

# **CANBERRA CROQUET CLUB TROPHY OFFICER**

## ***For the AGM/Presentation Day***

1. From mid-May liaise with the Club Captain and call in the silver trophies from members so that these can be engraved for Presentation Day.
2. Take trophies to the engraver.
3. Take honour boards to the sign-writer.
4. Order the Club Championship medallion.
5. Collect trophies from the engraver, and take to the Clubhouse for Presentation Day.

## ***For the Club Birthday (early March)***

Ensure that the Senator Margaret Reid Trophy is in the Clubhouse for presentation at afternoon tea on the Club's Birthday (around 8 March).

This trophy is engraved with the others in June and re-presented to the winners on Presentation Day.

## ***Year Engraving Information***

Honour boards and trophies are to be engraved with both years hyphenated. For example, an event in the 2008-2009 playing year should be engraved as *2008-9*.

The Brereton Honour board is to have only the year of representation added.

## ***Glasses & Cards***

Check that sufficient glasses are in stock for prizes at Carnivals (Canberra Open, Easter, etc.) and for Presentation Day. If new stock is necessary speak to the President, Honorary Secretary, and other people (e.g. Captain), so that an appropriate decision can be made if the designs have to be changed by the manufacturer.

## ***Guidelines for Inclusion on the Brereton Honour Board***

The following guidelines are to be used when determining whether a person is eligible for inclusion on the Brereton Honour board.

1. Only Association Croquet honours are to be included.
2. NSW State Team includes persons selected as the team reserve. There is no requirement to have played in a match in the Eire Cup to be included.
3. National representation includes any team or individual championship where selected by the ACA Selection Committee, WCF wild-card, or entry to a World Championship through a qualifying tournament. It does not include tournaments where a person gains entry in any other way.