



World Croquet Federation Draft Practice Book

Effective Date
**Amended from
Statutes v 13.7
ready for
Incorporation**

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001 INTRODUCTION AND SCOPE

This Practice Book, together with the Articles of Association of World Croquet Federation Limited, govern the operation and activities of the World Croquet Federation.

Where there is a conflict between this Practice Book and the Articles, this document takes precedence, in so far as is in accordance with English law.

002 DEFINITIONS

Event Host Games	a Member responsible for holding a WCF Event the versions of the game and sport of Croquet recognised by the WCF (see Clause 161.1)
Board	the Board of Directors of the WCF Limited
Member	a body affiliated to the WCF
Members	the collective Members of the WCF, via their nominated representative(s)
WCF:	the World Croquet Federation Limited
WCF Event	a competitive Croquet event held under the auspices of the WCF

100 Constitution of the WCF

101 NAME, LEGAL STATUS AND GOVERNING LAW

101.1 The official name of the body subject to the articles of Association is the World Croquet Federation.

101.2 The WCF has the legal status of a limited company by guarantee, company number xxxxx. “.

101.3 The law applicable to the interpretation of the Articles, this Practice Book and other relevant policies and regulations, is the law of England and Wales.

101.4 The address of the WCF is: World Croquet Federation Limited, c/o Croquet England, Old Bath Road, Cheltenham, GL53 7DF.

102 VISION, PRINCIPLES AND OBJECTIVES

102.1 The vision, principles and objectives of the WCF are set out in the Articles of Association, Clause 2: Objects and Assets.

103 MEMBERSHIP AND RECOGNITION OF OTHER ENTITIES

103.1 The WCF shall consist of Members elected as set out in the Practice Book Clause 123 which are bodies responsible under their constitutions for the administration of at least one of the Games within the domain of their respective countries. These bodies may be Full or Associate Members of the WCF and are hereinafter referred to collectively as "Members" where the context permits. The criteria and privileges of Full and Associate Membership are set out in the Articles, Clauses 4.3 and 4.5 respectively.

103.2 The WCF shall also recognise and support other entities ("Recognised Croquet Organisations" or "RCOs") which administer at least one of the Games within the domain of their respective countries. The criteria and privileges of being a RCO are set out in Clause 106. The WCF shall not recognise a RCO in a country represented by a Full or Associate Member.

103.3 A Member or RCO shall consist of or represent individuals or clubs or regional or other bodies associated for the purpose of playing, promoting and administering one or more of the Games.



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103.4 A Member or RCO may be said to represent a number of “Affiliated Players” which may include individuals who are directly affiliated to the Member and individuals who are members of clubs or regional or other bodies which are themselves affiliated to the Member.

103.5 A Member or RCO must be financially viable in its own right and must not be a subsidiary body of or under the control of another Croquet body. Each Member or RCO must be able to produce to the Board on request a copy of its own audited or independently examined accounts which demonstrate the receipt of membership subscriptions from Affiliated Players or from bodies affiliated to the Member.

103.6 A Member or RCO must have a democratic constitution which is published on its website or is lodged with the WCF. The Member must notify the WCF immediately of any amendments thereto.

103.7 The WCF will recognise only one Member in respect of a country but may recognise more than one RCO in respect of a country.

103.8 A Member must either:

103.8.1 be able to demonstrate that it fully supports the United Nations Convention on the Rights of the Child (“UNCRC”) by incorporating within its own constitution, or other rules of association, written child protection procedures commensurate with their national or state laws relating to the UNCRC, or

103.8.2 commit to send Under 18 entrants to a WCF Event only if it has agreed in advance with the Event Host how the Under 18 entrant(s) will be adequately looked after throughout the trip.

104 FULL MEMBER

104.1 A Full Member must meet the criteria set out in the Articles, Clauses 4.3.1 to 4.3.7.

104.2 A Full Members Rights and Privileges are set out in the Articles, clause 4.5.1

105 ASSOCIATE MEMBER

105.1 An Associate Member must meet the criteria set out in the Articles, Clause 4.3.8 to 4.3.14.

105.2 An Associate Members Rights and Privileges are set out in the Articles, clause 4.5.2

106 RECOGNISED CROQUET ORGANISATIONS

106.1 An organisation may apply to the Board to become a Recognised Croquet Organisation (“RCO”).

106.2 The Board is entitled to grant RCO status to an organisation if it is satisfied that there is clear evidence that the organisation is actively involved in promoting at least one of the Games in their country, including the establishment of at least one affiliated croquet club.

106.3 The Board is entitled to withdraw RCO status from an organisation if it ceases to meet any of the criteria set out in Clauses 103.5, 103.6 or 106.2.

106.4 A RCO may request the Board to exercise its discretion so that it may:

106.4.1 be invited to send a team to compete in a WCF team event either alone or in combination with another RCO from the same country; or

106.4.2 be awarded one Membership Place in a WCF singles event; or

106.4.3 be awarded financial assistance to promote the development of at least one of the Games in their country.

107 to 109 are not currently in use.



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110 Governance of the WCF

111 STRUCTURE

111.1 The WCF shall be managed collectively by its Members acting through their nominated voting representative.

111.2 The WCF shall elect a President to act as the WCF’s principal representative.

111.3 The day-to-day affairs of the WCF shall be managed by the Board of Directors. The Board shall appoint a Secretary-General to act as the WCF’s principal administrative officer.

111.4 The WCF shall publish annual accounts which shall be examined by an Independent Examiner elected annually by Members at the Annual General Meeting. The WCF shall elect a Treasurer to act as the WCF’s finance officer and have responsibility for preparing the annual accounts.

112 Member Communications

112.1 Members will communicate and vote by electronic mail (“email”) communication managed by the Board. Members may discuss and develop propositions in a series of consultation or decision-making cycles which are normally of 21 days’ duration. This process is set out in detail in Clause 144.

112.2 RCOs are entitled to participate in email discussions but may not vote.

112.3 Formal decision-making in relation to elections, recommendations by the Board and other propositions is carried out by Full and Associate Members casting votes by email via the Member Decision Making Process, or by voting at General Meetings. The procedure for resolutions and elections at General Meetings is set out in Clause 8 of the Articles. The procedure for all other matters, including any consultation required prior to a formal vote at an AGM, is set out in Clause 144.

112.4 For the purposes of Clause 112.3, the number of votes to which each Full and Associate Member is entitled is determined according to their Membership category and number of Affiliated Players that they represent as shown below and in the table in the Articles, clause 4.6.:

	Number of Affiliated Players	Votes
Full	2,000+	8
	1,000 to 1,999	6
	500 to 999	4
	100 to 499	2
Associate	At least 20	1

112.5 A proposition to amend or revoke the Practice Book requires the approval of Members by a two-thirds majority of the votes cast.

112.6 A proposition raised on any other Member Decision requires the approval of Members by a simple majority of the votes cast. In the event of a tie, the proposition shall be declared defeated.

112.7 A proposition which gains the required majority will come into immediate effect unless the proposition provides otherwise.

112.8 Any Member in arrears with its subscription (see Clause 154) or suspended under Clause 157.2 is not eligible to vote in an election or on any other matter.



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113 THE BOARD OF DIRECTORS

113.1 The Board shall consist of nine members, including the President, the Secretary-General, the Treasurer and six other members.

113.2 A member of the Board is not a representative of any Member when acting for the WCF and is required to act and decide in what they judge to be the best interests of the WCF and the Games as a whole.

113.3 The Board shall operate in accordance with the WCF Administration Regulations.

113.4 The Board shall decide all urgent matters and shall have general administrative powers to carry on the work of the WCF and to govern its financial affairs, subject always to the right of any Member to request a General Meeting vote to amend or reverse any decisions taken.

113.5 The Board shall appoint an Event Sub-Committee for each WCF Event which shall act on behalf of the Board in relation thereto unless it decides or is directed by the Board to refer a matter to the Board for approval.

113.6 Routine matters shall be dealt with by the Secretary-General who shall keep the Board informed of such matters and how they have been resolved. Any matter which, in the opinion of the Secretary-General, cannot be properly so resolved shall be referred to the Board or, in relation to a WCF Event, to the Event Sub-Committee.

114 ELECTION OF OFFICERS

114.1 Members shall elect a Board of Directors and an Independent Examiner as set out in the Articles, Clause 5.

114.2 Frequency of elections

114.2.1 An election for the office of President shall take place every four years or at shorter intervals if necessitated by resignation.

114.2.2 An election for the office of Treasurer shall take place every four years or at shorter intervals if necessitated by resignation.

114.2.3 An election for membership of the Board shall be held every year when required by retirements or resignations.

114.2.4 An election for the office of Independent Examiner shall take place every year.

114.3 Nominations

114.3.1 The Secretary-General shall call for nominations to fill vacancies arising for the offices of President or Treasurer or for membership of the Board by email to all Members three months prior to the Annual General meeting date.

114.3.2 Candidates for these offices may be nominated by Full or Associate Members.

114.3.3 All nominations for these offices must be authorised in writing or by email by the candidate and by an appropriate officer of the nominating Member. Nominations must be accompanied by a brief résumé of the candidate's personal details and objectives and must be received by the Secretary-General not later than six weeks before the date of the Annual General Meeting.

114.3.4 The Board will nominate the candidate for Independent Examiner.

114.4 Need for election

Eight members of the Board and the Independent Examiner are elected at the AGM as per the Articles, clauses 8.8.2 and 8.8.3 respectively.



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114.5 Timetable

- 114.5.1 If an election is required, a formal Notice of Election shall be emailed by the Secretary-General to all Full and Associate Member at least six weeks prior to the AGM giving the names, details and résumés of the candidates and the names of their nominating Members.
- 114.5.2 The Notice will state the Closing Date for the submission of votes in advance by email or electronic means, which will usually be 48 hours prior to the date of the AGM. This is the last date by which votes must be sent by email in accordance with Clause 112.3 and received by the Secretary-General in order to be valid. Votes received after the Closing Date will not be counted.
- 114.5.3 If there is a contested election for the post of President or Treasurer, candidates may also seek election for the other post or for general membership of the Board. In these circumstances, the election for President will be decided first and the election for Treasurer second so that, if necessary, the successful candidates can be eliminated from the other board position elections.
- 114.5.4 In an election for President or Treasurer, a Member is entitled to vote for only one candidate. In an election for membership of the Board, a Member is entitled to vote for as many candidates as there are vacancies. A Full Member will be deemed to have cast the number of votes to which it is entitled under Clause 112.4 for each candidate for which it votes.
- 114.5.5 In the event of a tie in an election, the winner shall be decided by drawing lots.
- 114.5.6 The Secretary-General will publish the election results in the Minutes of the General Meeting.
- 114.5.7 Successful candidates will take office at the close of the General Meeting.

114.6 Secretary-General appointment:

- 114.6.1 The Board shall appoint a Secretary-General for a four-year term who will be a member of the Board *ex officio* and eligible for re-appointment for one further four-year term.
- 114.6.2 The Board may appoint a Deputy Secretary-General for the final year of the term of office of the Secretary-General. The Deputy Secretary-General will not be a member of the Board.

114.7 Member limits

- 114.7.1 Notwithstanding Clause 113.2, the Board may not contain more than two individuals affiliated to the same Member, excluding the Secretary-General.
- 114.7.2 For this purpose, an individual is deemed to be affiliated to the Member that nominates them for election unless they are not eligible to represent the country of the Member in accordance with Appendix 1 of the WCF Sports Regulations on the date of their nomination. In these circumstances, the individual is deemed to be affiliated to the Member of the country for which they are eligible to play. If eligible for more than one Member, they must declare their chosen affiliation. They shall retain this affiliation throughout their term of office.
- 114.7.3 If it appears possible that the result of an election could result in a breach of Clause 114.7.1, the Board shall take appropriate steps to ensure compliance, such as annulling the election of a candidate for membership of the Board.

114.8 Subject to Clause 114.7 above, the Board may fill any vacancy for the offices of President or Treasurer or for membership of the Board arising during the year. The individual shall retire at the AGM and be eligible for election in accordance with normal election procedures.

115 REGULATIONS

115.1 The following Regulations deal with the administration and operations of the Board or the WCF:

- 115.1.1 The Administration Regulations
- 115.1.2 The Finance Regulations
- 115.1.3 The Hall of Fame Regulations
- 115.1.4 The Ranking Regulations
- 115.1.5 The Privacy Policy
- 115.1.6 The Code of Conduct Complaints Procedure

115.2 The following Regulations deal with the conduct and management of WCF Events:



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- 115.2.1 The Equipment Regulations
- 115.2.2 The Event Regulations
- 115.2.3 The Refereeing Regulations
- 115.2.4 The Sports Regulations

115.3 Adoption and amendment of Regulations

- 115.3.1 The Board is authorised to recommend to Members the adoption of a new Regulation or the amendment or deletion of an existing Regulation.
 - 115.3.2 A new Regulation or an amendment to or the deletion of an existing Regulation shall not take effect until approved by Members by a simple majority of the votes cast in accordance with Clause 112.3.
 - 115.3.4 In the case of a minor amendment or amendments to an existing Regulation, the Board may seek Member approval using the “silent approval” method whereby the amendment is published to Members and comes into effect on a stated future date not less than 21 days after the date of publication unless Full or Associate Members entitled to more than 20% of the total votes available have registered an objection by that date. In these circumstances, the Board recommendation will be put to a formal email vote in accordance with Clause 112.3.
- 115.4 If a provision of a Regulation conflicts with a provision of a Practice Book Clause, the Practice Book Clause shall prevail.

116 Code of Conduct

To protect the integrity of the sport of croquet and to promote an orderly, courteous, safe, and fair environment for playing the sport, the WCF and any individual or body interacting with it or working on WCF related activities, shall:

- 116.1 Observe all relevant rules and regulations relating to the WCF and its Members and Event Hosts, as applicable to the activity being undertaken;
- 116.2 At all times uphold the Laws and Rules of Croquet in all forms of the sport including those pertaining to behaviours and any Regulations applicable to tournaments in which they are competing or which they are attending;
- 116.3 Behave in a spirit of friendship, good sportsmanship and fair play when playing or attending at any WCF event;
- 116.4 Not engage in behaviour that involves bullying, abuse, harassment, discrimination, victimisation, neglect or defamation.

117 to 119 are not currently in use.



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120 Member business

121 ANNUAL REPORTING

Members shall:

121.1 in the first quarter of each year, receive the Annual Report of the Board for the previous calendar year;

121.2 in the first half of each year, receive the Statement of Accounts for the previous calendar year;

121.3 in the fourth quarter of each year, consider and, if thought fit, approve the Budget for the following year; and

121.4 within 6 months of the start of a new WCF President's term of office, receive and be consulted on a revised four-year Business Plan.

122 ROUTINE BUSINESS

From time to time as required, Members shall:

122.1 consider applications for Membership in accordance with Clause 123.

122.2 consider revisions of a Member's status.

122.3 consider proposals for championship event types to be added to, or removed from, the list of recognised event types.

122.4 confirm, revise or remove any penalties imposed under Clause 156.

122.5 consider other proposals and motions raised by the Board or Members.

123 ELECTION OF MEMBERS

123.1 An application for membership of the WCF may be made only by an entity that satisfies the requirements of Clause 103 and whichever of Clauses 104 to 106 is applicable.

123.2 An application must be made in writing or by email to the Secretary-General and must contain the information required by Clause 103 and such other information as the Board may require.

123.3 An application validly submitted will be considered by the Board which will then recommend to Members whether that entity should be admitted to WCF membership and to what class of membership.

124 DISSOLUTION

124.1 The WCF may only be dissolved if a proposition to that effect is approved by a majority of four-fifths of the votes cast.

124.2 In the event of such dissolution, the Articles Clause 2.3 applies.



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125 REGIONAL COMMITTEES

126 GENERAL PROVISIONS

126.1 Purpose

The purpose of a regional committee of the WCF is to provide a structure for the promotion of the Games in a defined geographical region of the world if the Members and RCOs located in that region believe that such a structure could deliver significant benefits. A regional committee is empowered to organise WCF regional championships and other WCF regional events including all forms of coaching, development and similar support.

126.2 Membership

The membership of a regional committee shall comprise five representatives elected from the relevant WCF Members (Full and Associate). Members of the Board from the relevant region shall be ex-officio members of the regional committee.

126.3 Terms of office

Each member of a regional committee shall serve for a term of four years which shall commence on 1 January and expire on 31 December in the relevant years. Such members may be re-elected once to serve a maximum of two consecutive terms. If a member resigns or otherwise ceases to be a member during a term, a replacement will be elected to serve for a maximum of 4 years, their term ending on the 31st December of their 4th year in office.

126.4 Chairman

The members shall elect a chairman from among themselves who shall serve for a term of four years and be eligible for re-election for a second term of four years, or until such time as they stop serving on the committee. If there are Board members from the relevant region, the chairman shall be elected from them.

126.5 Terms of Reference

Terms of Reference (TOR) of a regional committee are developed and approved by the Board.

126.6 Principles of Operation and Reporting

- 126.6.1 A regional committee shall operate in accordance with the WCF Administration Regulations.
- 126.6.2 Regional Championships will be arranged and managed by the Regional Committee and will follow, in so far as is practical, the principles set out in the WCF Regulations. The WCF Board will agree the schedules, budgets and Event bids for these championships.
- 126.6.3 The Chairman of a regional committee shall participate as a non-voting participant at the regular and extraordinary Board meetings, where matters relevant to their Regional Committee are to be discussed.
- 126.6.4 A regional committee shall submit the following to the Board by 31 October in each year:
 - a) annual report, b) financial report, c) budget for the coming year.



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127 SPECIFIC REGIONAL COMMITTEES

127.1 European Regional Committee

127.1.1 The European Regional Committee (ERC) comprises five elected representatives nominated by WCF Members (Full and Associate) situated in Europe. An individual from an RCO may serve on the committee but must be nominated by a Member.

127.1.2 Each Member shall be represented by no more than one elected member of the ERC.

127.1.3 Additionally, members of the Board from Europe are ex-officio members of the ERC.

127.2 European Region Annual Subscription Fee

127.2.1 Members in the European region will be required to pay a Regional Annual Subscription fee of such amount as shall be decided by Members from time to time on the recommendation of the Board.

128 to 129 are not currently in use.

130 Other bodies and appointments

131 SUB-COMMITTEES

131.1 The following sub-committees of the Board have been established:

131.1.1 the Association Croquet Laws Committee ("ACLC") (see Clause 132)

131.1.2 the Golf Croquet Rules Committee ("GCRC") (see Clause 133)

131.1.3 the MacRobertson Shield Committee ("MSC") (see Clause 134)

131.1.4 the Rankings Operations Committee ("ROC") (see Statute 135)

131.2 The Board may establish other sub-committees to carry out any of its functions. Once established, a sub-committee may not be dissolved except with the approval of Members.

131.3 The Board may co-opt individuals who are not members of the Board to serve on a sub-committee but it must contain at least one member of the Board. Co-opted individuals shall serve for a term decided by the Board

132 ASSOCIATION CROQUET LAWS COMMITTEE (ACLC)

132.1 Purpose

The purpose of the ACLC is to administer the Laws of Association Croquet ("the Laws"). The ACLC is empowered to publish Member approved amendments to the Laws, to issue Official Rulings on the interpretation of the Laws and to recommend to the Board that Members should be asked to approve a new edition of the Laws.

132.2 Membership

The ACLC shall comprise five members appointed as follows:

132.2.1 Croquet Australia, Croquet England, Croquet New Zealand and the United States Croquet Association shall each appoint one member; and

132.2.2 the Board shall appoint one non-voting member.

132.3 Terms of office



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Each member shall serve for a term of four years which shall commence on 1 January and expire on 31 December in the relevant years. Such members may be re-appointed once to serve a maximum of two consecutive terms. If a member resigns or otherwise ceases to be a member during a term, the body who appointed them may appoint a replacement to serve for the remainder of the term who will then be eligible to serve for two consecutive terms of four years.

132.4 Chairman

The voting members shall elect a chairman from among themselves who shall serve for a term of four years and be eligible for re-election for a second term of four years, or until such time as they stop serving on the committee.

132.5 Changes to the Laws

132.5.1 The Laws should only be amended where there is a clear and demonstrated need.

132.5.2 The WCF will seek to issue new editions of the Laws no more frequently than once every six years.

132.5.3 A new edition of the Laws must be subject to a consultation with Members of at least two months before being recommended by the ACLC to the Board for submission to Members for approval. A new edition must be approved by Members by a two-thirds majority of the votes cast before coming into effect.

132.5.4 Between new editions, Official Rulings may be published by the ACLC which may be incorporated into future editions of the Laws.

132.5.5 Decisions of the ACLC shall be taken by consensus.

132.6 Publication of the Laws and Official Rulings

The WCF will publish the Laws and Official Rulings on its website and WCF Members may publish the Laws and Official Rulings freely within their own domain in whatever format they deem appropriate.

132.7 Relationship with the GCRC

Where the Laws and the Rules cover similar subject matter which does not relate to the essential differences between the two games, the ACLC should co-operate with the GCRC to develop common wording.

133 GOLF CROQUET RULES COMMITTEE (GCRC)

133.1 Purpose

The purpose of the GCRC is to administer the Rules of Golf Croquet ("the Rules"). The GCRC is empowered to publish Member approved amendments to the Rules, to issue Official Rulings on the interpretation of the Rules and to recommend to the Board that Members should be asked to approve a new edition of the Rules.

133.2 Membership

The GCRC shall comprise eight members appointed as follows:

133.2.1 Croquet Australia, the Egyptian Croquet Federation, Croquet England, Croquet New Zealand and the United States Croquet Association shall each appoint one member;

133.2.2 the other Full and Associate Members shall elect two voting members following an election procedure managed by the WCF Board; and

133.2.3 the Board shall appoint one non-voting member.

133.3 Terms of office

Each member shall serve for a term of four years which shall commence on 1 January and expire on 31 December in the relevant years. Such members may be re-appointed once to serve a maximum of two consecutive terms. If a member resigns or otherwise ceases to be a member during a term, the body who appointed them may appoint a replacement to serve for the remainder of the term who will then be eligible to serve for two consecutive terms of four years.

133.4 Chairman



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The voting members shall elect a chairman from among themselves who shall serve for a term of four years and be eligible for re-election for a second term of four years, or until such time as they stop serving on the committee.

133.5 Changes to the Rules

133.5.1 The Rules should only be amended where there is a clear and demonstrated need.

133.5.2 The WCF will seek to issue new editions of the Rules no more frequently than once every six years.

133.5.3 A new edition of the Rules must be subject to a consultation with Members of at least two months before being recommended by the GCRC to the Board for submission to Members for approval. A new edition must be approved by Members by a two-thirds majority of the votes cast before coming into effect.

133.5.4 Between new editions, Official Rulings may be published by the GCRC which may be incorporated into future editions of the Rules.

133.5.5 Decisions of the GCRC shall be taken by a simple majority.

133.6 Publication of the Rules and Official Rulings

The WCF will publish the Rules and Official Rulings on its website and WCF Members may publish the Rules and Official Rulings freely within their own domain in whatever format they deem appropriate.

133.7 Relationship with the ACLC

Where the Rules and the Laws cover similar subject matter which does not relate to the essential differences between the two games, the GCRC should co-operate with the ACLC to develop common wording.

133.9 - ADVANTAGE GC OPERATIONS COMMITTEE (AGCOC)

133.9.1 Purpose: the main purpose of this sub-committee of the GCRC is to ensure that both the rules of Advantage GC, and the associated tables, are operating efficiently and updated as needed.

133.9.2 Membership: the AGCOC shall comprise up to seven members appointed as follows:

- i) Up to five voting members shall be appointed by the Board for a term of four years. These members shall be entitled to serve two terms.
- ii) A member from the GCRC, who may serve as a non-voting member of the AGCOC for as long as they are still on the GCRC.
- iii) A member from the Board, who may serve as a non-voting member of the AGCOC for as long as they are still on the Board.

133.9.3 Chairman: the Chairman will be appointed by the committee and will be one of the voting members.

133.9.4 The AGCOC shall prepare a report to the GCRC and Board about the operation of this handicap variant as and when it recommends any changes to how Advantage GC is played and operates.

134 MACROBERTSON SHIELD COMMITTEE (MSC)

134.1 Purpose

The MSC is convened 18 months before the next holding of Tier 1 of the WCF Association Croquet World Team Championship for the MacRobertson Shield ("the next Event"). Its main purpose is to administer the next Event by agreeing and publishing the MacRobertson Shield Regulations to govern the next Event. The MRC is dissolved at the end of the next Event.



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134.2 Membership

The MSC shall comprise five members appointed as follows:

- 134.2.1 Croquet Australia, Croquet England, Croquet New Zealand and the United States Croquet Association shall each appoint one member; and
- 134.2.2 the Board shall appoint one non-voting member.

134.3 Terms of office

Each member shall serve for the period for which the MSC is active in relation to the next Event.

134.4 Chairman

The chairman will be the member appointed by the Event Host unless they decline or are not available. In these circumstances, the MSC will elect another chairman.

134.5 Decision-making

The MRC shall take all decisions by a super-majority vote with at least three of the four voting members being in agreement.

135 RANKING OPERATIONS COMMITTEE (ROC)

135.1 Purpose

The main purpose of the ROC is to ensure that both the AC and GC grading systems are operated in accordance with the Ranking Regulations. Additionally, the committee should ensure that the grading systems are updated in a timely manner, that historical data and the continuity of grading system operations is maintained and should work to facilitate further development of the grading systems to increase their functionality.

135.2 Membership

The ROC shall comprise five members appointed as follows:

Three members shall be appointed by the Board for a term of four years of which one shall be a member of the Board. These members are eligible to serve two terms. The other two members are the AC and GC ROs who shall be ex officio members.

135.3 Chairman

The chairman will be appointed by the committee.

135.4 The ROC shall prepare an annual report to the Board about the operation of the ACGS and/or GCGS and any proposed changes to them or to these Regulations.

135.5 The ROC shall undertake a formal review of each of the ACGS and GCGS every four years to ensure that they are operating as intended.

136 WORKING GROUPS

136.1 The Board may establish one or more Working Groups to carry out any of its functions and may dissolve a Working Group at any time.

136.2 The Board may co-opt individuals who are not members of the Board to serve on a Working Group but it must include at least one member of the Board.



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137 APPOINTMENTS

137.1 The Board may appoint suitable individuals to posts to carry out any of its functions and may terminate such appointments at any time.

137.2 Examples of such posts include an Archivist/Historian, an Equipment Officer and AC and GC Rankings Officers and Assistant Rankings Officers.

137.3 Such post holders may receive honoraria which are disclosed to and approved by Members in the annual budget process.

138 CONFLICT OF INTEREST

138.1 Any person who wishes to serve on the Board, a Sub-Committee or Working Group or accept a WCF appointment must inform the Board of any financial or other interest they have in any of the Games before serving on the Sub-Committee or Working Group or taking up the appointment.

138.2 If any person to whom Clause 138.1 refers subsequently acquires a financial or other interest in any of the Games, they must inform the Board promptly of the nature of the interest.

139 INDEMNITY

Subject to the provisions of legal requirements of the nation represented by any Member, but without prejudice to any indemnity to which a Member representative or delegate may otherwise be entitled, every other representative, delegate, committee member, officer or independent examiner of the WCF shall be indemnified out of the assets of the WCF against any liability incurred by them in defending any proceedings, whether civil or criminal, in which judgement is given in their favour or in which they are acquitted or in connection with any application in which relief is granted to them by the court from liability for negligence, default or breach of trust in relation to the affairs of the WCF.

140 Administration – general

141 LANGUAGE AND CURRENCY

The official language of the WCF shall be English and the default currency for accounts, budgets, subscriptions, entry fees and licence fees shall be pounds sterling (GBP).

142 FINANCIAL YEAR AND ACCOUNTS

The financial year of the WCF shall end on 31 December and the annual statement of accounts of the WCF shall be prepared by the Treasurer, reviewed and approved by the Board, then examined by the Independent Examiner.

143 COPYRIGHT AND PROPERTY RIGHTS

All copyright, patents, registered and unregistered trade-marks and any other intellectual property rights relating to WCF Events, the WCF logo and all other property and other related matters shall remain in the ownership of the WCF.



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144 MEMBER DECISION-MAKING PROCESS

144.1 The Member decision-making process is designed to allow a topic to be discussed and developed by Members before being the subject of a formal vote in accordance with Clause 112.3 or Article 8.6. This is achieved by managing the discussion in one or more discussion cycles each with a minimum length of 21 days. The end of a discussion cycle is known as the Closing Date and, in relation to a formal Member vote, is the last date on which a vote must be received to be valid.

144.2 A discussion cycle which does not end with a formal Member vote is known as a consultation. Following the result of the consultation, the Board may then either initiate a further discussion cycle, make a recommendation for a formal vote or, if the result of the consultation so indicates, take no further action. If a consultation yields a unanimous answer to a specific question, the Board may treat the result as a Member decision and announce the outcome accordingly.

144.3 Most recommendations to Members are generated by the Board and are suitable for an immediate vote at the end of one discussion cycle.

144.4 Members are entitled to raise topics with the Board as set out in the Articles clause 12.2.

144.5 A Full Member with two or more votes is entitled to split its votes on a topic.

144.6 A Member who has cast a vote or votes before the Closing Date may withdraw their vote or votes and vote differently at any time until the Closing Date.

144.7 In relation to a topic of particular importance, a Full Member may exceptionally request the Board to extend the length of the discussion cycle leading to a formal vote from 21 days up to 49 days.

144.8 The Secretary-General will keep and publish a record of the topics discussed, the current status in the process and the voting outcomes.

145 to 149 are not currently in use.

150 Administration - Members

151 UNDERTAKING BY MEMBERS

Membership of the WCF shall constitute an agreement between the WCF and each Member that the Member agrees:

151.1 to comply with the WCF Clauses and Regulations made under Clause 115 and any amendments thereto approved by Members; and

151.2 to ensure compliance with the relevant Laws or Rules of the Games approved by the WCF for any WCF Event for which it is the Event Host.

152 COMMUNICATION AND NOTICES

152.1 Correspondence and communication between the WCF and a Member shall be between the Secretary-General and representative(s) nominated by the Member. A Member must notify the Secretary-General immediately of any change in the identity of or the contact details for their nominated representative(s).



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152.2 A Member is entitled to nominate different representatives for the purposes of voting and general communication. In the absence of separate nominations, the primary representative nominated under Clause 152.1 shall be deemed to be competent to represent the Member for both purposes.

152.3 Any notice to be given to or by any Member or other person pursuant to the Clauses shall be in writing. This includes email or other electronic means of transmitting text.

152.4 Any notice or other document may be served on or delivered to any Member by the WCF either personally, by email or by post to the address provided to the Secretary-General by the Member for this purpose or by any other means authorised in writing by the Member concerned.

152.5 Any response from a Member to the WCF will be deemed to be received on the date and at the time determined on the basis of Coordinated Universal Time (UTC).

153 SUBSCRIPTIONS

153.1 Each Full and Associate Member must pay an annual subscription of such amount as shall be decided Members from time to time on the recommendation of the Board.

153.2 Subscriptions may not be increased by more than 10 per cent each year unless approved by Members by a two-thirds majority of the votes cast.

153.3 Subscriptions are payable in pounds sterling, initially upon election and subsequently by the end of January in each year.

153.4 A Member must give notice to the Secretary-General in accordance with Clause 152.2 of its intention to resign from the WCF not later than the end of December in any year, failing which it shall be liable for its subscription for the following year.

153.5 Subscriptions are made up of two elements: i) the WCF Annual Subscription and ii) a Regional Annual Subscription (only applicable to those Members where a Regional Committee is in operation).

154 EXPULSION FOR NON-PAYMENT OF SUBSCRIPTION

154.1 If a Member fails to pay its subscription in any year by the due date, its membership shall be deemed to have lapsed.

154.2 If such a Member wishes to be re-admitted it must either pay all arrears of subscription or go through the procedure for admission in accordance with Clause 123.

154.3 If the period since a subscription was paid is three years or less, Members may require payment of all or some of the subscriptions for the intervening period. Members should consider each case on its merits.

155 ARBITRATION

Where a dispute arises between a Member and the Board, or between two or more Members, or between a Member and a sub-committee of the Board, the parties shall seek to resolve the matter through internal mediation facilitated by Members or by a panel appointed by the Board. Any individual with a direct interest in the dispute shall not participate in the facilitation or appointment process. This procedure is non-binding and intended to promote resolution within the organisation. Unless otherwise agreed by the parties, this process shall not preclude recourse to external mediation, arbitration, or legal proceedings.



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156 PENALTIES AND SUSPENSION

156.1 If it is established by the Board that a Member, or any individual or body affiliated to it, has committed a breach of these Clauses or of a Regulation or any other act against the interests of the Games, the Board is entitled to require the Member to provide an explanation and, if necessary, to correct any such breach or act.

156.2 In a severe case, the Board is entitled to recommend to Members that Members should impose an appropriate prohibition or penalty, which may include suspension from WCF team events.

156.3 Any recommended prohibition or penalty may be challenged by the Member concerned during the managed email process and, if confirmed by Members, must be reviewed and re-confirmed or removed on the anniversary of its imposition or on any earlier review date announced at the time of confirmation.

156.4 Should a matter require urgent attention the Board are entitled to take action immediately prior to Member vote. In such case, any prohibition or penalty imposed should be referred to Members for ratification or amendment.

157 TERMINATION OF MEMBERSHIP

157.1 If, in the opinion of Members, a Member ceases to represent adequately the Games in its country or territory or commits a very severe breach of the Clauses or of a Regulation, it shall be liable to be expelled from the WCF by a proposition to that effect which is approved by Members by a two-thirds majority of the votes cast.

157.2 If an Association is expelled and wishes to be re-admitted, it must comply with Clause 123.

158 and 159 are not currently in use.



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160 Competition

161 THE GAMES AND EVENTS

161.1 The WCF recognises the following versions of Croquet (“the Games”).

161.1.1 The principal Games:
Association Croquet
Golf Croquet

161.1.2 The additional Games:
Short Croquet
Two-ball Croquet (also known as One Ball Croquet)
American Six-Wicket Croquet
American Nine-Wicket Croquet
and other regional recognised variants approved by the WCF.

161.2 The WCF shall publish from time to time a schedule of singles and team events it has sanctioned or licensed in respect of the principal Games.

162 LAWS AND RULES

162.1 Subject to Clause 162.2, the WCF recognises the following law-making bodies as responsible for amendments to, or new editions of, the Laws and Rules of the Games and for issuing official rulings in relation to them:

- 162.1.1 Association Croquet Laws Committee: the Laws of Association Croquet, Short Croquet and Two-ball Croquet.
- 162.1.2 Golf Croquet Rules Committee: the Rules of Golf Croquet.
- 162.1.3 United States Croquet Association: the Rules of American Six-Wicket and American Nine-Wicket Croquet.

162.2 The procedure set out in Clause 132.5.3 or 133.5.3 must be followed before a new edition of the AC Laws or the GC Rules can come into effect.

162.3 For WCF Events, the Laws or Rules to be observed shall be the latest versions of the Laws or Rules approved under Clause 132.5.3 or Clause 133.5.3.

162.4 For events other than WCF Events, the final authority for the Laws, Rules and Tournament Regulations to be used within each Member’s domain lies with the Member.

163 QUALIFICATION OF A PLAYER TO REPRESENT A COUNTRY

The qualification of a player to represent a country shall be determined in accordance with Appendix 1 of the WCF Sports Regulations.

164 RECIPROCITY OF MEMBERSHIP

164.1 When visiting a Member for a period not exceeding 60 days, a player who is an associate of and in good standing with another Member should be granted reciprocal rights to play in tournaments approved or advertised by the visited Member. This right is subject to any conditions that would apply to players who are associates of the visited Member (for example as to entry fees, entry timing, ranking or gender) and, for National Closed Championships, subject to any conditions requiring membership of the visited Member. For this purpose, a player is an associate of a Member if they have individual membership of that Member or of a subsidiary body which confers a right to play in tournaments approved or advertised by that Member. This right applies to only one visit in each visited Member’s membership year.



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164.2 A visiting player who is currently affiliated and in good standing with their Member association should arrange for a letter of introduction to be emailed by their Member association to the Member to be visited and the organising body of each tournament in which they wish to play.

164.3 Members should provide details to fellow Members if any visiting player fails to observe the highest standards of behaviour and conduct. Such a player could be denied a letter of introduction on a future occasion.

End of WCF Practice Book

REVISION HISTORY

15.07.89 1 st Edition	Original
01.10.92 2 nd Edition	Amended
16.06.95 3 rd Edition	Amended
01.08.97 4 th Edition	Amended
01.11.00 5 th Edition	Amended
09.08.05 6 th Edition	Re-numbering and re-ordering; Addition of legal processes relating to copyright and property; Adoption of Associate Membership; Voting rights of appointed Treasurer and Secretary-General; Powers to make Regulations; Amend Quorum for meetings and communication between WCF and its membership.
31.07.06 7 th Edition	New tenure for President and elected Management Committee Members; Amendment to timescales for proposals to amend WCF Clauses; Adoption of WCF power to regulate its own Tournaments; Recognition of all Croquet variants.
06.02.08 8 th Edition	Allowing amendments to be made to proposals for change; Amendment of Eligibility and Qualification of players relating to International events, time limits, discipline and adjustment of results.
12.05.09 9 th Edition	Deals with Qualification of players relating to International events for countries that join or split from each other.
12.10.09 10 th Edition	Amendment to 105.9 indicating exempt positions from overall limit per association.
1.01.12 11 th Edition	Rewrite to support new email-based decision-making process and general simplification
13.02.12 Version 11.1	Addition of Clause 107.4 to establish the MacRobertson Shield Committee in a WCF framework
07.11.12 Version 11.2	Clause concerning GC RC extended (107.3) and new 107.4 added, with subsequent renumbering of existing 107.4 onwards.
01.02.13 Version 11.3	Changes to implement revisions to the Membership Categories, mostly in 102 and 104.
31.05.13 Version 11.4	Changes to Clause 303 only.
01.05.14 Version 11.5	Amendment of Clause 303.3.1.2.
18.01.15	Amendments of Clauses 301 to 309



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Version 11.6	
01.01.17 Version 12	Full re-organisation with removal of references to the holding of Council meetings, which are no longer required
01.04.19 Version 12.1	Amendments to Clauses 103 to 106 (WCF Membership) including replacing Observer Members by Recognised Croquet Organisations.
[01.01.20 Version 12.2]	[Minor corrections, voting in elections distinguished from voting on other matters, Secretary-General restricted to two four-year terms.]
[06.01.22 Version 13.4]	Additional of Clause 125-127 Regional Committees. References to Ranking Operation Committee as applicable and insertion of Statute 135 Ranking Operation Committee.
[28.3.24 Version 13.5]	Amendment to clause 144 to reduce re-work. Clause 121 change to timings of annual reporting. Other minor amends.
[27.8.24 Version 13.6]	Addition of clause 116 Code of Conduct. Amendments to fee structure for regional entities in clauses 127.2 and 153.5.
[23.2.25 Version 13.7]	Addition of clause 133.9 Advantage GC committee. Amend 121.4 to require a consultation to the Business Plan.
Practice Book [xx.xx.xx] Version 1]	<hr/> <p>The version history above reflects changes made to the WCF Statutes prior to Incorporation.</p> <p>Retitled from 'Statutes' to 'Practice Book'. Relevant clauses now cross-referenced to the Articles of Association. The Council as a body no longer exists and is replaced with the collective term Members. 'Management Committee' and 'MC' replaced with 'Board'. Reintroduction of Member meetings in the form of the AGM.</p>