

Newport Croquet Club Members Handbook 2025



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Introduction

Welcome to the 2025 edition of the Newport Croquet Club members' handbook. The aim of this booklet is to give you all the information you need about the club. If there is anything that should be added please contact the Secretary (details of the committee can be found later in this document).

Most of the information in the booklet is also available on the club's website here:

<https://www.newportcroquet.org.uk/>. The Croquet England's website contains all you need to know about playing, the laws and rules, competitions, other clubs, and members. It can be found here: <https://www.croquet.org.uk/>.

Please make sure you have a look at the noticeboards in the club when you visit as useful information is also posted on there, including the 'draws' for the club's internal competitions.

You will receive the Monthly Mallet newsletter that is emailed to you with a roundup of useful information from the previous month, what is coming up and anything else that you may need to know – please take time to read it.

There is a club 'WhatsApp' group, please contact the secretary if you are not already on it.

Booking a lawn, getting into the club, and playing a game

Lawn Booking System

Please book a lawn using the online lawn booking system; you will be able to see which lawns are available on there. Information on registering, logging in and using the system are at the end of this booklet.

The only time you do not need to book a lawn on the lawn booking system is for 'Club' afternoons (please see the section on 'Club Afternoons') or for any other pre-planned event (inter-club match, finals weekend etc)

The booking system allows you to book 'double banked' lawns where you play on the same lawn as someone else but using the secondary set of balls. Please read the note on this in the etiquette section of this guide if booking a double banked game.

Access to the club

The code for the padlock on the gate is 6132 and the code for the padlock on the clubhouse is 9710. After opening the gate padlock, please take it to the club house and hang it with the other one. They are both marked up with what they are for. Please make sure you put the right one back on the correct door/gate and scramble the code after locking. Do not let non-club members know the codes. The code for the padlock on the gate will be reviewed by the committee after the annual membership renewal process has been completed. Any changes to the code, if needed, will be advised at that time.

Setting up for a game

Lawn 1 is the one nearest the club house, lawn 2 is in the middle and Lawn 3 at the far end. During the winter months (October to March) one of the lawns is normally closed for maintenance, information on this will be provided at the end of the summer season. The lawn booking system won't let you book the closed lawn.

Please check if there are any notes on the whiteboard on the outside of the clubhouse about the lawns.

If there is any frost or snow on the lawns you cannot play as walking on the frozen grass will kill it. In the late summer and autumn there will be worm casts on the lawns, these must be 'swished' with the swisher before you play – the purpose of swishing is to break up the wormcasts and spread the earth around so that the ball is not deviated but also to avoid covering the grass so it cannot grow. Swishing is demonstrated by our professional model here:



Demonstration of use of the “Swisher” which is stored in the corner of the clubhouse

Lawns are marked out with white boundaries. Each lawn has 1-3 sets of hoop holes next to each other. If more than one set, each set will be marked with a different colour. Please check the whiteboard on the clubhouse to find out which colour hole to put the hoops in. The holes will be regularly rotated to reduce ‘rabbit runs’ from repeated use.

One lawn is also marked out with 2 half-sized lawns for Short Croquet (which can also be used for Golf Croquet). The additional white line across the centre of the lawn separates the 2 half sized lawns. The hoops for the short croquet lawns are at right-angles to the hoops for the full sized lawn.

Diagrams on the noticeboards in the club house show where the blue and red topped hoops go and which corner you should start in (for golf croquet), or which are the starting baulk lines (association croquet).

Unless there is someone playing straight after you, please take out the hoops and peg and return them to the club house using the trolley, with the balls that you have used. If the hoops are firmly stuck in the ground, you must use the Lambert Lifter to ease them out as shown here:



Lambert Lifter: Put its foot between the uprights, the bracket under the crosspiece and lift

Please double check that you haven't got any hoop markers, clips or extra turn tokens in your pockets before you go home!!

There are a couple of additional 'winter rules', that come into effect when the clocks change in the Autumn and revert back to summer rules with the clocks change in the spring (unless otherwise advised). Firstly, jump shots are not allowed in any game and secondly, to reduce the wear on the GC starting corner please start from a point anywhere 2 yards from the corner to 1yard from the centre line when playing GC. There is likely to be work going on around the lawns in the winter so please try not to step on any new grass or bare patches.

The Clubhouse and the lawns

Please keep the clubhouse clean and tidy. If you use any cutlery, crockery or glasses, please wash and dry and put them back. If the toilet roll runs out, please replace it from the bag on the back of the door. Turn off all appliances – especially the heaters - and the water heater at the plug before leaving.

Milk, tea/coffee, and biscuits

We have a rota for re-stocking the refreshments in the club house. If you would like to use the refreshments, please let the Secretary know so that you can be added to the list and be given a date for you to re-stock. This usually involves supplying biscuits and milk at the start of each week during the main season of play with money taken from the kitty in the clubhouse.

Cleaning rota

The club house is cleaned by our members on a rota. It would be very helpful if you could offer to join the rota - with enough people you will only need to do it infrequently. Please contact the Secretary.

Lawn and grounds care

The lawns and grounds are maintained by the Lawn Manager. A working party of members does the 'second cut' on the lawns during the summer months (normally on a Thursday evening or Friday morning) and in the spring and autumn help out with hedge cutting, lawn top dressing and other

larger periodic jobs. If you are able to help with either the mowing or in the working party for other jobs, please contact the Lawn Manager or Secretary.

An Irrigation system was installed at the end of 2023. Hopefully the grass will be greener and lusher in 2025. If, while on the lawns, you hear a pump start up and a hissing sound, you might be about to get soaked – run!!

The Committee

The committee is made up of members. If you would be interested in joining, please contact the Chairman. The current committee are:

President	Tony Marks
Chair	Des Taylor
Vice-Chair	Alex Lake
Treasurer	Tim Hinch
Secretary	Shirley Lacy
Lawn Manager	Tim Hinch
Social Events	The Social Sub-Committee made up of Sue Roberts and Sally Carr
Golf Croquet and Intra Club Tournaments	Des Taylor
Equipment Manager	TBC
Golf Croquet (EACF and other Tournaments)	Anne Taylor
Membership and Local Safeguarding Officer (Welfare Officer)	Tim Walder
Other useful contacts in the club	
Association croquet (and handicapper), one day tournaments and EACF secretary	Fran Lambert
Lawn Bookings	Des Taylor/Anne Taylor/Tim Walder
Press contact and Website	Alex Lake
Golf Croquet Handicaps	Des Taylor
Contact information for committee members is available in the member directory.	

Croquet

Most play at the club is either Golf Croquet (GC), Association Croquet (AC) or Short Croquet (SC).

For more information on the different types of croquet, how to play, rules and tips, visit the Croquet England website: www.croquet.org.uk

If you would like some helps starting to play or improving, or if you need to get a handicap or check yours is correct, please contact:

Fran Lambert or Alex Lake for Association or Short Croquet
Des Taylor for Golf Croquet

The club organise coaching courses and these will be publicised to members as they are scheduled.

Club (Mornings and) Afternoons

Throughout the year, Monday, Wednesday and Friday afternoons are 'club afternoon' for members to play social doubles Golf Croquet. Schedule:

	Monday (doubles)	Wednesday (doubles)	Friday (doubles)
Summer (Apr-Sept)	2pm-5pm	2pm-5pm	2pm-5pm
Winter (Oct-Mar)	1pm-4pm	1pm-4pm	1pm-4pm

The times change when the clocks change

Club afternoons are a great opportunity to meet other club members and have a fun game against different people to see how others play, please come along. There is no need to pre-book, just turn up at 1:50pm (or 12:50pm in the winter) to ensure your name goes into the draw!

If you are coming along for a club afternoon it would be helpful if now and again you could come early, or stay late, to help lawn setup for the start of play and clear up at the end.

Short Croquet club mornings: Since November 2023 the club has been trialling Short Croquet Club mornings, the schedule is normally Tuesday from 9am to midday. If you would be interested in this, please contact Mat Hardy to be added to the contact list.

Internal Competitions

During the summer, several club competitions are run in both AC and GC formats. These are usually in the form of a knock-out, leading to a final, held on finals weekend which will be at the end of September.

The competitions are open to all members at the club. Again, they are a good way of playing against other members and to experience the thrill of slightly more competitive play. Apart from the finals matches are arranged between the players when convenient. There is no minimum skill level required and in the handicap events, the highest handicapped player should have as much chance of winning as the lowest! We urge all members to give it a go.

Golf Croquet competitions	
The Roger Ivill Trophy	This is a level play competition
Potter's Pot	A handicap competition held through the summer
President's Plate	A handicap competition for the first-round losers from the Potter's Pot
Gordon's Goblet	A handicap doubles competition held through the summer
Chairman's Cup – Summer monthly league (Apr-Sep)	Details below
Hardy Cup – Winter monthly league (Oct-Mar)	Details below

Golf croquet monthly leagues

Everyone entering the monthly leagues will be allocated a league at the start with 4 or 5 other players. You will play each of the other members in your league in that month. At the end of the month points are allocated based on wins, hoops won and hoops lost, with players moving up or down to a higher or lower league. The player with the most points won cumulatively over the summer (or winter) will be the overall winner. The Chairman's Cup is awarded to the winner of the

Summer league at the end of September, the Hardy Cup is awarded to the winner of the Winter League at the end of March.

Association Croquet competitions	
The Dennis Saville - Club handicap cup	Handicap competition held through the summer
Club championship cup	Level play 'advanced' competition held through the summer
Short Croquet Summer League Short Croquet Winter League	Short Croquet league in same format as GC league noted above.

How to play in an internal competition

You will be asked by the competition organiser if you wish to enter. This is normally done by email in February for the summer and in September for the winter competitions.

The schedule of play for the competitions will be put up on the noticeboards in the club house and on the club website here: <https://www.newportcroquet.org.uk/internal-competitions>

You'll need to bring your handicap card along to any match to confirm your handicap. You can also complete the card with the result of the match and ensure that your opponent does the same.

Finals weekend

Finals weekend will be held on the Sunday 28th September to round off the summer season. The finals of all the cup competitions are held over the weekend and members are encouraged to come along to watch, and to cheer on the finalists. Cups and prizes are handed out at the closing ceremony on the Sunday. Players wear 'whites' for finals weekend.

"Player of the year"

The player of the year is selected by the committee as being the person who has made an outstanding contribution to the activities of the club in the previous year, this could be through success on the lawn and/or through their mentoring and coaching of other players and/or the work and effort they have put in to improve the club or for other reasons that mean the committee feel they have been a special asset to the club.

The Award is normally presented at the end of season dinner or at the AGM.

Handicaps

A handicap is set, or can be changed, by the club handicapper for GC, AC and SC respectively. (See above for who they are)

After every 'match' you play in a competition, your handicap card needs to be updated to record the date, opponents name, their handicap, the result, and the change to your 'index.' The handicapper will show you how to fill the card in when you are first given it. Your handicap will change automatically as your 'index' goes up or down and crosses a threshold. Periodically, the club handicapper will ask for cards to be submitted for checking, and signing off your current handicap.

All non-social matches should go on your handicap card this includes GC and SC league matches played on the 7/8th sized lawns in the winter.

Inter Club matches

Our club is part of the East Anglian Croquet Federation (EACF) which covers all of Norfolk, Suffolk, Essex, and parts of Hertfordshire and Cambridgeshire. The EACF organise several inter club competitions during the year and which our club enters. This normally includes:

Golf Croquet competitions	
EACF 'Open' League (Inter club)	Level play, no handicap restrictions.
EACF 'B-level' League (Inter club)	Level play, Handicaps 3+ with a min aggregate of 18
EACF Handicap League (Inter club)	Handicap play, any handicap with a min aggregate of 20
The Murphy Shield (National competition)	Inter club Level play
The Wheeler Shield (EACF inter-county)	Level play, by selection

Association Croquet competitions	
EACF Handicap League	Handicap play, handicap max 24, min aggregate of 20
The Longman Trophies – Cup/Shield/Tankard (National inter club competition)	Handicap play for handicap 3.5+ with an aggregate of 24
Secretary's Shield (Inter club)	Handicap play for winners of the EACF League in prior year. Max handicap 20.
The Mary Rose Trophy (Inter club)	Level Advanced. Min handicap 0.

Inter club matches are normally for teams of 4 from each club with an inter club match lasting a day (10am-4pm), played at home and away. For GC, the format is normally for 2 doubles matches and then each player having 4 singles matches so 18 games in total for the team.

For AC there is normally 1x doubles game and then 6x singles games across a team of 4.

There are many more competitions that the club could enter but we often struggle to get enough people for a team. We would encourage all members to at least try one match. Most competitions require a minimum total handicap (i.e. when adding up the handicap of all the players in the team it has to be more than a specified minimum). This means that teams always have a mix of high, medium, and low handicap players. There is normally a minimum handicap as well, so you aren't going to come up against players 'not in your league.'

Whites are worn for inter club matches; you'll need a packed lunch, but afternoon tea is normally laid on. You also need your handicap card to show at the start and to fill it in during the day. The matches usually take place come rain or shine, so sun cream and waterproofs are essential!

Croquet England membership and CE competitions

As a member of the club, you are automatically registered as a member of the Croquet England (CE) (www.croquet.org.uk). unless you put a "x" in the box shown on the membership form to say that you do not want your contact details given to CE. You should receive login details for their website, a bi-monthly online magazine and a monthly newsletter.

In the 'Compete' section of the Croquet England website you can find a fixtures calendar of all the Tournaments in the UK. Why not give one a go? You normally have to pay an entry fee; some are over several days and if far away may need an overnight stay. Our club normally hosts one or two CE tournaments a year – look out for information in the newsletter. Some of our members are regular attendees at some of these events, so do speak with them if you are interested in finding out more.

Guest, green fees, introducing potential new members

You are welcome to bring guests along to play with you at the club. A limit of 3 in a day. 'Green fees' are £10 per person. Please sign them in to the visitor's book in the club house and collect the money from them and pass it to the Treasurer. If your guests are 'potential members' interested in joining the club you can bring them along for up to 3 sessions without them paying a green fee. Guests can pay and play up to 5 times a year (if they want to play more, they will need to join). Members can bring children (under 18) to the club to play without having to pay a green fee.

If you introduce a new member to the club, please show them the basics of the game or ask someone to help them. Introduce them to other members so that they get to know people – bringing them along to a club afternoon is a good way to do this.

If you want to have a 'one-off' event with more than three guests, please speak to the Secretary or Chairman. The committee is always interested in ways of getting new members or expanding interest in croquet.

"Come along to socials and try croquet"

Over the last couple of years, the club has been encouraging anyone who wants to try croquet to come along to a GC social on Monday, Wednesday or Friday afternoon, the club advertising reflects this. Members are asked to welcome these potential new members and show them the ropes. After a few visits (see details above) these PNM would be expected to join the club if they wanted to continue to come along.

Social Events

The club holds social events for members during the year. Those normally scheduled are:

Soup Lunch season opener	Wednesday 2nd April
GC Open Session	Saturday 10th May 11.00am onwards
Strawberry tea	Sunday 29 th June
Finals weekend and BBQ	Sunday 28th September
End of season dinner	Saturday 13th December
NCC AGM	Sunday 16th November (Venue TBA)

Look out for an email inviting you to these events and further information in the monthly newsletter.

Other events will be arranged during the year. If you have an idea for a social event or would like to help organise them, please contact one of the Social Sub-Committee

Etiquette

Newport Croquet Club is a friendly club and members will help and encourage you to play well, croquet is a competitive game and everyone needs to respect other players while playing, here is some guidance on common good behaviour.

When playing or when others are playing

In GC you should not move (or let your shadow move) in front of a player who is about to play a stroke. More generally you should not move towards your ball while an opponent is preparing to play a stroke nor 'hover' over your ball while the opponent is playing. You should play with 'reasonable dispatch' - this generally means not taking longer more than one minute to play your stroke.

In AC and SC you should leave the lawn after you have finished your turn until your opponent has finished their turn, you should play with 'reasonable dispatch'.

Please do not walk across a lawn when a game is in progress, access to lawn 1 is via the steps in front of the club house, for access to lawns 2 and 3, please turn left on exiting the club house and use the path around the side of lawn 1.

The laws of croquet have some specific rules on etiquette, speed of play etc - if you would like further information have a look on the CE website www.croquet.org.uk.

Double banking

The club has over 70 members and only 3 croquet lawns. But unless there is a match at the club or a well-attended club afternoon there will normally be a lawn available for you to play. It may be the case that you have to 'double bank.' This is where you play on the same lawn with a secondary set of different coloured balls (green, brown, pink, and white) as someone else already playing with the primary-coloured balls (blue, red, black and yellow).

The online booking system allows you to book a secondary game on an existing booked lawn.

If either of the games is a 'match,' the team that is not playing competitively should give way to the other, otherwise each game should give way to the other as appropriate.

You will need ball markers to mark where your balls are if the other game needs to play through. There are some in the cupboard in the club house. To use a ball marker, line the ball you want to mark up with the nearest hoop or the centre post and place the marker down just behind the ball. Remove the ball. After play continues, replace the ball in the same position lined up with the post/hoop and remove the marker

The people who booked the lawn first do not have priority in playing on the lawn.

AC and GC games can be double banked together.

General reminders

You must not smoke (or vape) on the lawns or in the clubhouse, please put your mobile phone on silent or 'vibrate' and only take calls or check your phone if you will not disturb other players. Animals are not allowed in the grounds of the club or the club house (except guide dogs).

Croquet is an outdoors sport – make sure you have appropriate shoes and clothing. The wind can whip across the valley; it's worth having a good quality windproof and waterproof coat or shell in

your bag in case the weather worsens, it is a good idea to have waterproof trousers and shoes as well especially if you are playing in the winter. If it is sunny put on sunscreen. Finals' matches and inter club matches (generally any match you are wearing whites for) will continue even if it is pouring with rain so make sure you are prepared!

Health and Safety

The club risk assessments are included at the end of this document, please take the time to read them and consider the risks that may apply to you. Please be aware of the following specific items:

- Trip hazards and slipping: The carpark is potholed in places, the paths round the lawns slope, there are often low barriers around the lawns, there are steps up into the clubhouse. Wear sensible shoes and take care.
- Chemicals are used on the lawns. This will be signposted on the board on the clubhouse, wash your hands and equipment after playing if chemicals are down.
- Don't hurt your back pulling up hammered in hoops – use the hoop lifter. Don't hurt your back lifting chairs or tables in and out or around the clubhouse, lift what you can easily manage.
- Chairs and tables must not be used to stand on. A ladder should only be used with assistance and when absolutely necessary.

Additional information

Lawn Booking System

Tim Walder, Mat Hardy, Anne Taylor & Des Taylor are the website 'Administrators'. Once registered, all other members are 'users'.

Tim Walder will put you on the system when you join and give you a username and an initial password. You should change this to one of your choosing by clicking on the settings button in the top right corner. You can also add/edit your handicap(s).

Access the website via the Club website (www.newportcroquet.org.uk). Click on Playing->Lawn Bookings and then click on 'Click to book a lawn.'

Alternatively go direct to the website address: <https://cbs.angliacroquet.uk/day.php> Put the website into your Bookmarks/Favourites to find it easily next time.

Click on the Log In button in the top right-hand corner. Put in your Username and password and click 'Log in' underneath the password box.

To make a booking (or to check court availability):

1. Select a date in the calendar in the centre of the top panel (At this point you will see court availability that day)
2. Click on the court you want and the start time, you will be taken to a new page
3. In "Brief Description" enter your and your opponent's names and include what you are playing (AC, GC, SC) if you want to. You can leave "Full Description" empty.
4. Check start time and insert duration
5. Check the court selected (on a PC you can multi select with the ctrl key)
6. Click on "Association" (blue) or "Golf" (green) for a social game, or "Match" (yellow) for a match for either form of the game
7. Click 'Confirm'

You can book a court at any available time up to 4 weeks ahead. If you want a booking further ahead than that, ask one of the Administrators to make the booking for you. You can also edit/delete that booking. You cannot alter anybody else's booking. Please delete any booking which you cannot use so that the court becomes available for others. If you are booking a court for Short Croquet, you must book both primary and secondary courts, marking the one you're not using "half lawn available" so that other members know that it's not available for full court play, but is free for SC or social GC

In the top right-hand corner, there is a Settings button which enables you to see your own details, reset your password, edit your email address and handicap(s). Please try to keep email addresses and handicaps up to date as they appear alongside your name on the list of Users. You can access this list by clicking the User List button at the bottom of the settings pane.

Please contact the Secretary if you have any queries.

Safeguarding Policy Statement

Newport Croquet Club acknowledges the duty of care to safeguard and protect the welfare of children and adults at risk. The club is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Croquet England requirements. A copy of the club's safeguarding policy is available from the safeguarding officer:

Tim Walder Tel: 01799 541886 / 07496 849864 Email: tim.walder@hotmail.co.uk

The club's safeguarding policy recognises that the welfare and interests of children and adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background all children:

- Have a positive and enjoyable experience of croquet at Newport Croquet Club in a safe and inclusive environment.
- Are protected from abuse while participating in croquet.

Newport Croquet Club acknowledges that some children, including disabled children and young people or those from ethnic minority communities can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Newport Croquet Club will:

- Promote and prioritise the safety and well-being of children and adults at risk.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children and adults at risk.
- Encourage and maintain a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.
- Ensure appropriate action is taken in the event of incidents / concerns of abuse and support provided to the individuals who raise or disclose the concern.
- Ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored.
- Ensure robust safeguarding arrangements and procedures are in operation.

The club's policy and procedures will be widely promoted and are mandatory for everyone involved in the Newport Croquet Club.

If a safeguarding or welfare concern is raised, the Club Safeguarding Officer will help to respond and record it, but they will NOT make any judgement on whether abuse has occurred. Instead, they will report the concern to the National Safeguarding Officer at Croquet England who will decide what action is required.

Monitoring

The club's safeguarding policy will be reviewed every two years, or sooner in the following circumstances:

- Changes in legislation under government guidance.
- As required by the Croquet England.
- As a result of any other significant changes or event.

November 2024

[Easyfundraising.org.uk](https://www.easyfundraising.org.uk)

Help raise club funds by using the [easyfundraising.org.uk](https://www.easyfundraising.org.uk) website when shopping on line



How does it work?

Easyfundraising turns your everyday online shopping into free donations for your favourite cause

"Newport Croquet Club"

Go To [easyfundraising.org.uk](https://www.easyfundraising.org.uk) to register

Then shop as normal. Retailers will then make a small donation to say "thank you".

There are thousands of retailers to choose from and so far Newport Croquet Club have raised just under £700.00 towards the club's funds by members using this site.

If you have any problems using this site or have any questions, please contact our committee member Des Taylor (destaylor01@gmail.com) who will be happy to guide you through.

Health & Safety Assessment					Date	12-Mar-25	
					By	Tim Hinch	
Area 1 Grounds							
	Location	Hazard	Who might be harmed and how	What are you doing already	What further action is necessary	Action by who	Action when
1	Grounds generally	Tripping, slipping	All members and visitors	Paths, steps and ramps are properly maintained	Complete hand railing on northern side	Tim Hinch	Summer 2025
2	Car park	Tripping, slipping	All members and visitors	Maintenance of the car park is not the responsibility of the club. Any defects are to be notified to the Sports Committee as soon as possible and recorded	Ongoing observation	All	Ongoing
3	Hedges, planted areas	Wounds from spines/thorns; sap allergies	All members and visitors	Hedges are trimmed annually and the arisings disposed of to a safe area. Barriers are in situ to prevent balls going into hedges	Regular maintenance	Tim Hinch	Ongoing
4	Timber protection	Reaction to paints or solvents	Volunteer members	Use only proprietary products Gloves supplied for use	Appropriate supervision	Tim Walder	When appropriate
5	Lawns	Tripping, slipping	All members and visitors	Players to wear flat shoes, and be alert in wet conditions	Regular reminder particularly to new members, guests	All	Ongoing
		Chemicals	All members and visitors	Warning notices are displayed after lawn treatment. Players advised to wash hands and avoid contact with mouth. Signs fitted to garage as to chemicals being stored inside.	Regular inspections	Tim Hinch	Regular inspections
		Mechanical equipment	Contractors and volunteers	Annual service of equipment. All users are trained.	Regular maintenance	Tim Hinch	Ongoing
		Electrical equipment	Contractors and volunteers	Appliances PAT tested annually. RCB fitted	Regular inspections	TBA	Ongoing
		Burning from UV radiation	All members and visitors	Players are responsible for sun protection	Regular reminder particularly to new members, guests	All	Ongoing
		Injury to feet; ankles; legs	All players, referees, coaches and spectators	Players are instructed to be vigilant in double-banked games. Boundary boards are available if necessary	Ongoing vigilance	All	Ongoing
		Fuel	Volunteer members	Refuelling is carried out in the open. Fuel is stored in approved containers only	Ongoing vigilance	Tim Hinch	Ongoing
		Line marking	Volunteer members	Only proprietary brands are used, and instructions are followed	Ongoing vigilance	All volunteers	Ongoing
		Back and muscle injuries	All players, referees, coaches and spectators, and hoop setters	The correct tools supplied by the club are used when hoop setting. Rubber mallets are used to loosen hoops or hoop lifter when removing hoops	Ongoing vigilance	All	Ongoing

	Area 2- Club House						
	Location	Hazard	Who might be harmed and how	What are you doing already	What further action is necessary	Action by who	Action when
6	Floor	Slipping; Tripping	Any occupant	Regular checks on floor condition	Ongoing		Regular checks
7	Windows	Falls; Cuts	Any volunteers cleaner	Advising volunteers not to use excessive pressure on glass, Instructing not to use ladders unless absolutely necessary, banned use of chairs and tables for accessing heights	Ongoing		Regular checks
8	Roof; Gutters	Falls	Any volunteer	Use of contractors for any major work, Ensure 2 persons undertake any necessary cleaning. Use only ladders when necessary, firmly positioned with 2nd person holding base	Ongoing		Regular checks
9	Kitchen Area	Burns/Scalds	Any occupant	Ensure care is taken when using heat sources	Ongoing		Regular checks
10	Kitchen Area	Electrical equipment	Any occupant	Ensure portable appliance are PAT tested and in safe working order	Ongoing		At least every 12 months
11	Chairs; Tables	Back Injuries	Any occupant	Avoid lifting more than 3 chairs at any one time	Ongoing	Person in charge of cleaning	Regular checks
12	Cleaning materials	Chemicals	Any volunteers or cleaning contractor	Use only proprietary brands, use rubber gloves, instructions not to mix materials	Ongoing	Person in charge of cleaning	Regular checks
13	Access	Trips	Any occupant	Provision of grab rails either side of double doors, Steps into club house to be monitored	None		Regular checks
14	Toilets	Infections	Any user	Ensure toilets are cleaned regularly, provision of soap and clean towels, and ensure toilet door locks work	Ongoing	Person in charge of cleaning	Regular checks