



Bowls Alberta



Drawmasters Procedures & Guidelines for Provincial Championships & Sanctioned Tournaments

Purpose

These procedures and guidelines 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. It is understood the drawmaster will remain unbiased and no special treatment can be given for any player or team unless very exceptional circumstances arise and approval is granted by the Bowling Program Chairperson.

Statement

This document may not be 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 minimum of four days before the tournament. Thank you in advance for your time ensuring another BA Tournament runs well!

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.

1. Contact the host club, usually through the president but occasionally through the greenskeeper, to ensure they are making preparations to host the tournament, to determine number of greens available, and to determine if there are any important notices to pass along to the players. Be familiar with the *Hosting a BA Tournament P & G* document all clubs were provided with outlining their duties and responsibilities.
2. Ensure you are familiar with the current *BA Conditions of Play*. Check for any special conditions that apply to a particular championship or tournament and be prepared to remind the players of any pertinent information that may apply to them.
3. Check if you have the applicable BA 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 as we transition to a new logo and name for our association)
4. 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.)

5. Check to make sure you are provided with sufficient BA scorecards and prepare these for each round if the format is a round robin or an initial random draw format. At minimum the first round for other formats should be prepared.

6. Ensure you are provided with a trophy (for Mixed Pairs and Senior Triples), presentation medals for picture taking purposes and with the correct number of engraved pins to be handed out at the closing ceremonies.

7. If a team drops out of the tournament: if 24 hours before the start of the first game, then the draw will be redone, and the teams notified by yourself or the BA office; if 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. If a team does have a 'new' bye on the first draw of the tournament, please inform them as soon as possible.

During the competition:

1. At the start of the tournament, make sure the current BA Conditions of Play are posted in a conspicuous location and that all participants are aware of the posting. Also, as applicable, do display the trophy for the event.

2. 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 a BA Board member that will ensure it gets to the BA office as soon as possible. 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.

3. Initial rink assignments may be completed in the office; be prepared to make the assignments as required. Make sure you follow the guidelines for assigning rinks as outlined in the next section.

4. Ensure scorecards are prepared and double checked before handing them out at the start of each round.

5. Always double check the results, making sure that you are recording the correct winning team and the correct score.

6. Keep a second copy of your draw sheet posted in an obvious place where all interested parties can view 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.

7. For tie breaker scenarios make sure you follow the procedures in the *Conditions of Play* document. It is probably wise to have a second person check over all your calculations especially if calculations

are very close. It is very important to get things right!

8. Arrange to have action shots taken during the event...even just a set of 6 to 10 is sufficient. Bowls Alberta has a real lack of action photos and your help is appreciated.

Rink selection guidelines:

1. 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.

2. The ‘office’ may have determined the rinks that each team will play during the round robin but otherwise be prepared to complete this task before and or while the tournament begins.

3. Make sure no team has the same rink in the same direction twice in a tournament, unless the rink markers have been changed. If it is impossible to avoid a team playing on the same rink and 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.

4. 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.

5. 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.

6. 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)

7. Where more than one section exists within an event, try to keep each section together as close as possible, preferably on the same green.

8. For the playoff phase, make rink selections such that the above items are all followed. If necessary, request that the rinks be shifted.

9. Try to put playoff matches, especially finals, on the best rinks.

10. Put the finals match as close as possible to the spectator’s area, keeping in mind the above points (no duplicate rink assignments, the best available rinks, etc.)

After the competition is completed:

1. Plan to take or have someone take pictures of the medalists and include a picture of the winners with the trophy as applicable. Take a picture of all the 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 in the picture. The pictures should be emailed to the office as soon as possible.

2. If drawmaster for a provincial championship leading to a national championship, distribute the

‘winner’ packages to the gold medal winners (and if applicable the silver medal winners). Relay the importance of completing the requirements as per their congratulatory letter.

3. Distribute and then collect all expense forms, either just one for the club or separate ones for the drawmaster, club for rental of greens, and umpires. Expense forms applicable to each event will be communicated by the office. Arrange to have them returned to the BA office preferably through an attending BA board member.

4. Produce a drawmaster report for the event including items like what worked well, what could be improved, any code of conduct concerns, etc.

5. Collect an umpire report at minimum from the ‘head’ umpire.

6. 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 provincial championship 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.

7. Send a message to office@bowls.ab.ca with the results as soon as possible after the conclusion of the tournament even if you or someone else in attendance was updating the results on line during the event. Again, make sure pictures are sent either at the same time or as soon as possible thereafter.

The Drawmaster may receive \$60 per day remuneration for their services for full or partial days running the tournament once all duties have been completed. A cheque will be sent either from the BA office or from the host club, once a drawmaster report and the expense claim form are received by the BA office.