



## **Guidelines for Hosting an LBAA Playdown or Sanctioned Tournament**

**The club should provide the following information to the LBAA office two weeks before the event:**

- Number of rinks available in good playing condition.
- Approximate expected green speed.
- Times when green will be available for practice.
- Whether event will be catered and, if so, what meals will be available and at what cost.

**Planning at your club before the event:**

- A hosting club may want to set up a committee or individuals to ensure the tasks are completed.
- Arrange kitchen volunteers to provide whatever level of catering is decided by the hosting committee. Even if meals will not be catered, then the host club should provide tea coffee, light snacks, etc. for the players.
- If the club will not cater meals then a list of local food outlets should be prepared and made available to the players on the days of the event.
- Arrange “green set up” volunteers to handle marking the greens under the direction of the umpires (centre line and t-line), score board set up, putting out jacks, mats and pushers, and moving of rink markers if required by the drawmaster or directed by the greenskeeper.
- Liaise with the greenskeeper to ensure that the green is in as good a condition as possible for the tournament. Make arrangements for the green to be cut and rolled once a day – preferably in the morning before the first draw. It is understood that having a green cut and rolled on a Sunday morning may be a challenge due to city noise bylaws. If possible, having the green cut and rolled before the medal games would be ideal.
- Arrange for an umpire’s kit if one is not already available at the host club. You can do this by contacting LBAA at [office@bowls.ab.ca](mailto:office@bowls.ab.ca).

**Organizing the specific tournament and/or playdown:**

- LBAA will provide a drawmaster and umpires for the event. If qualified local volunteers for these positions are available then this information should be passed to on to the LBAA office.
- A list of the drawmaster’s duties and responsibilities is available from the LBAA website under the link for policies to help you become aware of their duties and if you would like to determine if you can assist them in anyway.

### **Liaison with Drawmaster:**

- A member of the hosting committee should be identified as the representative of the club to be part of the emergency committee. This person can be appointed at the start of the tournament and can be a different person each day if required.
- Let the Drawmaster know where a copy of the Tournament Format and the Conditions of Play are posted within the club. The drawmaster will also have a copy but one posted in a prominent position in the clubhouse is very helpful for the participants if questions arise.
- Provide a working area for the drawmaster, which preferably will be situated in a quiet corner of the facilities. The drawmaster may make up duplicate draw sheets which should be updated after each round and posted in a suitable place remote from the drawmaster's table. This will allow the players and other interested parties to keep up with the progress of the tournament without having to look over the drawmaster's shoulder.
- If possible, seating should be made available at each rink for the convenience of the players and spectators.

Please contact the LBAA office at [office@bowls.ab.ca](mailto:office@bowls.ab.ca) for further assistance as required.

Thanks for hosting a provincial event and please submit your expense claim form for the use of your greens.