

Bowls Kapiti Coast Champion of Champions Events Event Management

Programme

The Champion of Champions Programme, including closing dates, is available on the Centre Website

Entries

Only winners of Club Championship events are eligible.

Clubs to advise Centre Manager of entries 7 days prior to event.

Entries will close on the date specified in the programme.

Draws

As soon as possible after entries for each event have closed, the Centre will

- complete the draw.
- post the draw onto the website

Pre event

Prior to the event:

Centre

- Email to the Headquarters Club the draw sheets to be used for the event. The email will identify the Centre Event Controller for the event.
- Provide the headquarters Club with the trophy for the event
- Advise the Centre Umpires Convener of umpires required

Centre Umpires Convener

- Arrange umpires and advise the Event Controller and host Clubs which umpires have been allocated.

Clubs

Prior to the event, Clubs can obtain from the website:

- Conditions of Play
- Instructions for recording results
- Catering subsidy form
- Information for Players form

Also prior to the event Clubs must

- Arrange markers for singles games
- Organise preparation & marking of greens
- Familiarise themselves with the electronic recording system
- Print draws, Conditions of Play, etc for display and/or use at the venue
- Prepare score cards
- Complete the Information for Players form

Prior to Start of Play

- Club Representative and Event Controller will welcome players and provide information as outlined in the *Information for Players* form

During the Event

Clubs will:

- Update the result sheets at the end of each round and wherever possible, email the result sheets to ***bkcresults@gmail.com***
- At the end of each day email the result sheets to ***bkcresults@gmail.com***

Centre will:

- Upload the result sheets to the website at the end of each round (this may not always be possible)

Post Event

At the end of play Clubs will:

- Email the result sheets to ***bkcresults@gmail.com***
- Retain all cards and copies of result sheets until the end of the season
- Return the trophy to the Centre
- Complete the Catering Subsidy form and return to the Centre Manager

Centre will:

- Upload the result sheets to the website

Notes:

- 1. Recording of results will vary from Club to Club depending on the facilities available, but results must be recorded electronically and returned at the end of the day*
- 2. Score cards will be made available to Clubs on request to the Centre Manager*