



CROQUET NSW Inc

CLAIM FORM FOR LAWN HIRE REIMBURSEMENT

This form is to be used by Affiliated Clubs to claim a reimbursement for the use of the Club's lawn/s to host a CROQUET NSW event. These fees cover all aspects of the use including equipment, green fees and a venue manager. Clubs may make their own catering arrangements.

Competitions: \$40 per lawn per day (\$20 per half day). **The maximum payment for lawn use is 60% of Entry Fees**

State Team Practices, Refereeing or Coaching sessions: \$40 per lawn per day (\$20 per half day)

Where a club actively promotes the event, encourages entries and generally runs the event (see CNSW Hosting Policy for full details), an additional amount up to 20% of entry fees will be paid. The draw is arranged by CNSW.

EVENT NAME:				
EVENT DATE/S:				
NUMBER of PLAYERS:		ENTRY FEE per person:		
		TOTAL Entry Fees Paid:		
NUMBER OF LAWNS USED EACH DAY				
Day 1:	Day 2:	Day 3:	Day 4:	Day 5:
Total Number of Lawns Used (record as .5 if half a day):				
A: Amount Claimed at \$40 per Lawn per day or \$20 per half day				
B: 60% of Entry Fees				
Lower amount of A and B				
PLUS 20% of Total Entry Fee if qualified under the CNSW Hosting Policy:				
TOTAL AMOUNT CLAIMED (max 80% of Entry Fees):				

Name of Affiliated Club:		
Postal Address:		
Person making this claim:	Position in Club:	
Bank Name:	BSB	Acct Number

Email this completed Claim form to treasurer@croquet-nsw.org

CNSW Events Hosted by a Club (extract from the CNSW Hosting Policy)

There are two ways in which a club can host a CNSW event:

Club provides facilities, CNSW runs the event

Where a club only provides the lawns and facilities, the club is paid as per the CNSW Schedule of Fees and Reimbursements for the use of their lawns.

Providing facilities includes the following:

- Necessary equipment
- Preparation of lawns and grounds
- Provision of light refreshments – tea, coffee, cool drinks, biscuits
- Toilets, seating, sunscreen

Club provides facilities, and Club runs the event

In this category, in addition to reimbursement for lawn usage, the club may be entitled to a percentage of entry fees as per the CNSW Schedule of Fees and Reimbursements which is located in 'GOVERNANCE' on the CNSW website.

To be entitled to this extra payment, a club must not only provide facilities as in 2.1 above, but must also:

- Set-up and take-down lawns
- Publicise the event within and outside the club. This includes preparation of the publicity flyer for the event which, after approval by the TC, will be posted on the CNSW Schedule of Events by the TC;
- Appoint a Tournament Referee from within the club and organise referees. This can be done in conjunction with the State Directors of Referees AC or GC (or appropriate person for Gateball or Ricochet);
- Appoint a Tournament Manager from within the club. Should any unexpected situations arise during the event (eg extreme weather, player illness) which cause the TM to consider a change from the Conditions of Play prepared by CNSW, the TM should consult with the TC about how to proceed;
- Enter results into Croquet Scores during the event;
- At the conclusion of the event, present awards as supplied by CNSW;
- Remind entrants to update, or have updated for them, their handicap and index in the CNSW Database;
- Prepare a brief report of the event which should be emailed to the TC within a few days of the conclusion of the event. Ideally, this report will include photo(s) of award winners.