

### **Tape Trophy and South Herts (also including HML and Peanuts and Arena)**

> The promoter is in charge of inviting the teams to take up lanes in South Herts Trophy and Tape Trophy. This is done via email to various club contacts. This email should include the events list, teams will respond as to whether they want to take part and it should be first come first serve. In general you need to have 4 teams enter as PBSC will have 2 teams. *For Arena, HML and Peanuts, the teams attending will have been sorted by the promoting league, but as the club has to run the event the instructions below still need to be carried out.*

> The promoter should then delegate roles out to the various helpers:

- instruct the officials co-ordinator to get a referee and officials sorted from our club and ask the visiting clubs to supply officials if possible. *If Arena, HML and Peanuts, the senior officials would have been appointed already, but the officials co-ordinator still needs to get the officials from our team which are required.*

> Instruct the Volunteer co-ordinator to arrange the helpers, and instruct the person responsible for results to set up the spread sheet or file ready for the recording on the night.

> Arrange through the helpers the programmes, announcer, spectator gate management

> Once these are in place, the main job is to be the point of contact for the external clubs as well as the home club, and to help where needed.