



NEWCASTLE DISTRICT BOWLING ASSOCIATION (ZONE 2) INC

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NDBA ADVISORY COMMITTEE PAMPHLET NO.6

STAGING OF A DISTRICT CHAMPIONSHIP FINAL / PENNANT POST-SECTIONAL FIXTURE / REPRESENTATIVE GAME.

These events should be presented in a manner which acknowledges the achievement of the contestants and impresses guests, players and spectators of the importance placed on the fixture by the Newcastle District Bowling Association.

The Fixture is to be played on the best available green at your club and on a rink(s) suitable for spectator viewing.

Preparation for the fixture should cover the following aspects:

- Pre-match planning.
- Procedures prior to the commencement of the game.
- Procedure after the game.

Pre-Match Planning

Early contact will be made by the Association advising of your club's allocation of the fixture and to enable consideration of the following matters:

1. Allocation of a whole green for the fixture with the maximum width rink(s) being as near as possible to the centre of the green.
2. Scoreboards to be placed at one/both ends of the rink(s). For Pennant and Representative Fixtures a masterboard(s) should be placed where it is visible to all players and spectators. For Representative Fixtures the club is required to provide a Master Scoreboard attendant(s). In Pennant Matches the Side Managers should attend the Master Scoreboard. In District Championship Finals the club may elect to have a masterboard maintained or rink board attendants. In Representative Matches and Pennant Post-Sectional Games the Association/Club should provide their own scoreboard/masterboard name plates.
3. The greenside seating behind each rink(s) is to be allocated for player use only. An area may be set aside for any special guests. Spectators are to be encouraged around the green at all times, except in the areas reserved for players/guests.

4. A flag pole(s) is to be available for the display of the Association and Sponsor's flags. Clubs are encouraged to display their own pennant flags to add to the general atmosphere of the event.
5. The provision of a lunch or high tea after the game is optional.
If organised it should include the official representatives from the Association, host club representatives, sponsor, official representatives from the competing clubs and players. Arrangements should also be made for any ladies accompanying those mentioned above.
6. The Association will contact media outlets for coverage of the fixture. Full provision should be made for the media when they are in attendance.
7. The Host Club should provide a telephone attendant to handle incoming calls requesting progress scores. The attendant should have access to updated scores on a regular basis.
8. The Controlling Body for the fixture will be the NDBA Match Committee Representative. The club should appoint Umpires (one per green) and a Marker (if requested by the Association). If the provision of Umpires is a problem then contact should be made with the NDBA Umpires Committee for assistance. The Club should check its Umpire's Kit to ensure that it contains all the required equipment. If required assistance with equipment can be sought through the Association.
9. Check that both the internal/external microphone system is working if either or both are required.
10. Check that an adequate supply of chalk is available.
11. The area for staging of any on green presentations should be considered.

10 Minutes Prior to Trial Ends

1. The Host Club President (or his Representative) welcomes all Association representatives, official guests, visiting club executives and players.
2. The District President (or his Representative) responds to the welcome.
3. The Host Club organiser of Association Match Representative calls the cards, announces the winner of the toss and announces the Controlling Body and Umpires and asks the players to commence their trial ends.

Procedures After the Game

1. Scorecards are collected and checked, and Result Sheets are filled out if it is a Pennant or Representative Fixture.
2. If a presentation is to take place the decision should be taken before the end of the game as to where this will be staged.

Unless the weather or other circumstance intervenes the preference is that the presentation should take place on the green.

All people taking part in the ceremony should be advised of their roles in the presentation before the conclusion of the game.

3. The District President/Representative invites all officials, guests and players involved in the presentation onto the green and indicates the positions in which they should stand.
4. District President/Representative acts as MC with the following format:
 - Introduction of the Official Party.
 - Invites the Sponsor to speak.

For a District Championship

- Presentation to Runner-Up.
- Player to respond.
- Presentation to Winner.
- Player to respond.

For a Pennant Final

- Presentation of Runner-Ups Badges to Side Manager and Players.
- Presentation to Side Manager of Runner-Up Flag.
- Side Manager/Club President to respond.
- Presentation of Winners Badges to Side Manager and Players.
- Presentation to Side Manager of Winners Flag.
- Side Manager/Club President to respond.

- Host Club President invited to speak and to complete the ceremony and invites all officials, guests and players to Lunch/High Tea if this has been organised.