**BLBC Match Roles** April 6, 2024

**Tags Down**

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

- Form the teams by balancing the teams as best as possible. Consult with a senior member if required to provide guidance. Prepare the score cards with the team and rink assignments

- At the club, before tags down is supposed to start, open up the south shed and annex front door. Open up the front gate if the annex is not reserved that day

- Once the attendance is confirmed, make any last-minute changes required to the teams

- 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.

**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 BLBC is involved in

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

- Arrange with a volunteer to take care of the refreshments if interclub is at the BLBC

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

- When interclub is at the BLBC

* Fill scorecards & assign rinks,
* Collect results (points) and report to the Match director
* Arrange for the bar to be opened
* Arrange for snacks to be served
* Organize final game and paid lunch if held at BLBC

**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. Consult with a senior member if required to provide guidance.

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

- Pre-fill & give out the score cards each night of the event

- 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

**Senators**

- Similar to interclub

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

- Report results

**BLBC hosted Mixed Pairs Federation Event**

- Update the entry form from the prior year

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

- Send the event form to other clubs via the federation prime

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

- For the event:

- Ensure the annex is opened, setup tables

- Ensure the greens are setup

- Provide coffee/muffins in the morning

- Open bar and provide coffee for lunch

- Provide snacks around 3 pm

- Cleanup

- After the event, send bill to federation

**BLBC hosted Herb Linder Event**

- Update the entry form from the prior year

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

- Send the event form to other clubs via the federation prime

- 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
* 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.