

# COUNTRY TEAMS CHAMPIONSHIP 2013

## CONVENER & DIVISIONAL COORDINATOR GUIDE

On behalf of the NSWBA, thank you for agreeing to help run the NSW Country Teams Championship.

The following is intended to provide some guidelines about what the job entails.

If you are in doubt, please contact the overall Convener of the Country Teams, Louis Koolen, Ph: 4389 7203, [lkoolen@bigpond.net.au](mailto:lkoolen@bigpond.net.au) in the first instance. He will liaise with the NSWBA as necessary.

### **Basic event structure**

For the purposes of the State Open Teams Championship, NSW has been divided into the following divisions:

- NSWBA
- Sydney Metropolitan
- Country – Outer Metropolitan Division
- Country – Northern Division
- Country – Southern & Western Division

You are coordinating one of the 3 Country Divisions.

Within your Division, the clubs have been divided into several regions.

The basic structure of the event is:

- Clubs within a Region hold qualifying events which qualify up to 50% of the field to the Regional final.
- One club within that Region hosts a Regional final which qualifies up to 50% of its field to the Divisional final.
- One club within the Division hosts a Divisional final on behalf of the NSWBA which qualifies one team to the State finals.

### **Documents provided to clubs**

A mailout has been sent to all clubs. This includes a letter inviting them to participate in the event, supplementary regulations, and a list of which clubs have been allocated to which Region within each Division.

As coordinator, please make yourself familiar with this documentation. It is all available for download via the NSWBA website, <http://www.nswba.com.au/tourn/state/2013/sotct.htm>.

## **Summary of primary duties of the Convener / Divisional Coordinator**

- To promote the Country Teams event in the Division and seek to maximise participation by clubs.
- To generally co-ordinate club participation in the region.
- To liaise with clubs to establish which clubs are running qualifying events, which are running Regional finals, and provide advice and assistance in running those Regional finals.
- To be available to answer queries about the event from clubs within your Division.
- To organise the Divisional final in conjunction with the hosting club.
- To keep a record of the entries for all stages within the Division, and players participating in the Divisional final.
- To maintain financial records, to ensure the right amounts are calculated for entry fees and masterpoints, the monies are passed to the NSWBA and, to the extent it is practical, receipts are obtained for reimbursable expenses in holding the Divisional final.
- To complete the Convener's summary form and provide this to the NSWBA after the Divisional final has been held.
- To keep the NSWBA informed of any issues or problems with the event, or recommendations for future changes.

## **FURTHER DETAILS**

### **Keep track of club participation by region**

The allocation of clubs to Regions and Divisions that has been provided is not set in stone. If particular clubs wish to move regions (within reason geographically, of course) there is no problem in doing this.

Clubs have been asked to contact the Convener if they wish to do this. Accordingly the Convener should keep track of which club is playing in which region, so the list can be amended next year. Obviously an eye needs to be kept on whether the regions are balanced or not.

### **Regional finals**

Regional finals are run by the clubs themselves, not the NSWBA. Accordingly, hosting clubs need to set their own entry fees for the clubs within their region. We do not prescribe an entry fee, however we do recommend it is between \$80 and \$100 per team so that the income obtained is enough to cover the requirement to send 20% of teams to the Divisional final (for which there is an entry fee of \$150 per team).

Clubs hosting Regional finals keep any profit they make, and are responsible for any loss.

Clubs wishing to host a Regional final are asked to contact the Divisional Coordinator for approval to do so. When giving this approval, the Coordinator should make sure these details are clear to the club and ensure that sensible entry fees are going to be charged so the club does not end up with an unpleasant surprise later when asked to pay for teams progressing to the Divisional final!

Most clubs hosting Regional finals will be quite capable of running the event themselves. If, however, assistance is required, the NSWBA is able and willing to organise a director and to deal boards for the event for a fee of \$400 (given reasonable notice of course). If a club is unable or unwilling to use local people/boards, the Coordinator should make the relevant club aware of this facility.

It is obviously ideal if all Regional finals are well organised and efficiently run. If, in the opinion of the Coordinator, the preliminary organisation of a final appears poor, you are advised to discuss this in advance with the local club and/or the NSWBA so that remedial steps can be taken if need be.

### **Direct nomination of teams**

Clubs do not have to hold a qualifying event; they may choose to nominate team(s) to a Regional final instead.

If only one club in a Region is interested in playing the event, that club's qualifying event may be redesignated as a Regional final. In that case, that club might instead choose to nominate teams to the Divisional final. (Of course, no red masterpoints would be issued if there's no qualifying event held.)

The Coordinator is responsible for establishing what events are being held by what clubs, to ensure fairness to all clubs that may wish to participate within the Division.

### **Divisional final**

Divisional finals are run by the NSWBA.

Clubs hosting Divisional finals do so on behalf of the NSWBA. The NSWBA will reimburse them for their costs, and the NSWBA keeps the entry fee income.

The cost of the Divisional final has been set by the NSWBA at \$150 per team.

The length of the Divisional final has been set at 3 sessions over a weekend (29-30 June) so that it is consistent for all 3 Divisions.

The Coordinator needs to liaise with clubs in the division to determine the best location to hold the Divisional final, find a club willing to host it, organise director, boards, etc, etc.

Once this is organised (the earlier the better), all details about the Divisional final should be circulated by the Coordinator to the NSWBA webmaster [webmaster@nswba.com.au](mailto:webmaster@nswba.com.au) for posting on the web, and, in good time, to all teams that have qualified.

### **Masterpoints**

All sessions of this event are run under the NSWBA's B4 State Championship allowance. Clubs must not use their B4c entitlements.

Masterpoints are issued at each stage of the event.

Clubs are responsible for calculating awards and payment of masterpoints for club qualifying events and Regional finals. Masterpoints should be calculated at a weighting of  $W = 5.0$ .

Divisional Finals have a weighting of  $W = 7.5$  and attract outright awards.

Clubs are to provide details of masterpoints awards electronically as .red files. Payments for masterpoints are to be by cheque (made payable to the NSWBA) and sent to the Divisional Coordinator.

Once a Divisional Final is complete, the Divisional Coordinator must check that all the masterpoint awards submitted for their Division are correct, and then send the masterpoint files to the Country Teams Convener. When the Convener has received all the masterpoint files from the Divisions, the files should be forwarded to the NSW State Masterpoint Secretary for processing.

If unsure how to check the MP files, please contact the NSW State Masterpoint Secretary (David Weston) [masterpoints@nswba.com.au](mailto:masterpoints@nswba.com.au) for assistance.

### **General administration**

There are three forms available that should be completed.

- Club qualifying form – for a club holding a qualifying event to a Regional final. This is used to identify teams progressing to the Regional final, and to summarise the masterpoint charges due.
- Regional final form - for a club holding a Regional final, or for a club nominating teams directly to the Divisional final. This is used to identify teams progressing to the Divisional final, and to summarise the entry fees and masterpoint charges due.
- Convener form – for use by the Divisional Coordinators to provide an overall summary of the running of the event in that Division to the NSWBA, and to reconcile the financial position.

These forms are Excel spreadsheets and are available for download from the NSWBA website. They must be completed electronically.

The Divisional Coordinators are responsible for getting the clubs to complete these forms, collating them and filling in the master summary. Please make yourself familiar with them.

Further feedback about these forms or any recommended changes are welcome from you or from clubs.