



Bowls Alberta



Drawmasters Procedures & Guidelines for Provincial Championships & Sanctioned Tournaments

Purpose

These procedures and guidelines will assist the drawmaster in running a successful tournament. Cooperation and support from the competitors is always expected and critical to the success of a tournament. It is understood the drawmaster will remain unbiased and no special treatment can be given for any player or team unless there are very exceptional circumstances and approval has been granted by the Emergency Committee.

Statement

This document may not be a comprehensive list of all the tasks of a drawmaster and for some of the tournaments' tasks will vary.

When in doubt or if you have any questions about your duties please email or phone the Executive Director for clarification at office@bowlsalberta.com or (780) 722-5860 a minimum of four days before the tournament. Thank you in advance for your time ensuring another BA Tournament runs well!

Summary of Duties of the Drawmaster

Before the Event Starts:

Note: Most of the items below are in the drawmaster box of which there are two for the province: one in Calgary and one in Edmonton. These are prepared each spring for the upcoming season of play.

1. Contact the host club, usually through the president but occasionally through the greenskeeper, to ensure they are making preparations to host the tournament, to determine number of greens and rinks available, and to determine if there are any important notices to pass along to the players. Be familiar with the *Hosting a BA Tournament P&G* document provided to all clubs, outlining their duties and responsibilities.
2. Ensure you are familiar with the current *BA 2023 Conditions of Play*. Check for any special conditions that apply to a particular championship or tournament and be prepared to remind the players of any pertinent information that may apply to them.
3. Check if you have an applicable BA Championship or Provincial Event Banners and/or a Bowls Alberta flag and arrange to have them hung up for the event and taken down after the event.
4. Make sure you have the proper draw sheets for the number of entrants and follow the tournament format guidelines to run the event. Refer to 2023 Conditions of Play Section 8. The draw is completed at the office and will be sent to you a few days before the event. If in Edmonton the draw sheet will be prepared for you, but in Calgary you may need to do this. You will be sent a copy of the draw.

5. Check to make sure you are provided with sufficient BA scorecards and prepare the cards in advance for at least the first matches to be played.
6. Ensure you are provided with any trophies and presentation medals for picture-taking purposes, and the correct number of engraved pins to be handed out at the award presentation. *Collect medals immediately after pictures are taken* and distribute the engraved pins. Some specific details for events will be emailed to you from the office.
7. Where the draw has been performed and an entrant subsequently withdraws, and the withdrawn entry causes the number of entries in an event to go from an odd number to an even number, the draw will be re-performed only where the team which originally drew the opening round bye has been contacted and agrees to the draw being re-performed. Where a team receives a “new bye” for the first round of the event, please inform them as soon as possible. Last minute changes to the draw are done in consultation with the BA Office and/or a member of the Bowling Program Committee
8. The Drawmaster is the Chair of the Emergency Committee for an event. Consult the current Conditions of Play, Section 1 and review the role of the Emergency Committee and members. Recruit the members of the Emergency Committee. Contact the BA Executive Director for assistance if required.

During the competition:

1. At the start of the tournament, ensure the current BA Conditions of Play are posted in a conspicuous location and that all participants are aware of the posting. If possible, display the trophy for the event.
2. When air quality may be an issue, the drawmaster will check the AQHI for the location prior to the start of a match and will communicate any decisions at the skips briefing prior to play.
 - a) If the AQHI is at a level of 4 to 6:
 1. The drawmaster will consult with the Emergency Committee and consider delaying or rescheduling the match. Factors to consider in addition to the AQHI level include: near term forecast of air quality, ambient temperature, humidity and number of at-risk participants in the event.
 2. If the Emergency Committee decides to proceed with the match, the drawmaster will inform players at the pre-match meeting of the provisions in the Conditions of Play for actions if a player experiences symptoms due to air quality.
 3. If air quality conditions deteriorate dramatically during the match, the Emergency Committee can decide to suspend or cancel play at any time.
 - b) If the AQHI is at a level of 7 or greater:
 1. The Emergency Committee will suspend play for at least 1 hour
 2. It will be at the discretion of the Emergency Committee to determine when to resume play

Reference: Alberta’s guideline: <https://www.alberta.ca/about-the-air-quality-health-index.aspx#jumplinks-1>

3. Coaches must report to the drawmaster prior to commencement of the event: the drawmaster will notify the umpire of all registered coaches prior to the start of play.

4. Prior to the first match of the event the drawmaster has an opportunity to address all competitors. You should also give a club host and the umpire a chance to speak. The drawmaster should remind players about the code of conduct expectations: respectful behavior is required from all players and officials. Bring to the players' attention the tournament format for each event (sections 7 and 8 of the Conditions of Play) and any significant play conditions (section 4 of the Conditions of Play), including trial ends, movement of players during play (Appendix A.4 of the Laws), time limits, and the re-spot rule. Inform players of the location of the club first aid kit and highlight any location-specific safety issues.

The umpires can clarify the laws of the game if there are questions.

5. Initial rink assignments may be completed in the office; be prepared to make the assignments as required. Make sure you follow the guidelines for assigning rinks as outlined in the next section.

6. Ensure scorecards are prepared and double-checked before handing them out at the start of each round.

7. Always double check the results, making sure that you are recording the correct winning team and the correct score.

8. If a team has a perfect end, flag the score card and make sure it is sent back to the office. This is not required for singles as perfect end pins are not awarded for singles. For other events the drawmaster should consult with players to confirm if they would like to receive a perfect end pin.

9. Keep a second copy of your draw sheet posted in an obvious place where all interested parties can view the results – keep this second copy up to date. The first copy should be kept in the drawmaster's 'office' and not generally accessible to others. This process should discourage people from "looking over your shoulder" while you are doing your work while still allowing them to see all results and all future rink assignments. At times a drawmaster will also be requested by the office to post the results, after the conclusion of each round, directly on the Bowls Alberta website.

10. Where "ranking" of competitors is required make sure you follow the procedures in section 5 of the *Conditions of Play*. Have a second person check over your math where calculations are very close. It is very important to get things right!

11. Arrange to have action photos taken during the event, even just a set of 6 to 10 is sufficient. Bowls Alberta has a real lack of action photos and your help is appreciated.

Rink selection guidelines:

1. The drawmaster requires knowledge of the greens – if the drawmaster does not personally have this knowledge he/she should obtain this information from the club's greens or bowling program director or from their greenskeeper.

2. The 'office' may have determined the rinks that each team will play during the round robin but otherwise be prepared to complete this task before or while the tournament begins.

3. Make sure no team has the same rink in the same direction twice in a tournament, unless the rink markers have been changed. If it is impossible to avoid a team playing on the same rink and in the same direction make sure a minimum one day is between games and give preference to assigning teams that are out of medal contention the same rinks first.
4. On a green with poor rinks (often edge rinks) try to make sure that no team has several games on the poor rinks while other teams have very few. Try to “even” this out as much as possible.
5. Where play is on two greens that have significantly different characteristics or speeds, try to make sure that no team plays consecutive matches on the same green while their opponent plays consecutive matches on different greens.
6. Where more than one event is being held at the same time, try to keep each event on the same green. (i.e. women on one green and men on another if necessary)
7. Where more than one section exists within an event, try to keep each section together as close as possible, preferably on the same green.
8. For the playoff phase, make rink selections such that the above items are all followed. If necessary, request that the rinks be shifted if that is a possibility.
9. Try to put playoff matches, especially finals, on the best rinks. If you need advice for rink selection, consult players who are not in the play-offs and/or the umpire and do not distract the play-off players by consulting them.
10. Put the finals match as close as possible to the spectator’s area, keeping in mind the above points (no duplicate rink assignments, the best available rinks, etc.) or request rinks be shifted if necessary.

After the competition is completed:

1. Plan to take or have someone take photos of the medalists and include a picture of the winners with the trophy as applicable. Take a picture of all the medalists together (if possible) as well as at least one picture of just the winners with no one else in the picture. For provincial championships leading to a national event, please ensure a picture is taken of all those that will be representing AB...in some cases the silver team qualifies and for singles all medalists will qualify. If you are the drawmaster for the Alberta Club Championships-Development Triples take a picture of the top teams. For the Medicine Hat Triples and all Novice Tournaments ensure a picture is taken of all the competitors. Please send all pictures to the BA office as soon as possible after the event.
2. If drawmaster for a provincial championship leading to a national championship, distribute the ‘winner’ packages to the gold medal winners (and if applicable to other players who may be representing Alberta . Communicate the importance of completing the requirements as per their congratulatory letter.
3. Distribute and then collect all expense forms, separate ones for the drawmaster, club (for rental of greens), and umpires. Expense forms applicable to each event will be communicated by the office. Arrange to have them returned to the BA office preferably through an attending BA board member or have them scanned and emailed to the office.

4. Produce a drawmaster report for the event including what worked well, what could be improved, any code of conduct concerns, etc.
5. Collect an umpire report from the 'head' umpire and/or other umpires that worked a draw, especially if they ran into any issues.
6. Place all the collected material in the large envelope prepared for the event checking off items as you include them. This includes the draw sheets and the scorecards as well. Note that if the event is not a provincial championship you may not be required to include all the items...use your discretion as to what you think the office should keep.
7. Arrange to pass along the tournament box either to the next drawmaster or someone from the next host club. If no one is available, ensure the box and the banners/flags are placed in a secure spot at the club.
8. Send a message to office@bowlsalberta.com with the results as soon as possible after the conclusion of the tournament even if you or someone else in attendance was updating the results on line during the event. Again, make sure pictures are sent either at the same time or as soon as possible thereafter.

The Drawmaster may receive remuneration for their services for full or partial days running the tournament once all duties have been completed. Please note that Bowls Alberta does not cover travel expenses for the drawmaster.