

Bowls Kapiti Coast Open Events Event Management

Programme

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

Entries

Entries are made using the Website form

Entries will close on the date specified in the programme.

Immediately after entries have closed the Centre will liaise with Clubs to try and eliminate byes and ensure entry numbers are adequate.

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

- Immediately after the draw has been made, email the draw/result sheets to the Headquarters along with the team contacts list . The email will identify the Event Controller for the competition.
- Provide the headquarters Club with prize money, Centre flag & the trophy for the event.
- Provide other host Clubs with copies of the draw/result sheets and a Centre flag.
- Advise the Centre Umpires Convener of umpires required.

Centre Umpires Committee

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

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 event information as outlined in the *Information for Players* form

During the Event

Clubs will:

- Liaise with the Event Controller on procedures, appeals and disciplinary matters.
- Update the result sheets at the end of each round and, whenever possible, email the results to ***bkcresults@gmail.com***.
- Complete the Post Section draw and enter it into the draw sheet
- At the end of each day email the result sheets to ***bkcresults@gmail.com***.

Centre will:

- Acknowledge receipt of result sheets
- Upload the results 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 for 14 days.
- 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*