**BLBC Match Roles** April 30, 2024

**Tags Down**

- At least 2 hours before tags down is supposed to start, decide if the event should be cancelled due to rain or extreme heat. Issue a notification to players registered of the cancellation using an automated process.

- Download the registration list on the web site a few hours before tags down starts

- Form the teams by balancing as best as possible. Consult with a senior member if required. Prepare the score cards with the team and rink assignments. Use the rinks & direction available for that week (from Francois).

- At the club, before tags down is supposed to start, open up the south shed and the annex front door. (\*) Open up the front gate if the annex is not reserved that day (Tuesday & Thursday mornings).

- Ask some members to setup the screens, matts, and pushers.

- Once the attendance is confirmed, make any last-minute changes required to the teams & update the score cards.

- Announce the team and rink assignments, give out the score cards.

- After tags down completes, make sure the south shed, front gate, and annex doors are locked and all equipment has been put away. On Sundays, the annex alarm must be set

**Men/Women Interclub**

- Review the list of BLBC interclub registrations on the web site & decide who will play in singles, pairs, triples for each interclub match.

- Notify the BLBC players to confirm the date they are playing and location

- Communicate with the other club if required for any rain out cancellations or other items

- When interclub is at the BLBC

* Arrange for annex to be opened and tables setup
* Fill scorecards & assign rinks
* Make sure screens, matts, pushers, and jacks are put out
* Arrange for the bar to be opened
* Arrange for snacks to be served – (done by BLBC interclub players coordinated by Norma)
* Make sure the south shed, front gate, and annex doors are locked & all equipment has been put away.
* Collect results (points) and report to the Match director

**Men/Women club trophy**

- Ask the web master to put up the registration list at the appropriate time

- Download the registration list on the web site a few days before the first game. Make sure the registration is then closed.

- Form the teams by balancing the teams as best as possible. Setup the schedule. Consult with a senior member if required.

- In conjunction with the web master, enter the teams & schedule onto the web site and issue an automated email to the players notifying them of the schedule and teams

- For each game:

* Send out an automated cancellation notice if rain out or heat wave
* Make sure the annex is open & make sure screens, matts, pushers, and jacks are put out
* Pre-fill & give out the score cards for each rink
* Make sure the south shed, front gate, and annex doors are locked and all equipment has been put away after games complete.
* Record the results of each game & fill in the web form with the results

 - Update the schedule to reflect which teams will play in the finals and notify those teams

- Record the winner and report to the match director

**Golden girls**

- Similar to interclub but no refreshments except for the final day

- Report results

**Senators**

- Similar to interclub

- If at the BLBC, complete scorecards (assigning rinks)

- Report results

**BLBC hosted Herb Linder Event**

- Update the entry form from the prior year & send the event form to other clubs via the federation prime

- Ask the webmaster to post the signup on the web site

- Collect filled entry forms

- Before the event, ask for volunteers as needed, arrange for the bar to be open, a simple meal to be available, and chairs/tables to be setup in the annex

- At the event,

* Ensure the annex is opened and the green is set up with matts, screens, pushers, jacks
* Collect entry fees
* In conjunction with some club advisors organize the 3 bowling rounds and give out score cards with rink assignments for each team
* Determine the winners and finalists
* Award cash prizes and award trophy
* Manage the volunteers and any cleanup needed.

**Keys**: Keys for the main gate, south & north shed are in the gate lock box. Code : 9307

(\*) **Annex front door key fob owners**: Francois, Steve, Nasir, Raimo, Paul, Tony, Heather, Norma, Alastair, Wayne, Florence