



BDBA Checklist – Host Inter-District Event

Event: _____ Event Date: _____

Host Club: _____ Event Coordinator: _____

Coordinator's Mobile & Email: _____

✓	Tasks (✓ = Done, X = Not Required)	Assign To	Due Date
	1 The BDBA Match Committee to assign a person to the role of Event Coordinator		
	2 Email invitation to participating Districts (2 months prior to the event date)		
	3 If a District has declined invitation, then find a replacement District or advise selectors that multiple Sides will be required		
	4 Advise BDBA selectors of the event for them to start their selection processes		
	5 Organise a suitable venue to host the event (negotiate fees for the morning tea, lunch, post-game finger food with appropriate host club officials)		
	6 Locate the latest agreed 'Conditions of Play' (update if necessary)		
	7 Perform a draw for the event (include Green / Rink details if possible)		
	8 Email the participating Districts the venue, draw, 'Conditions of Play', fees for the day, bank details of the host venue (for fees payment)		
	9 Finalise BDBA Side selections and advise BDBA (names, shirt sizes, dietary requirements)		
	10 Organise umpires and a BDBA Side manager		
	11 Complete an 'Out of Pocket Expense Form' for the BDBA fees for the day (include fees for players, coach, officials, umpires) and email to the BDBA Treasurer		
	12 Ensure the BDBA Side manager has a copy of the receipt from the BDBA Treasurer for Task 11 (to address any queries by the host club regarding payment of fees)		
	13 Organise shirts and caps for players and officials. Players that have played 3 games for the BDBA are to be presented with a cap before the first game on the day		
	14 Ensure BDBA Side managers have appropriate documents to run the event (Master Score Sheets, CoP for umpires)		
	15 Ensure the trophy is available for the formal presentation		
	16 Organise a BDBA official to perform the introductions before game 1 and to present the trophy to the winning District		



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	17 Organise for the BDBA Side manager to conduct the meeting of the participating Districts. The host District of the next year's event is to take the minutes		
	18 On the day of the event, skips to collect \$15 from each player and give to a BDBA official. There are no fees for nominated Reserves or BDBA officials.		
	19 On the day of the event, organise a Side photo and a briefing by the coach / selectors		
	20 Ensure the umpires are paid (\$40 each for a day, \$20 each for ½ day). This fee should be included in Task 11, therefore paid by the host club.		
	21 Ensure all shirts are returned, District scoreboard name tags are collected, flags returned (if used)		
	22 All score cards to be returned to the BDBA (for review by the selectors and coach)		
	23 Reports to be completed by selectors and emailed to the players, coach and the BDBA Men's Bowls Coordinator.		
	24 Results to be published on the BDBA Facebook Group and the BDBA web site.		
	25 Results to be emailed to all participating Districts		
	26 Money collected in Task 18 to be transferred to the appropriate BDBA Bank Account		
	27 Email the completed checklist to the appropriate Administrator and Bowls Coordinator <ul style="list-style-type: none"> • Men's Administrator - bdbamensec@gmail.com • Men's Bowls Coordinator - krdmbrown@bigpond.com • Ladies Administrator - brisladies@gmail.com • Ladies Bowls Coordinator - dottys@dodo.com.au 		

Notes and Comments

'Assign To' Legend: Adm = Men / Ladies Administrator, Mgr = BDBA Side Manager