



Provincial Event Hosting Guidelines

GENERAL

The Provincial Director of Operations working with the districts will identify potential venues for every event, giving regard to the most suitable facilities for Provincial Championships and a fair distribution of responsibility among clubs and districts.

Clubs that would like to host a Provincial Championship must review these guidelines and complete the 'Application For Hosting A Provincial Championship' application form (form EVT003A) by February 15th. Bowls BC will review the application and inform the awarded club by February 27th.

Once potential host clubs have confirmed their preparedness to host a Provincial Championship, a list of the events, venues, dates of play and closing dates for entries will be publicized on the Bowls BC website, by the issuance of posters to member clubs, and by other means as Bowls BC deems necessary.

RESPONSIBILITIES

BOWLS BC will be responsible for:

1. Collecting entries and payments
2. Providing official completed draw sheets with initial participants
3. Providing Conditions of Play for events
4. Organizing Umpires/Officiating
5. Designating an official representative to:
 - Present opening speeches and ceremony as needed
 - Present closing ceremonies and speeches
 - Assist with the running of the tournament as needed
6. Providing compensation for greens as stated in Schedule A
7. Reimburse Clubs for Umpire meals
8. Providing initial posters for clubs to put on their events boards.

HOST CLUB responsibilities:

We recommend hosts form the following Committees to assist with organizing the following. Most clubs already have these in place; just make sure to work with your team to make each event great for both your members, spectators and participants. Many helpers make light work.



Games Committee

1. Designate an official Games Convener responsible for managing the draw once tournament commences either by keeping score or marking as teams progress.
2. The Games Convener will act as a member of an Emergency Committee, should one be required. The Games Convener cannot be a participant in the competition.
3. Make sure your club has enough score-cards for the event. In team events, each team gets a score-card. In singles, the marker keeps the official scorecard, but many players like to keep their own card as well.

Marking Committee

4. In the case of Singles Championships, organize sufficient markers.
5. Host a training session for markers prior to start of tournament. The training session can be organized with the Provincial Head Umpire at no cost to the club.

Greens Committee

6. Greens committee ensures that the green(s) are running at no less than 12 seconds - based on a full-length jack.
7. Green(s) to be rolled - if roller available, every day of the event.
8. Green(s) to be cut every morning of the event.
9. Ensures that the green(s) are maintained and ready for play at a competitive standard.
10. Sets up the green(s) with mats, jacks, pushers, and scoreboards.

Food and Beverage Committee

11. Provides an adequate supply of cold drinking water in close proximity to the green(s) for the use of competitors and officials,
12. Co -ordinates with the club kitchen committee, letting them know how many people (players, markers, spectators) to expect.
13. Offers a standard level of food and beverage service at a fair cost for the competitors and officials.
 - a. If possible, get a local grocery store or catering company to supply food.
 - b. Inform Bowls BC of food that will be provided so that Bowls BC can communicate with participants as to what will be available.



Fund-raising Committee

14. The following are some activities a club can organize in order to have a fund-raising event with both spectators and participants getting involved while raising funds for the club:
- 50/50 Draws
 - Prize Draws
 - Skills Competition

Accommodation Committee

15. Find a local motel/hotel at least 4 weeks before the event. Inform Bowls BC of rates and availability so they can communicate with members the options of where to stay.
16. Try to work out a group rate where possible.
17. Organize billeting where available.

Marketing and Promotion Committee

18. The club to advertise the event around the local community to attract interest. Assistance and direction for this can be provided by the Bowls BC Director of Operations.
19. The club to advertise the event to fellow club members to come and watch.



SCHEDULE A — GREEN FEES PAYMENT FORM

This form is to be completed by the Games Convener and a Club Official

Host Club: _____

Event Title: _____ Event Dates: _____

GREEN FEES:

Bowls BC will compensate the host club a fee of \$125 per green used per game.

	Games Used	Total Due		Games Used	Total Due
Green 1:	_____	_____	Green 3:	_____	_____
Green 2:	_____	_____	Green 4:	_____	_____

A: Total for Greens: \$ _____

OTHER EXPENSES (Please attach receipts):

Hosting Grant	\$	500.00
Umpire Meals (max. \$10 each)	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

Total Payment Due to Club: \$ _____

Signature: Club Official:

Signature: BBC Director of Operations:

Schedule A should be printed and completed by the Club Official at the end of the Championship. The form is to be emailed to the BBC Director of Operations at:

Director of Operations
operations@bowlsbc.com