

# **Bowls Kapiti Coast Interclub & Pennants Event Management**

## **Entries**

Entries will be made using the form issued to Clubs  
Entries will close on the date specified on the entry form.

Immediately after entries have closed the Tournament Committee will liaise with Clubs to try and eliminate byes and generally make each division balanced.

## **Draws**

As soon as possible after entries have closed the Tournament Committee will

- complete draws for all divisions.
- post the draws onto the website
- advise Clubs by email that the draws are available

## **Pre event**

Prior to each day of Interclub play:

### *Tournament Committee*

Approximately seven days before the scheduled day, the Tournament Committee will email to the host Club(s) the draw sheets to be used for the event. The email will identify the Tournament Committee member who is the co-ordinator for the event.

### *Clubs*

Prior to the event, Clubs can obtain from the website:

- Conditions of Play
- Instructions for recording results
- Information for Players form

Also prior to the event Clubs must

- Arrange markers for singles games
- Organise greens preparation and marking
- Organise Umpire(s)
- 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

## **Post Event**

At the end of each days play Clubs must:

- Email the result sheets to the Tournament Committee Co-ordinator
- Retain all cards and copies of result sheets until the end of the season

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. *Arrangements may be made for results to be returned after each round*
3. *Score cards will be made available to Clubs on request to the Centre Manager*