**Procedure to Run a Draw**

* Draw Masters may sign up online. The link is:

 <https://www.signupgenius.com/go/10c0d4cacaf2ca0ffc43-draw1#/>

* If you signed up to do the draw, please arrive at least 30 minutes before the scheduled tags in time.
* Ask a member of the executive to issue you a gate key if you have none.
* If there is no designated draw master, the first person to arrive with a key should start to set up the draw.
* Open the north shed (the gate key opens all sheds) to get the clubhouse key. This key opens both the clubhouse and draw room.
* Use the summary sheet posted beside the draw room to determine which Green, Rinks and Direction are to be used for play during the draw.
* Determine the number of ends to play: 10 or 12, based on weather, for the comfort of the players. Under ideal conditions, play 12 ends.
* The draw master stays in the draw room, hands out the requested bowls, receives name tags and sets up the draw. BOWLERS DO NOT ENTER THE DRAW ROOM.
* Have players set up rinks and put out the pushers, mats, green protection mats, scoreboards and jacks for you. Turn on the floodlights if needed.
* Collect the name tags, all tags must be handed in **by the time stated in the calendar**. Determine the number of rinks to be used. Games are generally triples or pairs.
* If you have an odd number of entries ask a player to play “swing lead” (the player will bowl two bowls for each team to start each end). Whenever you need bowlers to play up a position and are unsure if they are willing to do so, ask them before moving them up.
* Create teams using a random process. Exceptions to the random draw can be made at the discretion of the Draw Master. Only the Draw Master can change the draw.
* Be flexible, the bowlers are there to enjoy the game.
* Hang up the draw board in a suitable location; announce “Draw’s Up” and the number of ends to be played. **LOCK THE DRAW ROOM DOOR AND SHUT THE NORTH DOOR IF BOWLING ON SOUTH GREEN.**
* Return the name tags to their correct positions on the boards, ensure that the equipment has been put away. Lock the draw room door; close all blinds; turn off all lights in the clubhouse and the floodlights. Return the clubhouse key to the North shed.
* Enter the number of players on the summary sheet.

**THE DRAW MASTER LEAVES LAST AND SHOULD ENSURE THAT ALL SHEDS, CLUBHOUSE DOORS AND GATES ARE LOCKED.**