



# NEWCASTLE DISTRICT BOWLING ASSOCIATION (ZONE 2) INC

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## NDBA ADVISORY COMMITTEE PAMPHLET NO.6

### HOSTING OF A DISTRICT CHAMPIONSHIP / 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.

**Clubs will now be required to submit the application with the check list provided below**

#### APPLICATION TO HOST:

- DISTRICT CHAMPIONSHIP
- PENNANTS POST SECTIONAL FIXTURE – Saturday Competition
- PENNANTS POST SECTIONAL FIXTURE – Midweek Competition

CLUB NAME:.....

We hereby apply to host the following event:

.....

To be held on .....

In support of this application we submit the following checklist of matters pertaining to the event. We believe that all items which have been ticked have been adequately covered by this club.

- The fixture will be played on the best available green at this club and on rink(s) suitable for spectator viewing.
- Allocation of a whole green for the fixture with maximum width rink(s) being as near as possible to the centre of the green.

- ❑ Provide scoreboards for each rink.
- ❑ Provide Masterboards for all relevant competitions, visible to all players and spectators.
- ❑ Greenside seating to be provided behind each rink allocated for player(s) use only.
- ❑ Allocate an area for any special guests.
- ❑ Spectators are to be encouraged around the green at all times, except in areas reserved for players / guests.
- ❑ Flag pole to be available for the display of the Association and Sponsors Flags. Clubs are encouraged to display their own pennant flags to add to the general atmosphere of the event.
- ❑ For District Representative or District Post Sectional matches, where the matches will cover the whole day, players must be able to purchase lunch with high tea (optional) after the game. Please supply a brief summary of meal arrangements –

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- ❑ For other games where games are restricted to a half day, the availability of a lunch or high tea after the game is optional.
- ❑ If a Presentation / Official Welcome is 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 partners accompanying those mentioned above.
- ❑ The Association will contact media outlets for coverage of the fixture. Full provision should be made for the media when they are in attendance.
- ❑ 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.
- ❑ The Controlling Body for the fixture will be the responsibility of the Host Club.
- ❑ The club should appoint National Umpires (one per green) and a Marker (for each rink in any Singles events for morning games). Note: Mattara Open & Restricted Singles require Markers for every round of matches to be supplied by the Host Club. 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.
- ❑ Check that both the internal/external microphone system is working if either or both are required.
- ❑ Check that an adequate supply of chalk is available.
- ❑ The area for staging of any on green presentations should be considered.

## **10 Minutes Prior to Trial Ends**

The Host Club President (or his Representative) welcomes all Association representatives, official guests, visiting club executives and players.

The District President (or his Representative) responds to the welcome.

The Host Club organiser or Association Match Representative calls the cards, announces the winner of the toss (in a Pennant Post-Sectional fixture) and announces the Controlling Body and Umpires and asks the players to commence their trial ends.

## **Procedures After the Game**

Scorecards are collected and checked, and Result Sheets are filled out if it is a Pennant or Representative Fixture.

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.

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.

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.

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 invites all officials, guests and players to Lunch/High Tea if this has been organised.**