

**EVENT PROCEDURE**

1. **Prior to each round being played:** Auckland Bowls will send to the clubs involved:
  - a) Results sheets for that round(s) of play
  - b) Team sheets
  - c) Results updates
  - d) Any other information relevant to the progress of the event.
2. **Report to venues:** Unless play is cancelled all players must report to the allocated venues.
3. **Postponements:** Any postponements due to weather conditions will be on Auckland Bowls website [www.aucklandbowls.co.nz](http://www.aucklandbowls.co.nz) and/or Infoline 09 623 3551.
4. **Preparation of greens**
  - a) Greens must be prepared and made available to players 30 minutes before the scheduled start time. It is essential that the Green Superintendent advise the Tournament Convenor on 027 227 5866 prior to 3:00pm on any scheduled day of play if their greens are in doubt for the day. No club will cancel their greens play without the Tournament Convenor's approval. Green Superintendents are asked to make their calls promptly.
  - b) Mats, jacks, scoreboards, chalk and buckets of water or dusters will be set out.
  - c) The correct numbers of rinks are to be available, and the centre line of each rink should be chalked in accordance with the Special Condition of Play (refer clause 13).
5. **Recorder:** A non-playing recorder **shall** be supplied by the host club. A penalty may be imposed by the Centre if this condition is not adhered to.
  - 5.1 **The duties of a Recorder are:**
    - a) Ensuring that all information is **correct and complete** on the results sheet and the team sheets.
    - b) Allocating rinks of play according to the result sheet in use for that day and providing all score cards.
    - c) The recorder shall be the only person from the venue to contact the Tournament Convenor during the day with greens, reports or enquires of any nature whatsoever.
    - d) Immediately after the games, please email [ccbumpire@gmail.com](mailto:ccbumpire@gmail.com) or tesxt 027 227 5866 the completed result sheet and the teams sign-in sheet to the Tournament Convenor.
    - e) Should a host club not appoint a recorder for the day, then the Side Manager of the host club shall automatically become the recorder for the venue and shall complete all the above duties for the evening.
6. **Team Manager:** Each side shall have a manager, who may be a player in the team.
  - 6.1 **The duties of Team Manager are:**
    - a) To list the correct names of the members on their team sheet, **prior** to the start of play for the evening.
    - b) To toss at the beginning of each round (Law 12).
    - c) To ensure that score cards are completed in full for each round as per General Conditions of Play clause 19.
    - d) To sign the team sheet and the result sheet as a true and correct record before leaving the club at which the round(s) has been played. There is no right of appeal once the result sheet has been signed.