



BOWLS TASMANIA SOUTH

CHAMPIONSHIPS

ROLES AND RESPONSIBILITIES

May 2019

Love this bowls

Bowls Tasmania South:

- Organise Clubs to host each championship.
- Provide roles & responsibility statement to host clubs.
- Create and manage the entry process; open and close entries, collate entries, process enquiries.
- Publicise current entries received from Clubs to Clubs and via the BTS Facebook page at close of entries to minimise entries missing out.
- Collate final entry list and conduct draw in conjunction with BTS Match Committee.
- Prepare master scoresheets and scorecards and deliver to host clubs. Allocate rinks in co-ordination with host clubs.
- Send the draw to Clubs and publish it on the BTS website and BTS Facebook page.
- BTS Officiating Panel to arrange umpires and markers (for singles) for finals.

Host Club:

- Form subcommittee of volunteers to assist with planning of the championship event (Match Manager / Tournament Director and tournament match committee).
- Advise Greens Director, Catering Co-ordinator and Bar Manager of the event and the requirements of them for the event.
- Appoint a relevant number of umpires/measurers for each green (a minimum of one per green).
- Provide mats, jacks and scoreboards for each rink.
- Provide umpires equipment.

-
- Provide workspace and display area for the Match Manager / Tournament Director to allocate cards and update results sheets.
 - Arrange accredited markers for singles (if required).
 - At the end of the event, the results sheets and scorecards are to be returned to the BTS Secretary of the Chair of the BTS Match Committee.
 - Optional: -Provide tuckshop style food for players and spectators. Example - meat/salad rolls, hot dogs, toasted sandwiches, hot chips, dim sims, pies and pasties, soft drinks and sports drinks, tea and coffee. If a Host Club is going to provide food to players it is suggested that this be advertised on the BTS Facebook page in the week before the event to inform players and allow for bookings if required.
 - Optional: Run individual fundraising activities; i.e. raffles etc.

Match Manager /Tournament Director:

- Place master results sheets on notice board in club.
- Ensure that greens are ready for play - mats, jacks and scoreboards for each rink.
- Ensure that umpires equipment is out and readily accessible by umpires.
- Provide scorecards to players on arrival.
- Collect scorecards from players and update master results sheets on a regular basis.
- Arrange for players to begin the next round early if both opponents are ready and the rink is available.
- Contact BTS Secretary after each day to keep him informed of final results at the end of each day.
- Escalation point for managing Conditions of Play issues.