



Brisbane District Bowls Association Incorporated

www.brisdistba.org.au

MEN'S SENIOR PENNANTS

Management Guide – BDBA Men's Senior Pennant Competition

The purpose of this guide is to assist the Men's Senior Pennant Match Sub-Committee (SPMC) to commence and run this competition each year.

It is anticipated that a committee member will fill the role of "Chair" or "Co-ordinator" of the SPMC and will initiate the commencement of the following steps.

It does not necessarily mean that all tasks listed will be carried out by this sub-committee but for the current time, most have been assigned that way.

The competition will generally commence in April each year and conclude in June.

A key to the successful growth and running of this competition has been engagement with Primary Contacts in clubs and regular meetings to discuss and explain changes etc.

Important note: All communications should be CC'd to BDBA Men's Secretary & Men's Bowls Administrator.

Prior to emailing the “Invitation to Participate”

When	Task	Assigned to
Early December	<p>Meeting of Senior Pennant Match Committee (SPMC) to discuss the upcoming competition including:</p> <ul style="list-style-type: none"> • Finalising competition dates, giving due consideration to summer competitions, Ladies Autumn pennants, State District Sides, State and Australian Open Championships. BDBA to be advised. • Likely format for the competition, including number of Divisions and Teams. • Updating of CoP to incorporate any changes agreed at PC Review meeting. • Setting of preliminary dates for key events, including call for Nominations and PC meetings. • Structuring of any upcoming formal communication to clubs. 	<p>SPMC (organised by Chair)</p> <p>Committee member</p>
Mid December	<p>Email Primary Contacts to advise that planning has started – encourage contacts to update the committee on any relevant changes to their club’s position (incl participation, number of teams, primary contact).</p>	<p>SPMC Chair</p>
Mid-January	<p>SPMC meets to:</p> <ul style="list-style-type: none"> • Confirm key dates for new season. • Complete final preparation of ‘Invitation to Participate’ to go to all clubs, including review of Nomination Form (updating if necessary), closing date for nominations, and BDBA entry fee. • Discuss preparation of Draws (who/when) – allocate Committee Member. • Discuss new PC group. • Conduct preliminary preparation for Primary Contacts meeting in March. 	<p>SPMC (organised by Chair)</p>

Issue Invitation to Participate		
Late January or Early February	<p>Email sent to BDBA Men’s Secretary requesting formal invitation to be sent to all BDBA clubs in email form. Include Nomination Form (close date about 4 weeks from advice).</p> <p>Email all known Primary and other Contacts that invitation coming. – advise date of meeting with Primary Contacts in March.</p>	SPMC Chair
Before entries close		
Mid February	<p>Members of SPMC follow up with each club to encourage entries and determine the likely competition makeup. Particularly chase clubs that have not yet nominated by middle of month.</p>	SPMC members as assigned
After entries close		
March – first week	<p>Collect nominations from BDBA Men’s Secretary. SPMC meets to:</p> <ul style="list-style-type: none"> • Finalise entries and divisions. • Email BDBA Men’s Secretary requesting he advise BDBA Treasurer of names of nominated clubs for invoicing payment for competition. • Organise for draft Draws to be completed (adjusted if necessary for club availability etc). • Prepare agenda for primary contacts meeting to be held later in March. • Check with “finals host club” & “wet weather” backup club - availability 	SPMC Chair & SPMC members (organised by Chair)
March – 2 nd week	<p>Email sent to primary contacts confirming meeting of the group in mid-March. The email includes or attaches:</p> <ul style="list-style-type: none"> • Draft Draws. • List of Contacts. • Results Sheet (modified if necessary from past). 	SPMC Chair

After entries close		
March – 3 rd week	Meeting held with all Primary Contacts (and others with vested interest in the competition) to finalise: <ul style="list-style-type: none"> • Draws for all Divisions (Team A advice etc). • Contacts. • Team names. • Covid or other special requirements. • Finals Day format proposals. This will include venue(s), timing, lunches and weather contingency. • Conditions of Play. • Completion of Results Sheet • Any other relevant matters 	SPMC members & PC's
Late March	Final Draw sent to all contacts and BDBA staff – loaded on BDBA website.	SPMC et al
Early April	SPMC Chair emails contacts about 1 week before the start of the competition to remind all clubs that the competition is about to start and remind them of obligations around score sheets etc. Attaches final COP. Flags and Badges for next year need to be ordered – advise BDBA Secretary.	SPMC Chair SPMC

During the competition		
April/May	<p>Collate results each week. Email relevant reports/results to clubs and BDBA website administrator. Results to be loaded on BDBA site.</p>	<p>SPMC members (assigned) SPMC members (assigned)</p>
Week Before Finals	<p>SPMC meets to ensure all preparations for finals matches are complete including venues, lunches, presentations (plates and pennants), photos, umpires etc. Needs weather contingency.</p> <p>Communicate (via email) final ladder positions to clubs and specify matches to be played (where/when) in semi-finals. Remind about teams being notified. Flag competition review meeting in June.</p> <p>Next week, MC Chair does similar email to spell out finals matches to be played (incl where/when).</p> <p>Run finals and present pennants, plates and badges. Ensure photos taken of winners and plates collected for engraving.</p>	<p>SPMC Chair</p> <p>SPMC Chair</p> <p>SPMC Chair</p> <p>SPMC (or assigned)</p>

After the completion of the competition		
Early June	Email sent to primary contacts to advise of a season review meeting to be held towards the end of June.	SPMC Chair
Mid June	Meeting of SPMC to discuss agenda and prepare for meeting with Primary Contacts late June.	SPMC Chair
Late June	Review meeting held with primary contacts et al to discuss the season including: <ul style="list-style-type: none"> • Structure & Outcomes of season finished. • Changes for next season. • Issues around CoP. • Timings/Length of season/Bye weeks. • New Ideas. • Ensure Pennants/Plates presented (and note where they are for next year). • Seek members of next year committee & advise BDBA Men's Administrator 	SPMC and PC's
Late June or early July	Notes from meeting emailed to PC's, also thanking them for their involvement during the year.	SPMC Chair
July/December	Informal, ad-hoc discussions between SPMC members and club Primary Contacts to ascertain likely format of the following year's competition, number of divisions, number of teams etc. September – advise BDBA of proposed competition dates for next year	SPMC Members