

To Do List for Juan de Fuca Club Tournaments –

revised May 2, 2022

FYI - Once the dates have been finalized for Bowls South Island (BSI) tournaments, the Juan de Fuca Games Committee looks for weekends and statutory holidays where JDF club tournaments or fun day games can be worked into the JDF club schedule which also lists all the JDF league schedules. We try not to schedule a club tournament on the same day as a BSI tournament, but sometimes this cannot be avoided.

JDF Club Tournaments and Fun Days 2022

MONTH	DATE	WEEKDAY	EVENT	GAME
MAY	7	Saturday	Cinco de Mayo – Mexican Fiesta following a Game of Bowls	Bowling & Social
	14	Saturday	Saturday Drop in Draw Bowling	Drop In
	23	Monday	Victoria Day	Fun Day
JUNE	4	Saturday	National Bowls Day & Family Day	Fun Day
	11	Saturday	Black and White Tournament	Mixed Triples
	18	Saturday	Drop in 2 Bowl 6 Pack	Drop In
	25	Saturday	Saturday Drop in Draw Bowling	Drop In
JULY	1	Friday	Canada Day	Fun Day
	2	Saturday	Osprey Tournament	Mixed Pairs
	23	Saturday	Drop in 2 Bowl 6 Pack	Drop In
	30	Saturday	Earl McCue Tournament	Mixed Pairs
AUG	1	Monday	BC Day	Fun Day
	6	Saturday	Saturday Drop in Draw	Drop In
	13	Saturday	Crackerjack Tournament	Mixed Triples
	20	Saturday	Drop in 2 Bowl 6 Pack	Drop In
	27	Saturday	Drop in Draw	Drop In
SEPT	5	Monday	Labour Day	Fun Day
	10	Saturday	Quaddie Tournament	Quaddie
	24	Saturday	Bowling Under the Stars (1 game-then gather for drinks and appies)	Bowling & Social

The following pages are a “TO DO LIST FOR CLUB TOURNAMENTS”

The Games Committee would appreciate you taking the time to read over the list and become familiar with the many tasks that are performed behind the scenes prior to tournament day.

It is our hope that you will volunteer for a few of these tasks for one of our Club Tournaments or Fun Days. Many of the individual tasks take less than half an hour and can be done on your own time.

Games Committee members and other seasoned members will be available for guidance and mentoring.

(These pages will be printed off and used for each Club Tournament or Fun Day)

NAME OF TOURNAMENT _____

DATE OF TOURNAMENT _____

COORDINATOR OF TOURNAMENT _____

3 WEEKS PRIOR TO CLUB TOURNAMENT

(*Where a specific task involves several people, the person listed in the “Person Responsible for Task*” column will not necessarily perform the task – they may just be responsible for lining up the volunteers for that task. In these situations, the volunteer’s name(s) will be listed in the **Item** column).

ITEM	PERSON RESPONSIBLE FOR TASK*
<ul style="list-style-type: none"> • Prepare poster and signup sheet. Previous posters etc. are in the Games Binder, plus there is a memory stick in the binder with posters etc. to allow for quick updates for new posters. Documents will be available on our website at a date to be determined. • Pin poster and signup sheet to the club corkboard in the JDF clubhouse. • The signup sheet will need to have columns for each position so players can sign up under the position they want to play. • Note on the signup sheet that we want the person to add their Tag # beside their name • If members want to ‘share’ a position, they need to write down the name and tag # of who they are sharing the position with. • Send an email to juandefucalbcmembership@gmail.com to inform club members of the tournament. Include a pdf copy of the poster in the email and add any other pertinent information. • If the coordinator is also accepting registration via email, they should respond to each email registrant that the request has been received and more details will be sent closer to the tournament date. 	
<p>Finalize Conditions of Play You can alter the conditions to fit the specific tournament. (See copy in games binder and in Games Committee folder in the Members Only section of the club website).</p>	
<p>Inform Kitchen B coordinators of tournament so they can make appropriate arrangements. They will arrange for their own volunteers.</p>	
<p>Games Committee does not look after food. Kitchen A would need to decide on a menu and arrange for volunteers if food is to be sold at the event.</p>	

ONE WEEK PRIOR TO TOURNAMENT

ITEM	PERSON RESPONSIBLE FOR TASK
If need be, send a reminder email to juandefucalbcmembership@gmail.com to let club members know we still have spaces available.	
<p>Once you have reached the cut off date for registrations, you may need to switch a few members from one position to another to give you an equal number of players in each position. You may need to ask someone to be a 'spare' if you cannot get the correct numbers of entrants. Or, you may have to call someone and ask if they will play so that we don't need to cancel out a team.</p> <ul style="list-style-type: none"> • Teams will be created via a RANDOM DRAW • Write the participants names down under the position they will be playing and include their tag # (you may need to place them into a position other than the position they signed up for to even up the teams. • Take the list of names to the Membership Board, pull off the members tags and place them in the corresponding container of the position they will be playing. If it is a Mixed tournament, it is best to also sort each position by Male and Female as you will have to make sure you have mixed genders on each team. • Once all the players have been sorted into the positions, then randomly draw names for each position to make up the teams. We usually draw Skips first. • If players are sharing a position, only put one of their names in the draw and just make a note of who the other person is who they are playing with • Write down each name as it is drawn. • JDF club members who wish to be involved in Tournament Management will need to be trained by one of the Games Committee Members (Currently Nigel Corser, Byron Propp and Wendy Leach) prior to using the club's computer program for tournaments. The following information will then be entered: Record all skips names in the template for the appropriate tournament; list names of all team members on the corresponding tab; • Create score cards from the computer program. Cut and staple a set of score cards for each skip. • Send a list of all the teams along with a copy of the Conditions of Play to juandefucalbcmembership@gmail.com to send out to all members. You can also include in this email any other info you want to pass on to team members. • Print a list of all teams to use on game day for when each skip checks in at the registration desk. Include the team # next to the Skips name. 	
Arrange for members to set up the greens. Names: _____	

ITEM	PERSON RESPONSIBLE FOR TASK
If rinks are to be marked (struck) you need to contact Jerry Thomas as he will arrange a work crew to do this task.	
Inform 50/50 coordinator of tournament so that he/she can make appropriate arrangements. He/she will arrange for his/her own volunteers.	
<p>Arrange for a volunteer member to take pictures at the tournament. (Check membership list to see who signed up to volunteer for this job). Name:</p> <ul style="list-style-type: none"> • Following the tournament, photographer should send pictures to our club website liaison for uploading to our website. 	
2 days prior – find out from Greenskeeper which greens will be used for the tournament	
Check stock of baked goods. If more goodies are needed, send an email to juandefucalbcmembership@gmail.com to request club members donate treats for the tea/coffee/goodies portion of the tournament. Treats can be of sweet or savory nature. Home made or store bought are all welcome. Provide the name and date of the tournament in the email. (Games Committee does not look after arranging for food nor finding volunteers for Kitchen A, so if volunteers have not come forward for Kitchen A, then skip this task).	
Confirm who will ring the bell for trial ends/start of games/end of games- Name _____	
If lunch is being sold, give final numbers of meal requests to the Kitchen A volunteer who is coordinating the meal.	
Prepare a float of approx. \$50 (loonies/toonies/\$5) to make it easy to provide individual breakdown for the prize money. You will be reimbursed for the float from money collected for the registration fees. Have envelopes to provide prize money to each team. Envelopes are usually kept in the white cabinet in the office.	
Arrange for someone to enter all scores into the tournament spreadsheet on the day of the tournament (this will need to be someone who has been trained by one of the Games Committee Members) Name: _____	

DAY OF TOURNAMENT

	ITEM	PERSON RESPONSIBLE FOR TASK
	Have crew arrive early to set up the greens Names of Volunteers:	
	Crew will arrive early to decorate if it is a 'themed' tournament. This task will be carried out by volunteers coordinated by the Social Committee. Names of Volunteers:	
	Set up a Registration Table for Skips to check in. <ul style="list-style-type: none"> • Have float ready • Have score cards ready • Use printed sheet of registered teams to mark 'paid' when skips pay the entry fee for their teams. (Players are to pay their skip, not pay individually to person working the registration table). • Have team # listed beside Skips name as this helps to find the score cards faster, and helps inform the Skips of their other team members • Once fees have been collected, give the skip their team's score cards. • Once registration is complete, work out prize money and place in envelopes. Usually give prize money to first, second and third place teams. Breakdown is approx. 50% for first place/30% for 2nd place, and 20% for third place. Prize money can be adjusted to round off to even dollars. If possible, give prize money in denominations which can be divided easily amongst team members. 	
	If lunches are being sold, it is up to Kitchen A volunteers to collect the money for the lunches.	
	Post Conditions of Play so they are visible to all participants. (Attaching a copy to the front window – facing outward is a good visible location).	
	Call to order and welcome all bowlers to the tournament. Review Conditions of Play and provide any other info regarding the tournament.	
	Ring bell at start of trial ends (if applicable); at start of games and at end of games. (Setting times on the alarm on your cell phone is a good reminder of when you need to ring the bell)	

	ITEM	PERSON RESPONSIBLE FOR TASK
	Have a box set out for collecting all score cards at the end of each game. The designated person will enter all scores in the computer program.	
	After all games are completed, thank participants for coming out to play. Mention some highlights of the day.	
	Determine winners, present trophy and prize money	
	Get correct spelling of winner's names for entering on the trophy. List the names here as well: _____	
	Provide name of tournament and the winning teams to our Website Liaison for posting to our website.	
	Provide name of tournament and winning teams to juandefucalbcmembership@gmail.com to send an email to all JDF club members	
	Enter a brief synopsis of the tournament in the Games Committee binder so we have a reference for next year as to what went well, what we could improve on etc. Also send the synopsis to our Website liaison to save in the Games Committee folder in the Members Only section on our website.	