

DRAW PROCEDURE

The Competition Secretary Shall:

- 1) Arrange for Entry Forms to be sent to all Club Delegates at least five weeks before the date of the Competition with a closing date set for the Friday - two weeks before the set date.
- 2) On receipt of Entry enter the skips names on a Draw Entry Sheet numbered from 1 to ????. The corresponding number(s) shall then be entered on the original Entry Form.
- 3) One or two days before the closing date for entries check with the delegate of any Clubs that have not yet submitted any entries to ensure they have not 'forgotten'.
- 4) Once the closing date has passed and total numbers are known decide on the format of the Competition (either groups of Three or Four, one or two round robins, etc) dependant on the number of entrants and the time available. He shall prepare the Group Allocation Sheet, the Mat and Playing Times Matrix for the Competition, together with the format for the complete layout for the final stages of the Competition. Group A will commence on Mat 1 (or possibly Mats 1 & 2 if a Group of Four Teams) etc. Groups shall move mats for the second and subsequent games.
- 5) Arrange for the draw committee to meet and:
 - a) Take with him to the meeting - Original Entry Forms, Draw Entry Sheet, Group Allocation Sheet (for recording the teams as drawn), Mats/Times Matrix Sheets, Details of Format of the Competition, details of the 2nd Round format and Final Stages of the Competition, together with numbers for the draw.
 - b) Oversee the completion of the draw as per the laid down procedure: *{Minimum two members of the Competition Sub Committee plus County Competition Secretary to be present – one (or two) members to draw the numbers – one member to convert the number to a name from the list of numbered names provided by the Competition Secretary and one person to then write down the names on the Group Allocation Sheet, in strict order starting with all members of the first group, A1, A2, A3, etc, then the second group, etc.}*
 - c) *Where groups cannot all be made up of the same number of teams, if groups are made up mainly of Four Teams the latter groups will be the ones that containing only three teams. Where groups are mainly made up of Three Teams the latter groups will be the ones that containing four teams.*
 - d) On completion of the draw ensure at least one copy of the drawn names, group allocations, mat and times matrix, Stage2 and Final Stage information is left with at least one independent person once the draw has been completed.

Complete paperwork and forward to Club Correspondents at least 7 days before the date set for the Competition. Ensure paperwork contains details of where, when and by whom the draw was made and full details of the Rules for the Competition.

Ensure someone is bringing the necessary mats!!

If withdrawals take place during the week before the Competition make amendments to the Groups as per the laid down procedure.

Prepare Cards for matches.

Prepare Results Sheets for Stages 1 (& 2 if necessary) and KO Stage. Ensure numbers for KO Stage draw are available - if a separate draw is planned.

PROCEDURE FOR DECIDING THE FORMAT OF THE COMPETITION

On a typical day 11 runs of the mats can be arranged at 45 minute intervals or 12 runs of the mats at 40 minute intervals. Twelve mats are generally available for use.

A group of FOUR will require up to six runs of the mat to complete (for up to 48 team) – a group of THREE will require THREE, FOUR OR FIVE runs of the mat to complete (dependant on the number of groups).

Using 12 mats with 48 Teams:

STAGE 1

12 GROUPS OF FOUR PER GROUP

Round Robin using 6 runs of 12 mats.

STAGE 2

Winner + Runner-up from each group to qualify = 24 teams;

Arrange 8 GROUPS OF THREE

Round Robin using 3 runs of the mats.

KO STAGE - EIGHT Group Winners;

- **SEPARATE DRAW** - then four games – 1 run of the mats.
- **FOUR** Semi Finalists – two games – 1 run of the mats.

Total ELEVEN RUNS OF THE MAT.

All day competitions of more than 48 teams can either be run as groups of four or as groups of three – but it is not possible for both the Winner and the Runner -up to progress. There is not sufficient time for this to work. There are two options.

If more than 48 teams (UP TO 60):

TWO OPTIONS:

OPTION 1.

STAGE 1

17- 20 GROUPS OF THREE

Round Robin using 5 runs of the mat.

STAGE 2

Winner from each group (+ winner + runner-up if some groups of FOUR) plus number of highest losers to make a total of 24 teams;

Arrange 8 GROUPS OF THREE

Round Robin using 3 runs of the mats.

KO STAGE - EIGHT Group Winners;

- **SEPARATE DRAW** - then four games – 1 run of the mats.

FOUR Semi Finalists – two games – 1 run of the mats.

Total TEN RUNS OF THE MAT.

OPTION 1.

- gives all teams **two** games – and the qualifiers a further **two** games before the last eight.

NON-QUALIFIERS WILL ONLY GET TWO GAMES

OPTION 2.

STAGE 1

15 GROUPS OF FOUR

Round Robin using 8 runs of the mat.

KO STAGE - Winner from each group + 1 highest runner up = 16 teams;

- **SEPARATE DRAW** - then eight games using 1 run of the mats.
- Four games – 1 run of the mat.
- **FOUR** Semi Finalists – two games – 1 run of the mats.

Total ELEVEN RUNS OF THE MAT.

OPTION 2.

- gives all teams **three** games – and the qualifiers a further **one** games before the last eight.

NON-QUALIFIERS WILL GET THREE GAMES.

Procedure For Amendments That May Be Required After The Draw Has Taken Place

If teams withdraw from the Competition and it is necessary for the Competition Secretary to make amendments to the Groups the following procedure will be followed as closely as possible.

Where it is necessary to move a team from one group to another it will always be the LAST listed team in the group that will move to fill the first vacancy. If an entire group is being disbanded to fill vacancies in other groups the last team in the group will move to the vacancy in the group nearest the top of the list, the next last to the group next nearest to the top, etc.

When a Competition is predominately made up of groups of Three, the groups at the bottom will always be the ones that start off containing Four Teams if necessary. When predominately made up of groups of Four, the groups at the bottom will always be the ones that start off containing Three Teams if necessary.

Where the majority of groups are of Three Teams with odd groups of Four Teams, if a team withdraws from a group of Three, the **last team** in the **first group of Four** will be moved up to fill the vacancy created.

Where the majority of groups are of Four Teams with odd groups of Three Teams, if a team withdraws from a group of Three, if necessary, the **last team** in the **last group of Four** will be moved down to fill the vacancy created **unless this withdrawal allows the remaining two teams in that group to be moved to other groups of Three to make them up to groups of Four**. If this situation occurs the groups of Three nearest the top of the list will be the first to be made into a groups of Four.

Where the majority of groups are of Four Teams with odd groups of Three Teams, if a team withdraws from a group of Four that vacancies will not be filled **unless this now enable a group of Three to be completely disbanded and moved up to fill vacancies in the groups of Four**.

Where all groups are of **equal numbers**, with **Three Teams in a group**, the last group will always be the one that is broken up and the last team in the group moved to fill the vacancy created – if more than one vacancy occurs other teams in that group will be moved in strict rotation with the last team moving to the vacancy in the group nearest to the top of this list – the next last team to the vacancy in the group next nearest to the top, etc. Any teams that are then remaining surplus from this group will be added to the next last groups to make groups of Four, with the next last remaining team going to the last remaining group and any others into groups above the last group working from the bottom upwards.

Where all groups are of **equal numbers** with **Four Teams in a group**, if one team withdraws the vacancy will not be filled and the group will remain at three unless teams drop out of four different groups in which case the last group will be broken up to fill the vacancies as per the procedure above. i.e. the last team to the vacancy in the group nearest to the top of this list, etc. If two teams withdraw from a group of four the last team in the last group will move to fill one of the vacancies to make two groups of three. If a further vacancy occurs the last team in the last group of four will be the team to be moved.

Other situations will be dealt with as effectively as possible working by the above principles.

Order of Play

Group of Three:

Game 1 - 1 v 2

Game 2 - Loser Game 1 v 3

Game 3 - Winner Game 1 v 3

Group of Four:

Game 1 - 1 v 2

Game 2 - 3 v 4

Game 3 - Winner Game 1 v Loser Game 2

Game 4 - Winner Game 2 v Loser Game 1

Game 5 - Loser Game 1 v Loser Game 2

Game 6 - Winner Game 1 v Loser Game 2