

CLBC GAMES DIRECTOR

(Revised: 3 March 2019)

CLBC GAMES CHAIR JOB DESCRIPTION

- Prepare the CLBC monthly games & event calendars.
- Prepare the monthly calendars for rink and rink boundary assignments.
- Assign coordinators for CLBC activities.
- In some cases, the coordinators will need to arrange for umpires and other needs.
- Coordinate with Sidney and Parksville lawn bowling clubs regarding annual exchanges.
- Ensure that members are aware of, and adhere to, policies designed to protect our greens (e.g., use of groundsheets).
- Ensure that members are aware of club policies related to rules and regulations (e.g., re-spotting the jack on the centre of the rink, two metres from the front ditch if the jack is played out of bounds).
- Ensure that formal club championship games and tournaments conform to CLBC guidelines and, where, feasible, to Bowls BC / Bowls Canada policies.
- Listen to members' suggestions for improving, adding or replacing events and, if appropriate, bring suggestions to the attention of the CLBC Board of Directors.
- Maintain and/or contribute information to the CLBC website.
- Communicate with members about upcoming events.
- Keep members informed about items of interest.
- Coordinate with Membership, Coaching, Greens, Publicity and Hospitality Chairs to ensure a seamless and well-coordinated schedule of activities.
- Ensure that coordinators are familiar with procedures for setting and collecting fees and ensure that a formal record is kept of disbursements (for prizes, hospitality etc.). Keep CLBC Treasurer informed on financial matters related to Games.
- Ensure that there are adequate stocks of score cards and other expendables associated with games.
- Prepare and deliver Games Reports to CLBC General Meetings.
- Participate in the presentation of prizes at the Christmas Lunch.
- Contribute to the overall management of the Cowichan Lawn Bowling Club through participation on the CLBC Board of Directors.
- Represent CLBC at Bowls South Island (may be delegated).
- Coordinate CLBC activities with BSI events. This normally involves attending about four meetings each of the Men's and Ladies' BSI Games Committees during each year (may be delegated).
- Ensure that members have access to information about BSI events (may be delegated).
- Chair or co-chair BSI committees as required (may be delegated).

HOW TO BE A GAMES DIRECTOR

The Games Director is the focal point for everything related to CLBC lawn bowling jitneys, leagues, tournaments, and related activities. The Games Director prepares the monthly event calendars, establishes and maintains lawn bowling policies and standards for the club, assigns coordinators for various activities, communicates with members about lawn bowling activities, and coordinates with the Membership, Coaching, Greens, Publicity, and Hospitality Directors to ensure a seamless and well-coordinated schedule of activities.

A detailed job description, policies, and examples of documents prepared by the Games Director are available to provide guidance to newly elected directors.

This document is intended to provide a general description of what must be done, more-or-less in order from the Annual General Meeting in the Fall, through the Winter, Spring and Summer of the following lawn bowling season.

A review of the previous season's lawn bowling activities should be an agenda item for the last Board meeting held prior to the Annual General Meeting. All Board members should be encouraged to participate in the discussion, since many decisions for the following year will be based, at least to some extent, on recommendations arising from the discussion.

FIRST BOARD MEETING FOLLOWING THE ANNUAL GENERAL MEETING

If this is your first Board meeting following the Annual General Meeting, you may want to invite the previous year's Games Director to be present to help with the review. However, the Games Director must lead the discussion, particularly as it relates to existing policies and procedures. Keep in mind that some recommendations arising from this Board meeting may constrain, or limit, your ability to carry out your duties over the following year.

CHRISTMAS LUNCH (Early December)

Make sure that names have been attached to plaques that will be presented during the Christmas lunch. The Club president and the Games Director usually participate in the distribution of plaques and awards to winners of various events during the previous Summer.

PREPARE DRAFT MONTHLY ACTIVITY AND EVENT CALENDARS

During the months of November through to the following Spring, you will prepare draft calendars for the next lawn bowling season.

Begin with the previous year's calendars and adjust the dates for the next year. Normally, this will involve moving an activity by only one or two days. Certain activities only occur on statutory holidays, some events always occur on specific days of the week.

Incorporate feedback that you have received from the Board and membership during the past two to three months.

Next, review the previous year's Bowls South Island (BSI) calendar to ensure that your draft calendar is probably going to be consistent (for example, try to avoid scheduling our inter-club tournaments on the same dates as existing BSI tournaments).

A first draft of the Activity Calendars should probably be prepared for review by the Board in January. This review will incorporate feedback from the Board and membership since

last November as well as the latest information that you may have received from Bowls South Island.

A second draft of the Activity Calendars should be prepared for review at the February Board Meeting. At this time, you should begin to think about recruiting event coordinators for the following season.

A third draft of the Activity Calendars should be prepared following the arrival of the “final version” of the BSI Calendar. The most important issue at this point is to avoid inadvertent conflicts with the BSI Calendar.

REVIEW EXISTING POLICIES RELATED TO GAMES

Each year, a fee structure for CLBC lawn bowling activities is established (see examples from previous year). The purpose of a fee structure is to ensure consistency among similar activities. It is recommended that fees be imposed only when there is a significant food component provided and/or there are prizes. It is very important that we limit fees as much as possible so that members feel they are getting good value for their annual dues.

As a Games Director, you are responsible for ensuring that games are played according to accepted standards. For example, all tournaments should have *Conditions of Play* that conform as closely as possible to Bowls BC and Bowls Canada policies, as well as the current edition of the *Laws of the Sport of Bowls*. Minor exceptions from existing policies and rules may be included in the *Conditions of Play* (for example, the length of games, methods for breaking ties, playing extra ends etc.). However, these should be limited.

Greater latitude is allowed for league play. Nevertheless, lawn bowling is a sport that is governed by rules which should not be ignored.

On the other hand, holiday jitneys can be (and usually are) major departures from normal lawn bowling games. Sometimes jitneys have little resemblance to normal lawn bowling games. Jitneys are intended to have fun and, sometimes, to illustrate actual bowling situations that might arise from time to time.

PREPARE RINK ASSIGNMENT CALENDARS

The direction of play alternates each day during the lawn bowling season. In addition, the individual rinks are adjusted so that the green wears evenly. These calendars are posted in the equipment shed so that members who arrive during the morning can make the necessary adjustments.

The easiest way to prepare these calendars is to begin with the previous year and make changes by adjusting the dates, leaving the days of the week intact.

The Rink Assignment Calendars are usually posted in the equipment shed on the same day as the Spring General meeting.

FINALIZE MONTHLY ACTIVITY AND EVENT CALENDARS

During March and April, review the BSI calendars to ensure that our inter-club tournaments don't conflict with BSI tournaments and modify the CLBC calendars as necessary.

In addition, a one- or two-page summary of CLBC activities should be prepared. This will help you (and others) see who is responsible for the various activities planned for the Summer.

Prepare copies for presentation to the Board to ensure that nothing is overlooked.

ASSIGN COORDINATORS FOR CLBC ACTIVITIES

Unfortunately, this is like pulling teeth! Often, the same people are called upon to coordinate activities year after year. However, the club cannot operate without volunteers.

(By the way, recruiting volunteers is not limited to games. We have grass cutters, greens maintenance volunteers, gardeners, coaches, hospitality volunteers, and others who make our club work for everyone).

If people are reluctant to coordinate an activity, try to have them assist a more experienced member. As Games Director, you can offer to help with advice and written documents. People who are reluctant to volunteer often believe that they are not capable of doing the job. However, the purpose of the various documents in the Games Book is to help everyone organize a jitney, tournament etc.

MANAGE ACTIVITIES THROUGHOUT THE SUMMER

As various activities and events appear on the horizon, make sure that coordinators are aware, and that sign-up sheets with the appropriate information are posted in the clubhouse. Ensure that coordinators have copies of the appropriate policies including, if relevant, a *Games Event Report* to be given to the Treasurer if a fee is being charged for an event. With inexperienced coordinators, be sure to offer help and advice so that they may be successful (and are willing to do it all again next year).

In some cases, the Games Director and/or games coordinators will need to arrange for umpires and other needs (hospitality etc.).

ADDITIONAL DUTIES

It is useful to review the documentation in the Games Book for further information on CLBC lawn bowling activities and events. It is also important to maintain and update the Games Book for the benefit of future Games Directors and games coordinators.

SUMMARY

- (a) November Board Meeting – Review of previous years activities.
- (b) Christmas Lunch – Participate in the award ceremony.
- (c) January Board Meeting – First draft of the Activity Calendars.
- (d) February Board Meeting – Second draft of Activity Calendars. Begin to recruit event coordinators.
- (e) March Board Meeting – Third draft of Activity Calendars incorporating BSI activities. Prepare Rink Assignment Calendars and a Summary of CLBC Activities.
- (f) Spring General Meeting – Summary of CLBC Activities, Activity and Rink Assignment Calendars should be posted on the website, clubhouse and equipment shed.

- (g) Just Prior to Opening Day – Update everything and post in clubhouse and website.
- (h) During Summer – Post updated Activity Calendars in the clubhouse. Revise everything as needed.

FEE STRUCTURE FOR CLBC GAMES

The Cowichan Lawn Bowling Club provides more than thirty lawn bowling activities during the Summer months. These activities include open draws, holiday jitneys, tournaments, leagues, Sunday fun days, exchanges with other clubs, and miscellaneous activities.

In most cases, the cost of providing these activities is included in the annual membership fee. The exception to this general rule is when the activity involves a food component or prizes.

At the present time, members may participate in open draws, CLBC sponsored tournaments and CLBC sponsored leagues at no additional cost. These activities will be identified as ***Core-1 Activities*** and the cost of participation will always be included in the annual membership fee.

In addition to these *Core-1* activities, members may participate in holiday jitneys, Sunday fun days, bowls and BBQ evenings, and club exchanges (Sidney & Parksville). These activities will usually involve an additional fee to cover related expenditures such as food, prizes etc. These activities will be identified as ***Core-2 Activities***.

All other activities held at CLBC will be identified as ***Special Activities***.

As a general rule, *Core-1* and *Core-2* activities will be held every year (or, in some cases, in alternate years). On the other hand, *Special* activities should be reviewed each year to verify that the activity continues to meet CLBC needs or objectives.

In late Winter or early Spring, the CLBC Board should review the fee structure for *Core* activities and approve *Special* activities (including fees) for the current lawn bowling season.

Note: Externally sponsored tournaments, such as the Two-Bowl Six Packs, are not covered by this policy since fees are established in consultation with other clubs or organizations.

EVENT EXPENDITURES

Event coordinators are expected to follow the directives outlined in the *CLBC Policies and Procedures Manual* as well as the *CLBC Games Book*:

Where monies for events are collected and where cash expenditures are made from the cash received, a summary must be prepared and submitted to the Treasurer. The event summary is to list the following:

- Name of member collecting the money;
- Name of event, date, and amount collected;
- Amount disbursed, purpose, and to whom. If disbursements are made to a commercial enterprise, the paid receipt(s) are to be attached;
- Net amount, if any, to be deposited to the Club.

(The Treasurer has prepared a form that can be used for this purpose.)

CORE-1 ACTIVITIES (No Fee)

- Ken Armour Mixed Triples Tournament
- Jim Lee Mixed Triples Tournament
- Club Singles Championship Tournament for Men
- Club Singles Championship Tournament for Women
- Club 70+ Singles Championship Tournament for Men & Women
- Club Novice Singles Championship Tournament for Men & Women
- Mixed Fours Tournament
- Mixed Pairs Tournament
- Monday Pairs Ladder
- Tuesday Singles League
- True North Triples League
- Wednesday Ladies Pairs league
- Thursday Pairs League
- Open House & Family Day
- Open Draws

CORE-2 ACTIVITIES (Maximum fee per event: \$8.00 per person)

- Opening Day Jitney
- Victoria Day Jitney
- Canada Day Jitney
- BC Day Jitney
- Labour Day Jitney
- Closing Day Jitney (Sunday fun day)
- Sidney Exchange (no fee when held in Sidney)
- Parksville Exchange (Bag lunch – no fee)
- Yes, Dear! or Singles' Advantage (Sunday fun day)
- Bowls & BBQ

SPECIAL ACTIVITIES

**COWICHAN LAWN BOWLING CLUB
GAMES EVENT REPORT**

EVENT:

DATE:

ORGANIZER:

TIME:

INCOME:

TOTALS

	<i>No. of Participants</i>	<i>Fee per Player</i>	<i>Sub-totals</i>	
Players:				
Lunches:				
Other: _____				

			Total Income:	

EXPENSES:

	<i>No. of Participants</i>	<i>Fee per Player</i>	<i>Sub-totals</i>	
Hospitality:		\$1.00		
Food (attach receipts):				
Prizes: First				
Second				
Third				
Other:				
			Total Expenses:	

NET INCOME:

Pay to Treasurer

Net Income:

Pay to Treasurer

Hospitality
Contribution:

**TOTAL TO
TREASURER:**

Prior to the Event:

Please advise the Games Chair of the upcoming event
Please advise the Hospitality Chair if special lunches are required

After the Event:

Hand in Games report to the Treasurer which must include receipts and money for Net Income and Hospitality contribution – except where special lunches are arranged (money goes directly to Hospitality)

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