

# **11<sup>th</sup> Asian Lawn Bowls Championship 2015 And 9<sup>th</sup> Asian Under 25 Singles Championships 2015 Brunei Darussalam**

**24<sup>th</sup> Jan to 1<sup>st</sup> February 2016**

## **Team Manager's Manual**

### **Welcome**

Asian Lawn Bowls Federation (Bowls Asia) in conjunction with Brunei Darussalam National Lawn Bowls Association are delighted to welcome your team to the **11<sup>th</sup> Asian Lawn Bowls Championship 2015** and **9<sup>th</sup> Asia Under 25 Singles Championships 2015**.

### **Organization**

#### Advisor

Dato Paduka Malai Haji Ali Bin Malai Haji Othman  
Vice President, Asia Lawn Bowls Federation,  
Brunei Darussalam National Lawn Bowls Association  
President

#### Chairman

Awang Mohd Noor Bin Haji Abdullah  
Vice President  
Brunei Darussalam National Lawn Bowls Association

#### Tournament Secretary

Pg Haji Mohd Salleh Chuchu Pg Haji Tuah

#### Tournament Director

Yaakub Bin Haji Abd Hamid

### **Venue**

The competition venue will be situated at the Lawn Bowls Complex,  
National Stadium Sports Complex,  
Berakas  
Brunei Darussalam

The tournament office will be at the venue. It will be staffed whilst matches are in play there.

### **Accommodation**

Times Hotel and Grand City Hotel  
Bandar Seri Begawan  
Brunei Darussalam

## **Transport**

Car parking facility is available near the Venue

Coach bus will be provided from Hotel to Venue at the morning of each competition day and return after the completion.

## **Practice**

Official practice day is on 23<sup>rd</sup> January 2016 at the competition venue.

## **Team managers meeting**

A pre-tournament meeting for team managers will be held at 3.00 pm on 23<sup>rd</sup> January 2016.

Meeting venue is at the Multi-Purpose Hall Meeting room next to the bowling green.

Countries are requested to provide the following at the meeting:

- One national anthem – CD
- 2 National Flags
- Confirmed list of players

Tentative meeting agenda:

1. Introduction of event personnel
2. Confirmation of teams
3. Confirmation of playing schedules
4. Opening ceremony and Medal presentation ceremony
5. Conditions of play
6. Meals arrangement
7. Transport arrangement
8. A.O.B.

## **Opening ceremony**

The opening ceremony will take place at the competition venue on Sunday 24<sup>th</sup> January 2016 at 9.00 am. It is anticipated that the ceremony will take around 45 minutes in duration.

Teams are asked to be at the venue by 7.30 am to assemble for the march on.

## **Medal presentation**

The Medal presentation ceremony will take place at the competition venue on Monday 1<sup>st</sup> February 2016 starting 4.00 pm. All athletes are requested to assemble on the green as per the directions provided on the day.

Dress code: Athletes and team officials are asked to wear their playing uniform for both Opening ceremony and Medal presentation ceremony.

## **Farewell dinner**

A farewell dinner will be held on Monday 1<sup>st</sup> February 2016 at 7:30 pm at 7<sup>th</sup> Floor, Kiulap Plaza Hotel Ballroom.

## **Team players change**

Notification of any adjustment to team players must be submitted by a team official prior to the commencement of play.

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## **Spray Toucher / Chalk**

Players are required to bring their own spray toucher or chalk for all team disciplines.

**Bowls Stickers**

Bowls Stickers will not be provided. All participating teams are advised to bring their own bowls stickers.

**Scoreboard name plates**

BDNLBA will prepare the name plates for scoreboard. Countries do not have to bring scoreboard name plates with them.

**Bowls store**

The venue will provide a storage area for bowls bags for athletes to leave them overnight. We ask that athletes do not have valuables in their bags at any time. The venue will not be responsible for any items lost or stolen.

**Master notice board**

A notice board will be displayed at the venue. Results will be updated at the conclusion of each event.

**Draw and Results**

The official draw and Results for the tournaments can be viewed at the Master Notice Board.

Scorecards are required to be returned to the Tournament Office at the completion of each round.

It is the Team Managers responsibility to ensure all cards are returned.

**Smoking policy**

Smoking is NOT permitted at all time within the Green area.

**Photographer**

An official photographer will be on site during the tournament.

**Lunches**

Lunches will be served during competition days at the competition green for all players and officials.

Teams must advise if there are any special dietary requires for players at the team managers meeting.

All other meals are the responsibility of each team.

## Events schedule

Date	Day	Time	Particulars
22/1/2016:	Friday	-	Official Check in at hotel
23/1/2016:	Saturday	08:30 - 18:00 15:00	Official Practice Manager Meeting
24/1/2016:	Sunday	08:00 - 09:30 10.15 - 19:00	Opening Ceremony Competition
25/1/2016:	Monday	08:00 - 19:00	Competition
26/1/2016:	Tuesday	08:00 - 19:00	Competition
27/1/2016:	Wednesday	08:00 - 18:15	Competition
28/1/2016:	Thursday	08:00 - 18:15	Competition
29/1/2016:	Friday	08:00 - 10:00 10:30 14.30 - 18:45 19:30	Competition Friday Prayer Break Competition Board of Governors Meeting
30/1/2016:	Saturday	08:00 - 19:00	Competition
31/1/2016:	Sunday	08:00 - 18:15	Competition
1/2/2016:	Monday	09:00 - 15:30 16:00 19:30	Competition Medals Presentation Souvenirs Presentation and Farewell Dinner
2/2/2016:	Tuesday	<b>Team Departure</b>	

## Conditions of Play

See Appendix A.

## Teams Grouping

See Appendix B.

## Team players

See Appendix C.

## Schedule of Events

See separate document

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