



## Host Club Guidelines For 2009 Provincial Championships



**2009 Host Clubs:** Hanover, Elmdale, Toronto  
Cricket, Oshawa, Cosburn Park, Sarnia, Woodstock

HC-09-001-1

### **GENERAL Guidelines for Host Club Championship Committees**

- \*Each championship final will be a two-day event. Events (except MP) require two greens for Day 1. On Day 2, one or two greens can be used.
- \*Rink widths should be as wide as possible (up to 18 feet wide). Use the widest rink width that will allow 8 rinks on one green.
- \*Thirty-two teams (16 Ladies + 16 Men) will begin play on Day 1 (8 + 8 for MP). On Day 2, sixteen teams (8 Ladies + 8 Men) will begin play (4 + 4 for MP).
- \*Registration of players will be conducted by the OLBA Convenor assigned to the event. Registration will take place on the night before the championships at club hosted social evenings and again on the morning of the championships beginning at 7:30 a.m.
- \*Day One Schedule: Registration (7:30 a.m.), Bowl and Shoe Inspection conducted by the assigned umpires (7:30—7:50 a.m.) Parade Assembly (7:50 a.m.), Parade (8:00 a.m.), Opening Ceremonies (8:15 a.m.), Game One (8:30 a.m.), Lunch (time approx. ) Game Two (time approx. ) Game Three (time approx.) See 2009 Championship rules for time allowed between games.
- \*Supplying the OLBA Championship Chair with
  - accommodation information for the competitors.
  - directions to the host club from major highways.
  - times for competitors to practise on the greens the day before the competition
  - arranging for a social time/reception for the competitors (and their guests), officials and special guests on the evening prior to the championship.
- \*Other suggestions:
  - devise a method for host club members to be identified by competitors and officials. (e.g. pin, ribbon, hat, colour sweater, etc. Often a visitor to host club may want to ask for assistance, advice, direction.)
  - appoint a 'greeter' to meet & greet competitors and guests to host club as they arrive.

### **SPECIFIC Guidelines for Host Club Championship Committees**

- \*Appointing a convenor and/or contact person
- \*Supplying a public address system for use during the Opening Ceremonies and for making announcements during the two days.
- \*Selecting a piper to 'pipe in' the parade. (Taped pipe music may be substituted.)
- \*Selecting a Parade Marshall to organize and lead the Opening Parade.
- \*Providing two flag bearers. (A Canadian and an Ontario flag are required.)
- \*Ensuring that sufficient scoreboards are available for the two days.
- \*Ensuring that arrangements are made for persons to post the scores on the scoreboards.
- \*Ensuring that the greens are cut and rolled prior to the start of play each day.
- \*Arranging for a 'social' time on the evening prior to the event.
- \*Providing morning coffee, tea, donuts, muffins, etc. at the start of each day. (Clubs may also choose to have coffee, tea, etc available throughout the two days.)
- \*Providing lunches for competitors and officials on both days.
- \*Providing, if possible, a program outlining the events of the two days, the draw sheet, and names of competitors. (Names of competitors will be available from the OLBA convenor assigned to the event.)
- \*Providing a notice/bulletin board for the use of the OLBA convenor to post draw sheets/scores.
- \*Arranging to have, in attendance, someone qualified to handle emergency medical situations throughout the two days. e.g. St. John's, registered nurse, physician, etc.)
- \*Providing a suitable workspace/desk for the OLBA convenor.
- \*Assisting the OLBA convenor in the display of items. e.g. banners, flags, etc.
- \*Provide a 'set-up' space for a Bowls Supplier should one be invited to your venue by the OLBA

### **FINANCIAL Information for Host Club Championship Committees**

- \*OLBA will pay host clubs \$250 for the use of greens/greenskeepers.
- \*OLBA will pay up to \$100 for a piper for the Opening Ceremonies.
- \*OLBA will pay up to \$200 for costs incurred in providing qualified medical personnel.
- \*OLBA will pay \$1.00 per person, per day, (for approved numbers\*) for morning coffee, tea, muffins, etc.
- \*OLBA will pay \$7.50 per person, per day, (for approved numbers\*) for lunches.

\*Approved numbers = Players + Scorers (if used) + Umpires (up to 4 appointed by OLBA) + First Aid (1 person) + OLBA personnel (up to 3) + Host Club Officials (up to 3) + Dignitaries (if they stay for lunch) + Markers for Singles  
Maximum number of approved personnel for the two days:  
Fours (237); Pairs (141); Singles (117); Seniors (189);  
Mixed Pairs (79) and Novice (189) The OLBA convenor is responsible for the issuing of meal tickets.



### **PARADE Guidelines for Host Club Championship Committees**

- \*Parade to be ready to move off at 8:00 (Day 1)
- \*An area outside the club green where the competitors can be lined up for the parade
- \*Competitors are to be formed up by districts in order, 1—16, with District 1 leading. Teams to march in single file.
- \*Parade to be lead by Marshall followed, in order, by Piper, Flag Bearers, and competitors.
- \*Markers to be placed on green to designate position of colour party and competitors.
- \*Space to be allocated for the throwing of the first bowl.

### **OPENING CEREMONY Guidelines for Host Club Championship Committees**

- \*To be organized by Host Club
- \*Ceremony to be approx. 15 minutes.
- \*Ceremony to open with “O Canada” (live or taped).
- \*Welcome by host club.
- \*Introduction of dignitaries present: politicians. OLBA president or designate, OLBA Championship Chair (if present), Club Officials - with time for their remarks, if any.
- \*Introduction of OLBA Convenor assigned to the event.
- \*Convenor will introduce competitors, Umpires, and outline format of the competition.
- \*Head Umpire (or designate) will explain rules for competition
- \*First bowl to be rolled by a local dignitary and/or a Host Club member.

### **PUBLICITY Guidelines for Host Club Championship Committees**

- \*Notify newspapers, radio, TV, etc with a prepared press release about the Lawn Bowls Championship
- \*Invite clubs in immediate area / district to support the event as spectators.
- \*Invite the media to the Opening Ceremonies.
- \*Encourage the media to interview and use young people in their stories and pictures.
- \*Use the championships as an opportunity to promoted the great game of Lawn Bowls in the host club community.

### **UMPIRES**

- \*Umpires for the event will be appointed by OLBA.

