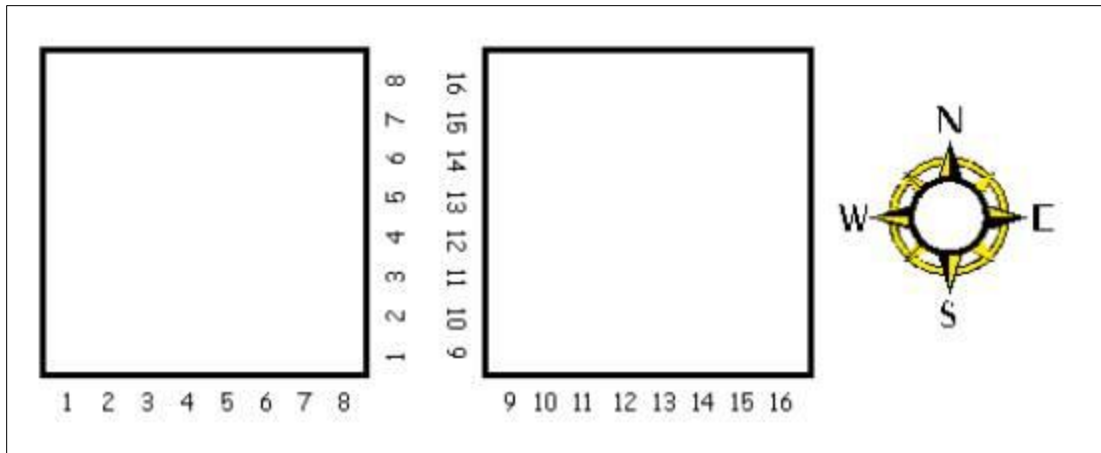


OAK BAY LAWN BOWLING CLUB

DRAWMASTER'S CHECK LIST



RINK MAP – WEST AND EAST GREENS

These are the duties of the drawmaster:

- (1) On arrival, check the blackboard on the North Wall of Anderson House for the green availability. A RED board indicates the green is closed and a GREEN indicates it is open. The Greens Keeper will advise if large plastic green mats are to be used. This is usually at the beginning of the season and they are to protect the green when it is in a "tender" state. If however you have any concerns consult with an experienced player but remember, you are in charge and if in doubt err on the safe side and call for the use of the plastic mats.
- (2) For Social Games, arrive 45 minutes but no less than 30 minutes before start time; (tags in). Draw Masters for competitions will usually need more time and are advised to arrange helpers beforehand, to set up the required number of rinks. The Locker Key #338 (leave it in the 338 locker door until the end of the game), is hanging in the storage room; in there is also the key to the equipment shed. Collect the flag, bell and money jar from Locker 338. Open the equipment shed. Put up flag, hang the bell and place the money jar on its shelf. Return the equipment shed key to the hook in the storage room. You do not need it to lock the equipment shed; it is a self-locking padlock.
- (3) Ascertain the direction of play and the colour bar of use for the particular day. There is a chart in Anderson House and another in the equipment shed. If both greens are available for play it is recommended that you use your best efforts during the days that you are Draw Master to spread the play alternately on both greens to reduce wear on any one green. It is usual to start one full ring from the ditch, in effect, #2 on the west green and # 10 on the East green. If 1 or 9 are needed they can still be used without any unwarranted extra work. Later in the season, it happens that a bad, usually

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very dry, patch can occur on a green. Use your judgment; err on the safe side and leave out a half-rink or whole rink to avoid playing over the patch.

- (4) The Draw Master, for social draws, should prepare at least one rink. When others arrive, it is in order to request they prepare additional rinks. Each rink is designated at each end by a number in the middle of the rink and a plain marker each side, all on the appropriate colour bar for the time of the day. Care must be exercised to ensure the rink is aligned with the other end. Each rink requires one score board, one jack at the starting end and at both ends, one mat and one rake are needed. However, one rake can be shared between two rinks.
- (5) Under the counter there are two boards. One covers rinks 1-8 and the other 9-16. There are also three cans marked Skip, Third and Lead as well as a flat wooden rack with recessed holes carrying discs also marked Skip, Third and Lead. The first to use is the board covering green/rinks to be used. 1-8 or 9-16.
- (6) As players arrive they will put their name tags on the counter. Hang them on board on the correct hook. Skips name tags are **BLUE**, Thirds **RED**, Seconds **GREEN** and Leads/Novices **YELLOW**.
- (7) Assume triples games until the draw is closed. A few minutes before the time for "tags-in", for example afternoon social draws at 1:15pm, hang the small bell in Anderson House on the wall outside and ask if all name tags are in. At "tags-in" time **BY THE CLOCK** ring the bell and put up the **DRAW IS CLOSED** sign on the counter. If it is necessary to have pairs, then place the name tags on the Skip and Third hooks for those rinks.
- (8) The number of players in triples games obviously must be a multiple of six. If you have extra, rearrange accordingly. The following are the solutions.
 - a. One player extra: Cut one triples game and replace with a pairs game and a cutthroat game.
 - b. Two players extra: Cut one triples game and replace with two pairs games.
 - c. Three players extra: Create a cutthroat game.
 - d. Four players extra: Create a pairs game.
 - e. Five players extra: Cut one triples game and replace with two pairs games and a cutthroat game.
- (9) There are several solutions if a cutthroat game is required.
 - a. Ask for volunteers.
 - b. If there is a surplus of any one level, assign three from there by random draw or whatever you choose.

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This is the time to note that as Draw Master you have the final decision. It will not always be accepted by all, but it is still your right. And there will always be someone around with more experience to ask for advice.

- (10) To balance the numbers, you can always step aside, but this should only be done if you came only to do the draw and did not intend to play. Cutthroat games, although not always liked, are a very good experience and help ALL players practise draw bowling.
- (11) If there is a cutthroat, take the name tags and assign them to their own rink. Organize the remainder of the name tags in triples and pairs. Please note that the seconds usually play as leads. However, sometimes it is necessary to promote or demote players to obtain a balance. Seconds, (green name tag) would usually have preference to be promoted to third over a lead/novice (yellow name tag.)
- (12) Get out the cans and wooden rack mentioned in (5) above. For each rink with triples games, place two discs marked Skip with the appropriate rink number, (one red, and one blue) in the Skip can, two marked Third in the Third can and two marked Lead in the Lead can. For those rinks that are pairs, two discs marked Skip in the Skip can and two discs marked Third in the Third can.
- (13) Take outside the green board 1-8 or 9-16 together with the cans. It is usual to prop up the board on the bench outside. You will need someone to hold each can in turn so that players, when you call their name, can take a disc informing them the rink on which they will play.
- (14) Ring the bell. Introduce any guests. Ask if anyone has an announcement to make. Make any announcements you have. Advise if a cutthroat is being played, state who is playing and on what rink number. Advise which rinks are triples and which are pairs.
- (15) Starting with Skips (this is so they can be at the rink to greet the team), call the name tags and turn them over; then the thirds and lastly the leads.
- (16) As soon as possible after the game starts, collect the discs. We do not want any lost. When the games are finished, relocate the name tags on their hooks on the players board. Replace the discs in the recessed wooden rack and return it, the cans and the green board to the cupboard under the counter.
- (17) Make sure all equipment is returned to the equipment shed and that it is locked. Lower the flag and return it, the bell and money jar to locker 338. Replace the key on the hook in the storage room. Return the small bell to its hanger in Anderson House.

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DRAWMASTER'S CHECK LIST

- (18) Enter in the diary book the number of players and note the weather.
- (19) Secure the premises. Ensure all faucets, fans and lights are off. All doors are locked. Check also that Carnarvon House and the maintenance shed is locked.
- (20) It is OK to delegate the tasks listed in 17 and 19 above to others, provided that you know that they are aware of what is required. If you have completed 17 and 19 and people are still in Anderson House, make sure that they know how to lock the door and make sure they know it is essential that it is done when they leave.
- (21) The only other thing to note is what to do if the weather is bad. Usually, if the weather is poor, the number turning out for the draw will be down. If it is raining at the start of the game, you are advised to canvas the opinion of the players and see whether the consensus is to play. Similarly, if during the game the weather turns very bad, best get a consensus.

GOOD BOWLING.