



BDBA Checklist – Host a District Competition

Event: _____ **Event Start Date:** _____

Host Club: _____ **Host Club Coordinator:** _____

Coordinator’s Mobile & Email: _____

✓	Tasks (✓ = Done, X = Not Required)	Assign To	Due Date
	1 The BDBA has created the nomination form, sent to clubs, and received all nominations from the clubs. (a) Nominations from individual players will not be accepted		
	2 The BDBA to create a Facebook post to indicate that a District event has been called.		
	3 The BDBA to create a BDBA Google calendar entry on the date that the nominations close. The entry to include links to the Facebook post in task 2, the Draw, list of nominations		
	4 The BDBA to use the District Treasurer’s form for club invoices. Clubs are to be invoiced for their player’s nomination fees. Nominations from individual players will not be accepted. (a) The nomination fee is \$21 (\$15 for the host club, \$6 for BDBA) (b) The fees are not refundable once the BDBA Draw has been completed		
	5 Email the District Treasurer the document completed in Task 4.		
	Email a copy of the relevant “Congratulations on hosting BDBA Events” acceptance document to the host club coordinator. The document defines the host club’s responsibilities: (a) Supply personnel to oversee the running of the event each session (b) Organise umpires for games for each session (c) Produce the cards for all games/rounds (d) Allocate the rinks for all games/rounds on each session (e) Record the scores after each round on the master draw sheet (f) Upload the results to bdba.results@gmail.com after each day/night (g) If applicable have a food order form for lunches for day games (h) Arrange payment of the umpire’s fees for the complete competition		
	7 The BDBA to complete the Draw and email to the host club’s coordinator, one week prior to the commencement of the competition.		
	8 Email the players (via their clubs if individual email accounts are unknown) the Draw and any other information relevant to their participation in the competition (a) Availability of lunches (b) Any variations to the ‘Conditions of Play’ (c) Green fees after Day 1 / Night 1		
	9 The BDBA to complete an expense form for a bank transfer to the host club’s nominated account for the following items: (a) Green fees for Day 1 / Night 1 (\$15 per player) (b) Umpire fees for the complete competition		



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✓	Tasks (✓ = Done, X = Not Required)	Assign To	Due Date
	10 Email the District Treasurer the completed expense form in Task 9. The amount should be transferred to the host club's bank account prior to the start of the competition.		
	11 The BDBA to ensure the host club has a copy of the latest, agreed 'Conditions of Play' (update if necessary)		
	12 Ensure any trophy, badges are available for the formal presentation		
	13 Organise for a BDBA official to present the trophy (at the Final)		
	14 Prepare letters for the finalists (to include the prize money allocated for the competition)		
	15 On the day of the Final, organise photos of the finalists with the appropriate 'dummy' BDBA cheque		
	16 Confirm the umpires have been paid (\$40 each for a day, \$20 each for ½ day). This fee should be included in Task 9, therefore paid by the host club.		
	17 All score cards to be returned to the BDBA		
	18 Publish all results on the BDBA Facebook Group and the BDBA web site.		
	19 Complete an BDBA expense form for the payment of the prize money		
	20 Email the prize money expense form to the District Treasurer		
	21 Add a note on how any perpetual trophy is to be engraved and returned to the BDBA. Trophies are to be kept in the BDBA glass cabinet at the Gaythorne Bowls club.		
	22 Email a 'Thank You' to the host club and request confirmation that all BDBA payments have been received		
	23 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