



Drawmasters Procedures & Guidelines for Provincial Playdowns & Sanctioned Tournaments

Purpose

These procedures will assist the drawmaster in running a successful tournament. Cooperation and support from the competitors is always expected and a key to the success of a tournament as well. The drawmaster **MUST** remain unbiased and **NO** special treatment can be given for any player or team.

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.

- a. Ensure you are familiar with the LBAA Conditions of Play and the Tournament Format documents. Check for any special conditions that apply to this event, and be prepared to remind the players of any pertinent information that may apply to them.
- b. Check if you have the applicable LBAA Playdown & Provincial Event Banners (if they are in the box) and arrange to have them hung up for the event and taken down to return to the drawmaster box after the event. (note new banners are planned for 2018 so a few are missing)
- c. Make sure you have the proper draw sheets for the number of players and follow the tournament format guidelines to run the event. (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 but in Calgary you may need to do this but will be sent a photo image.)
- d. Ensure you are provided with ample LBAA scorecards and prepare these for each round if the format is a round robin.
- e. Ensure you are provided with a trophy and/or presentation medals for picture taking purposes. If a trophy was available for the event allow the champion team to take it to their club for display, instructing them that it must be returned to LBAA at the spring GM. Place the presentation medals back in the tournament box and exchange them for pins that the competitors get to keep.
- f. Ensure you are provided with the correct number of engraved pins to be handed out at the closing ceremonies.
- g. Last minute loss of a team:
 - i. If there is a team deletion between the draw being designed and 24 hours before the first game time, the draw will be redone and teams affected notified.

- ii. If there is a team deletion with less than 24 hours before the start of the tournament then the draw will remain as communicated to all players; byes will be given to their scheduled opponents.

During the competition:

- a. At the start of the tournament, make sure the LBAA Conditions of Play and Tournament Format for this event are posted in a conspicuous location and that all participants are aware of the posting.
- b. Collect and record the registration fees. Once the tournament is under way, complete the registration fee report form and have a second person verify the amounts. Put the collected fees in a sealed envelope along with the fee report form, double signed across the seal by yourself and the second person. Keep the sealed envelope in a safe place until you have opportunity to give it to the Executive Director or an LBAA Board member that will ensure it gets to the LBAA office. If the ED or the board member is a player please do so at a time when it will not interfere with their preparation or playing time.
- c. Rink assignments will be completed in the office as much as possible. If necessary complete the assignments for the tournament.

For tie break or playoff games, or where changes must be made and rinks reassigned, follow the guidelines for assigning rinks as outlined in the next section.
- d. Ensure scorecards are prepared and double checked before handing them out before each round.
- e. Always check the results, making sure that you are recording the correct winning team and the correct score. Double check everything.
- f. Keep a second copy of your draw sheet posted in an obvious place where all interested parties can view all 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 hopefully 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.
- g. For tie breaker scenarios in which aggregate scores are used to determine tie breaker byes and positioning, make absolutely sure that you are counting the aggregate scores only amongst the appropriate teams. Also, double check your plus minus calculations. It is probably wise to have a second person check over all your calculations if possible and if calculations are very close.

Rink Selection:

- a. 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 or from their greenskeeper.
- b. The 'office' should have determined the rinks that each team will play during the round robin.

- c. Make sure no team has the same rink in the same direction twice in a tournament, if at all possible, unless the rink markers have been changed. If a team must play on the same rink 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.
- d. 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.
- e. Where the greens have significantly different characteristics or speeds, try to make sure that no team plays back to back matches on the same green while their opponent plays back to back matches on different greens.
- f. Where more than one event is being held at the same time, try to keep each event as close together as possible, preferably on the same green. (ie women on one green and men on another if necessary)
- g. Where more than one section exists within an event, try to keep each section together as close as possible, preferably on the same green.
- h. For the playoff phase, make rink selections such that the above items are all followed. If necessary, request that the rink be shifted.
- i. Try to put playoff matches, especially finals, on the best rinks, avoiding the poor rinks.
- j. Put the finals match as close as possible to the spectator’s area, keeping in mind the above points (no duplicate rink assignments, no poor-quality rinks, etc.)

After the competition is completed:

- a. Have someone take pictures of the medalists and send/email into the LBAA office as soon as possible. Please take a picture of all each group of medalists together (if possible) as well as only the gold winners, silver winners and bronze winners. Also ensure you take at least one picture of just the winners with no one else presenting them the awards.
- b. If drawmaster for a playdown, distribute the ‘winner’ packages to the gold medal winners (and if applicable the silver medal winners). Before the players leave collect the player agreement forms, a cheque to LBAA and the Service Request form from each player. Relay the importance of completing the other requirements as per their congratulatory letter. Place all the collected material in an envelope to be sent to the LBAA office along with the larger event envelope as mentioned below.
- c. Distribute and then collect all expense forms (drawmaster, club for rental of greens, umpires) to return to the LBAA office or to an attending LBAA executive member.
- d. Produce a drawmaster report for the event including items like what worked well, what could be improved, any code of conduct concerns, etc. This should be returned with the expense claim form.
- e. Collect an umpire report at minimum from the ‘head’ umpire and their expense claim form(s).

- f. 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 playdown you may not be required to include all the items...use your discretion as to what you think the office should keep a copy of.
 - g. Send a message to office@bowls.ab.ca with the results as soon as possible after the conclusion of the tournament. Again, make sure pictures are sent either at the same time or as soon as possible thereafter.
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The Drawmaster shall receive \$60 per day for their services for full or partial days running the tournament. A cheque will be sent out once a drawmaster report and expense claim form have been received at the LBAA office and all the other duties have been completed. This includes ensuring the office receive pictures of the event as well!

Please note the above is not a comprehensive list of all the tasks of a drawmaster and for some of the tournaments tasks will vary.

i.e. No fees are collected for a Novice Tournament.

i.e. Some or all fees collected may be returned as cash prizes as for the Open Triples.

When in doubt or if you have any questions about your duties please email or phone the Executive Director for clarification at office@bowls.ab.ca or 780-885-0134 a few days before the tournament.

Thank you for your time ensuring another LBAA Tournament runs well!