



*Bowls Alberta*



## **Tournament Hosting Procedures & Guidelines**

Bowls Alberta (BA) is thankful that member clubs host provincial championships and sanctioned tournaments and provide the many volunteers required to ensure the events are run successfully. The following lists are to help ensure duties are understood and fulfilled.

### **The club should provide the following information to the BA office two weeks before the tournament:**

1. Number of rinks available in good playing condition.
2. Approximate expected green speed; between 11.5 – 14 seconds.
3. Times when green(s) will be available for practice the day before and /or the day of the event.
4. Meals that will be available during the tournament and the costs.

### **Planning at your club before the tournament:**

1. A hosting club may want to set up a committee or individuals to ensure the tasks are completed.
2. Arrange kitchen volunteers to provide whatever level of catering is decided by the hosting committee. Even if meals will not be catered, then the host club should provide tea, coffee, light snacks, etc. for the players. If the club will not cater meals, then prepare a list of food outlets in the vicinity and make available to the players.
3. Ensure that your club has a first aid kit and an Emergency Action Plan available.
4. Arrange “green(s) set up” volunteers to handle marking the greens under the direction of the umpires (center line and T-line), score board set up, putting out jacks, mats, and pushers, and moving of rink markers if required by the drawmaster or directed by the greenskeeper.
5. Liaison with the greenskeeper to ensure that the green(s) is in good condition for the tournament.
6. Make arrangements for the green to be cut and rolled once a day – preferably in the morning before the first draw. It is understood that having a green cut and rolled on a Sunday morning may be a challenge due to city noise bylaws. If possible, having the green cut and rolled before the medal games would be ideal, especially for provincial Championships.
7. Arrange for an umpire’s kit if one is not already available at the host club. You can do this by contacting the Head Umpire at [umpire@bowlsalberta.com](mailto:umpire@bowlsalberta.com).
8. Advertise the tournament within your club and community.
9. For a singles events, obtain volunteer markers and arrange for training of markers.
10. Arrange to have at least one and preferably multiple members available at short notice during the event to act as substitutes if required.

### **Organizing the specific championship or sanctioned tournament:**

1. The BA Office will provide a drawmaster and the BA Head Umpire will arrange for umpires.
2. A list of the drawmaster's duties and responsibilities is available on the BA website. A quick review of this document may assist in your understanding of who is responsible for what duties and what assistance you could offer the drawmaster.

### **Liaison with Drawmaster:**

1. A member of the hosting committee should be identified as the representative of the club to be part of the emergency committee. This person can be appointed at the start of the tournament and can be a different person each day if required.
2. Let the drawmaster know where a copy of the *Conditions of Play* is posted at the club. The drawmaster will also have a copy but one posted in a prominent position in the clubhouse is very helpful for the participants if questions arise.
3. Provide a working area for the drawmaster, which preferably will be situated in a quiet corner of the facilities. The drawmaster will have made up duplicate draw sheets which should be updated after each round and posted in a suitable place remote from the drawmaster's table. This will allow the players and other interested parties to keep up with the progress of the tournament without having to look over the drawmaster's shoulder.

### **During the Tournament**

1. Always have at least one 'club host' on site to deal with situations that may arise.
2. Ensure you inform the drawmaster where you have your posted emergency response action plan and the location of the First Aid Kit.
3. Ensure water is readily available for all the players, volunteers, and umpire(s) close by the greens.
4. Seating should be made available for the players and spectators. When possible, this seating should not be directly behind the players.
5. Consider preparing a write-up and pictures of the tournament for social media and for the Bowls Alberta newsletter.
6. Arrange photos to be taken during the tournament and at the medal presentations/closing ceremonies and ensure these are made available to the BA office. Pictures of your volunteers and players in action would be great as well! Please arrange this with the drawmaster.
7. Make sure you communicate with your members when at least the finals will be played so they can attend the final games. Spectators add so much to the event and watching should have a positive effect on your members as well for future tournaments.

### **Expense Claim Forms**

A club receives \$150 a day per green used for the tournament/championship. The expense claim forms will be available from the drawmaster. The forms are to be completed and returned to the drawmaster for submission to the BA office along with all the tournament reports.