an informal buffet reception at the beginning, so they can be introduced to players they have not met before, and a formal tournament dinner at the end.

Provide a schedule of social events and excursions that are planned to take place during the event. Provide details of how these events and any event dinner will be funded. Schedule any costs that players or officials may have to pay for other functions during the event.

In-between times, players prefer to have a programme of optional events, and particularly like to have an opportunity to meet and talk with each other in relaxed surroundings.

RISK ANALYSIS

Risks to any event come in many forms, some may be life threatening, others may be inconvenient. The common characteristic is that they potentially can jeopardise the event as a whole, the manner in which it is organised and run, infrastructure surrounding it and the participants whether players, officials, spectators, sponsors or others.

The host association should carry out a risk analysis for the event, venues, and transport (including disruption to public transport from e.g. strikes) to be used by them in the course of the event. The analysis will include:



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- the risk of injury to any player, official, workers or spectators at the event
- the risk of damage, theft or loss to the property of players, officials, other workers, spectators or the various venues or accommodation used in the course of the event
- the proportional means by which such risk of injury, damage, theft or loss can be alleviated or negated.

The host association should appoint one person to be in charge, at each venue, who will take responsibility for the implementation of reduction of such risks.

The hosts should ensure that they highlight any safeguarding issues (particularly if underage competitors are involved).

A non-exhaustive risk analysis tool is available in the Appendix A. Event organisers may use other risk analysis methods if they prefer.

MEDICAL FACILITIES

A first aid kit should be readily available at all venues, and a list of local hospitals and medical centres made available to the Tournament Manager in case of emergency or injury during the event. The names of any qualified first aiders should be readily available.

APPEALS PANEL

The pool of available people for Appeals should comprise of up to 9 experienced people, ideally from a range of the represented countries. Generally, for any particular appeal, 3 of these will be called upon. Use of video conferencing or telephone is acceptable for appeals, although at least a few people should be at the venue, so that they can explore the issue in person, should that be required. The panel must be published on the WCF or Event website before the Draw is done.

TOURNAMENT MANAGER'S BRIEFING

We recommend this is done in advance via the website and/or emails to players. The briefing enables the Manager to alert Players to any special conditions that will apply to the Event to provide information about the playing schedule, venues, accommodation arrangements, or other matters. A section of the briefing will likely be from the Tournament Referee, clarifying issues such as how hoop checks and adjustment should be requested, and any other issues related to the Rules/Laws and refereeing that need to be raised. It is highly recommended that at some time prior to play beginning, the Players should have the opportunity to attend an in-person Managers briefing, allowing them to ask any questions or request clarification on the briefing notes.

It is helpful if the Player briefing notes are available as printed paper copies for hand-out at the Opening Ceremony or on the first morning.

COMMUNICATIONS: To and Between players

Player Briefing Note

Per regulations this should go to players at least two weeks prior to the event start date. In practice



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the sooner this goes out the better. It is also often done via the website and players simply notified to access this resource.

Tournament Manager / Officials:

Player contact information provided from the players should be made available to the TD and TM so that they can contact players in advance of the championship and during play.

During the tournament the Manager may need to provide group information to the players, or to his team of officials, for instance in relation to the Draw, start times or venues for matches. We recommend the use of the Croquet Scores Commentary facility for these types of group notifications.

Players

It can be useful for players to be able to consult with each other, for instance to plan accommodation, or car sharing.

The use of WhatsApp Community groups has worked well for these at recent Championships. These can be open to all players and officials, or set up as sub-groups. For instance, the Manager might set one up to communicate with all his officials and deputies. Players might find them useful in advance for arranging shared accommodation or during the event for sorting out transport and car-sharing.

How to set up WhatsApp Communities -

https://faq.whatsapp.com/438859978317289/?helpref=tc_about&cms_platform=web

OPENING & CLOSING CEREMONIES

Opening Ceremony

The following should take place:

- a welcome speech by the host association's President
- the reigning Champion (if present) is invited to formally hand over the WCF perpetual trophy to the WCF President for safe keeping until the end of the event
- a speech by the senior representative of any main sponsor
- a speech by the WCF President (or other representative of the WCF), who shall declare the event open.

Some hosts have had a formal opening ceremony with players from each Member association marching behind their national flag and being introduced by a master of ceremonies. Displays by local indigenous cultures and/or music are among items that may be considered for inclusion, but are not mandatory. Player feedback on extended opening ceremonies has been mixed.

Closing Ceremony

The presentation ceremony should be held immediately on completion of the Final to ensure that interest is maintained and spectators do not drift away.

Where the Final is a "best-of-X" game match, the persons forming the presentation party should be advised of the uncertain timing of the ceremony.



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All players and officials should be encouraged to attend the Closing Ceremony to say farewell to each other and the crowd in a formally orchestrated way.

The presentation party could include the WCF President (or other WCF Representative), the host association President, the representative of any main sponsor, Presidents of other WCF member associations and members of the WCF Management Committee present at the event.

The following can be considered for inclusion (singles events; team events will likely have a different array of trophies):

- presentation of a trophy to the winner of any WCF development event
- presentation of trophies to the winners of consolation events
- presentation of WCF medals to the losing semi-finalists
- presentation of a WCF medal to the losing finalist
- presentation of the WCF perpetual trophy and any other trophy together with a WCF medal to the winner
- short speech by the winner of thanks to the organisers and those who have made the event possible
- a closing speech by the host association President
- a closing speech by the senior representative of any main sponsor
- a closing speech by the WCF President (or other WCF Representative), who shall declare the event closed.

All trophies should be presented by the main sponsor's representative or, in their absence, the WCF President (or other WCF Representative).

End of Guidance to Bidders and Event Hosts

APPENDIX A – Example Risk Tool

How does it work?

This tool helps those appraising an event bid to consider both the likelihood of harm to participants that may arise due to the nature of the proposed event and the overall level of risk. It is non-exhaustive and designed to stimulate consideration of the main risks that may be apparent.

Likelihood of harm: The main part of the tool offers a series of statements, presented in rows and columns, against which a given section of a WCF event can be assessed.

The left hand column statements are those representing the highest likelihood of harm to participants and the event. Statements found in the right hand column are those representing the lowest chances of harm occurring.

WCF events can be appraised against each of the statements contained in the rows to form an overall impression of the likelihood of harm to the event and participants. For example, events in which a



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large number of the cells in the left hand column appear to best describe the assessment indicate that the event is one in which the chances of harm to participants is likely to be high risk. It is important also to consider the extent to which the event bid identifies and addresses areas likely to give rise to higher chances of harm – if recognized and dealt with, the overall level of risk will be reduced.

To take account of this, *if the review of an event bid indicates that, for a given row, there is a high chance of harm*, then it is important to consider if there is also a *high level of risk*.

At the end of each row there are two cells that describe two logical possibilities if a high chance of harm is identified. For each row, either:

- the concerns or issues relating to the area giving rise to the higher chance of harm have been fully addressed in the event bid, or
- the issues concerned have not been fully addressed.

Where feasible, any actions taken to mitigate the risk, should be indicated.

The WCF Event Lead or S-G may ask to review the Risk Analysis.

Who is it for?

It is primarily designed for use by host associations. The way it is used will depend on the local arrangements.

For example:

- where concerns about likelihood of harm or risk are identified, the tool may be used to determine the level of review that may be needed
- it could be used within the review process itself
- it might also be used as a self-assessment tool by the host association.

<u>Area</u>	<u>High</u>	<u>Medium</u>	<u>Low</u>	<u>Areas of high likelihood of harm addressed</u>
Organiser Competence	Organisers have little or no experience in hosting events	Organisers have some experience of hosting small events	Organisers have a lot of experience of hosting large scale events	Organisers competent Organisers will require assistance
Venue Suitability	Venue has never been used for large scale event before Venue is usually susceptible to weather extremes	Venue has been used for local events Venue is sometimes susceptible to weather extremes	Venue has been used for large scale events before Venue is used to stable weather conditions	Venue will have experience Venue will have no experience Venue will be suitable



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				Venue will suffer from flooding, high winds, etc.
Infrastructure	Host Association has no infrastructure to host event No accommodation for players and officials	Host Association has little infrastructure to host event Little accommodation for players and officials	Host event is fully equipped to host event Good accommodation for players and officials	Hosts have infrastructure Hosts do not have infrastructure Accommodation good Accommodation poor
Income and Expenditure	Host Association has no cash resources or reserves to host event	Host Association has little cash resources or reserves to host event	Host Association has cash resources and reserves set aside to guarantee event	Host have money to host Hosts do not have money to host event
Bid Document	Bid document does not address all aspects of the event	Bid document covers some aspects of the event	Bid documents covers all aspects of the bid	Bid document reflects all aspects required of event Bid document does not cover all aspects
Safeguarding	Organisers have little or no experience in safeguarding	Organisers have some knowledge and experience	Organisers have a lot of experience	Organisers competent Organisers will require assistance
Participants	Participants are not aware of all aspects of the event	Participants are aware of some aspects of the event	Participants are aware of all aspects of the event	Participants well briefed on key aspects Participants not aware of key aspects of the event