

# **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*

- Email to the Headquarters Club the draw sheets to be used for the event. The email will identify the Centre Representative for the event.
- Provide the headquarters Club with prize money & the trophy for the event
- Advise the Centre Umpires Convener of umpires required

### *Centre Umpires Committee*

- Arrange umpires and advise the Centre Co-ordinator 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
- Print draws, Conditions of Play, etc for display and/or use at the venue
- Prepare score cards
- Optionally, complete the Information for Players form

## During the Event

Clubs must:

- 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:

- 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 must:

- Email the result sheets to ***bkcresults@gmail.com***.
- Retain all cards and copies of result sheets until the end of the season
- 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*