

INSTRUCTIONS FOR LADIES DAY

EQUIPMENT & SUPPLIES REQUIRED

Score Cards – Skips

Red Chips – Vices

White Chips – Leads

Blue Chips – Fours (Rinks)/Aussie Pairs

Game Set Up Sheets

Camera

Prize Envelopes

Draw Game Setups Sheet (games possible for different number of attendees)

Prize Funds & Hospitality Checks (from SWWD Treasurer)

Current List of all SWWD Delegates

Annual List of Dates and Venues (Created by working with Delegates from each Club in December or January). Dee McSparran is the one that created the final listing once the schedule is finalized.

Flyer for each month (Dee McSparran created flyers for each month & e-mails all of them to you as soon as the schedule is finalized. See #4 below.)

INSTRUCTIONS

1. Two weekends prior to a Ladies Day, e-mail all SWWD Delegates regarding the upcoming event. Ask them to make sure the flyer is posted at their club and let you know by e-mail or telephone call, the names & positions they prefer and the club they are coming from by the weekend prior to ladies day. And just because they prefer a certain position doesn't mean they can be accommodated. Most often, some people have to be moved up because there are always more leads than any other.
2. Ask the delegate from the host club each month to assist you by checking in ladies & collecting their \$4 if you arrive a little later.
3. Create a listing, by club, of all attendees. This makes it easier to find their names when they are checking in. E-mail this list, the day before, to the delegate that will be assisting you. I found it helpful to have a list for myself, as well.
4. Check-in time has been 9am with bowling to start at 9:30. You can change that back to check-in at 8:30 with bowling to start at 9am, which is what it was before I took over. It was necessary for me because I come from quite a distance. (THAT DECISION HAS TO BE MADE BEFORE MONTHLY FLYERS PRINTED.)
5. Make a list of your opening comments, which is a little different for each event. (See copy attached.)
6. Score cards were printed in error. (Attached are the cards as printed & changed for use at LD.)

7. Cash check made out to you (the Ladies Day Coordinator). SWWD has donated \$100 each month to enhance the prize money for each event. I found it helpful to get 8 - \$10 and 20 - \$1 to ensure you have the correct denominations for prizes.
8. Place check, made out to host club, for Hospitality in envelope. Add to that \$1 for each person attending, which represents Green Fees, once everyone has checked in. Give to delegate or person representing host club at that event.
9. Create the line-up of the game for AM as best you can with the names received. There are always some that will have to be moved to a different position than requested. Do the best you can. Keep the game sheets from month to month so you can look up if that person played a vice if they requested lead or played skip if they requested vice. Most are very cooperative. There are always changes that have to be made the morning of. Someone will come that didn't sign-up or someone will not be able to come for one reason or another.
10. Once you arrive make sure everyone is signed in & money collected. If you have time, make a count of the \$ just to make sure everyone has paid & it will make it easier when you are figuring prize money.
11. Find out what numbers have been assigned to the rinks so that your score cards will match. Of course you know that you need 2 cards for each rink being used – ex: 1 and 1A. Just write the numbers at the top, right side of the cards & I circled them to make them stand out. Lay out your cards on a table that has convenient access for everyone, upside down & in scattered order. Next put out the chips for vices (red) & leads (white) for the rink numbers being used. Turn them upside down & mix them up.
12. In any case, count the \$ before determining prizes, if you have to do it later, so that you know exactly how much you have for the AM and PM games. Following is an example of calculation: 36 ladies attending X \$4 each = \$144 plus \$100 from SWWD = \$244 minus \$36 (\$1 for each in attendance) = \$208 divided by 2 (for AM/PM games) = \$104 and that is the amount you will have for prize money for each of the two games. Usually three places are awarded.
13. This is where it might get a little tricky. I find it helpful to have a small calculator – I use my smart phone because it is much smarter than me! It depends on what the makeup of the teams are. If all triples the calculation is simple. If you have a combination of triples & doubles or rinks & triples, etc., then you have to wait to see who the winners are so that you know how to split up the money for each level of prize. For instance, using the above example of dollar amounts, if first place is a triples, second a double & third a double, the money will be split thus: \$104 minus = \$51 (\$17 each for the triple first place) minus \$28 (\$14 each for the double for second place) minus \$24 (\$12 each for the third place double) = \$1. Get as close as you can to the amount you have, however if you have a dollar or two or even a few dollars left over, save it till next time. Sometimes it will come in handy to make things come out even. Or you can have a spider with the extra money once in a while.
14. Write on the score cards, for the AM side & PM side, who took 1st, 2nd, 3rd. This will make it easier when you are doing your report.
15. Write on the prize envelopes how many plus points, the \$ amount for each player & the names of the team. It is up to you if you announce 3rd place first or 1st place.
16. Before announcing the winners of the AM game, be sure to acknowledge the hospitality.
17. Everyone will be anxiously awaiting the results of each game. Take the time to have some lunch – they will wait.
18. Within a day or two, enter a report through email, to be sent out to all the delegates with a copy to Jim Semanek, Webmaster. Be sure to attach a copy of the photo that was taken at each Ladies Day.

19. The Christmas Luncheon is a little different. Last year there were 107 ladies in attendance. Everyone mails their entry to you and you turn it over to the Treasurer at the luncheon. They will let you know whether they are bowling or just attending the luncheon. The cost to them is the same whether they bowl or not because the entire amount is for the luncheon. You will still receive from the SWWD, \$100 prize money and this is the only amount you have for prizes this time. We try to make sure the first place winners each receive at least \$10, more if possible. I only awarded the first & second place teams.
20. I made the mistake of waiting till everyone had checked in & then tried to gather everyone together to draw for positions. I was a little unorganized for that many people, so this is what I am going to try this year. As everyone checks in, have them draw either a card (Skip), a red chip (Vice) or a white chip (Lead). If you are having rinks (fours), the second lead will draw a blue chip. That way, when the rink is full for the game being played they can start. After the games are over & the score cards are turned in you have some time to figure prizes & you will announce the winners at the luncheon. The President will call upon you at some point.
21. Ellie Orweyller from Laguna Woods is the one that usually arranges everything for the luncheon. She will send you options for the menu & working with the President a decision can be made. I chose to be served but you can also opt for a buffet.
Ellie has purchased the poinsettias for each table, or if you have another idea for center pieces, work with her & the President. We always have trouble securing entertainment so maybe you have a good suggestion. The cost of the luncheon, including the bowling, has been \$12 in the past. The SWWD subsidizes the cost of \$3 to cover the difference of the \$15 that has been charged by the caterer. This has been recouped by the raffle ticket sales for all the donated, wrapped gifts brought by each attendee. It also has covered the cost of the poinsettias & entertainment, which we have paid up to \$100 plus a meal.