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1. Purpose And Scope

The following implementation issues are based on SCDBA adopting Bowlslink platform for competitions it will be running from mid-2024. It is a matter for Clubs to decide whether they want to use BL for their own competitions (e.g. club champs and special club events). The SCDBA will provide whatever assistance it can in helping clubs use BL.

2. District Implementation

The current implementation committee of Bruce Angus will hopefully be expanded by another 2 members from other clubs to form the Bowlslink Sub- Committee (BLSC) with the following responsibilities

2.1   Oversight the implementation of BL in 2024

2.2   Setting up on BL all 2024 district competitions (see Attachments A and B in Bowlslink Competition – "Setup and Data Entry")

2.3   Provide guidance and support to BL Administrators competition managers, side managers and data recorders.

2.4   Develop and maintain relevant training and 'how to notes' for BL users

Task	Issue	Responsibility	Comment
1	Deed of Agreement for 2024 with Bowlslink	SCDBA Management Committee (MC)	Implemented in late 2023.
2	Event/competition Structure for District events for 2024	SCDBA	See Attachments A and B which are based on the SCDBA 2024 Calendar. Includes suggested responsibilities for competition management and data entry. Discuss with clubs via circulation and feedback of the Attachments.
3	Procedures for District Competition Nomination and Fee payment	SCDBA, Treasurer	Existing arrangements continue until member register issues resolved. Need BL member register to have email or postal addresses if we are to use BL nomination and fee payment processes.
4	Privacy Policies	Clubs	Clubs to review or put in place appropriate policies
5	Using BL Member Register	SCDBA, MC	Issues to consider with a BL member register • Club must always update the BQ and BL systems until an agreement is reached that BQ will manage the BL Membership database. • Personal information to be held on Register (see tasks 4 , 6 and 9) • Approval processes for membership changes • Having dedicated membership officers in each club to manage the BL and BQ membership databases from the club's perspective

Task	Issue	Responsibility	Comment
5 (contd.)			• What categories do we want recorded with member data. SCDBA to follow what BQ do, using Declared or Non-Declared for ordinary, life and junior members
6	BL Member Register personal data content	Districts, BL, BQ	Suggestions are • Mandatory – name, dob • Essential –gender, email, phone • Highly Desirable – emergency contact, • Desirable – address Use BL list for quals and certifications
7	Approve policies for when individuals do not want some or all their personal data used or recorded.	SCDBA	Low key approach. All members will have access to their personal data on Bowlslink and can update or delete data, except or name and dob
8	Identify levels of administration	SCDBA, Clubs	District Level • **BL District Management** - access to all comp and member BL data across the district (but not membership entry) • **Competition Manager**– to manage district comp (including team and results entry) but not access to full membership data but can link a member to a competition - data entry can be delegated to any registered member • **Data entry** – any registered member can be assigned to do this but with limited access to member data Club Level • **BL Club Management** - access to all comp and member BL data for the club • **Membership officers** – manage member register • **Competition Managers** – to manage club comps (including team and results entry) but not access to full membership data but can link a member to a competition - data entry can be delegated to any registered member. Small clubs may only need 1-2 where bigger clubs may need more) • **Data entry** – any registered member can be assigned to enter team and results data but with limited access to member data Clubs to consider and decide
9	Meeting with Clubs in Feb 2024 as a District Workshop.	SCDBA, BL	Inviting all Club nominated Administrators.
10	Team and Results entry. Procedures to be developed covering who and when.	BLSC	see Bowlslink Setup and Data Entry Guide adapted from BDBA.

Task	Issue	Responsibility	Comment
11	Training Resources	BL, BLSC	Adapting existing training aids and establishing dedicated page in SCDBA Website with links to all manner of tutorials both video and printed.
12	Future releases update from Bruce	BLSC	Follow-up with BL on fixing bugs found in trial process covering for example • Providing more flexibility in deciding ladder positions • Auto refreshing when recording end by end live scores Recording progressive scores
14	Review COP to align with BL releases	BLSC	May need COP changes where BL can't align with COP (e.g. Ladder order)
15	Email Group Setup	BLSC	Look at further when member registers resolved.
16	Safety of Information on BL	SCDBA, BL	Continually review and be aware of any security issues that may affect the integrity of the data.

ATTACHMENT A

Event	Competition	Competition Manager	Team and result entry
2024 SCDBA Men's Pennants	• Divisions 1 to 6 (Men) • Divisions 7 – 10 t.b.a. • Group Playoffs Division 1	Pennants Sub-Committee (New Chair and members t.b.a.)	PC or delegated Side Managers or team member
2024 SCDBA Ladies Pennants	• Divisions 1 to 8 (Ladies) • Divisions 9 – 10 t.b.a. • Group Playoffs Division 1	Pennants Sub-Committee (New Chair and members t.b.a.)	PC or delegated Side Managers or team member
2024 SCDBA Men's Champion of Club Champions	• Singles • Pairs • Fours Group 4 playoffs	SCDBA or Nominated Clubs	Host Club PC for each comp
2024 SCDBA Ladies Champion of Club Champions	• Singles • Pairs • Fours Group 4 playoffs	SCDBA or Nominated Clubs	Host Club PC for each comp
2024 SCDBA Ladies District Championships	• Singles • Pairs – old system for 2024 • Fours – cancelled 2024	SCDBA or Nominated Clubs	Host Club PC for each comp
2024 SCDBA District Sides	2024 SCDBA 8-A-Side 2024 Group 4 Playoff 8-A-Side 2024 SCDBA Mixed Pairs 2024 Group 4 Mixed Pairs Playoff 2024 SCDBA Over 60's 2024 SCDBA – Other Group 4 Comps.	SCDBA or Nominated Clubs SCDBA or Group Host SCDBA or Nominated Clubs SCDBA or Group Host SCDBA or Nominated Clubs T. B. A.	Side Managers Host Club PC Side Managers Host Club PC Side Managers T. B. A.

ATTACHMENT B

BOWLSLINK ACCESS RIGHTS

The following access rights are based on SCDBA adopting Bowlslink platform for competitions it runs in 2024. It is a matter for Clubs to decide whether they want to use BL for their own competitions (e.g. club championships and special club events). The SCDBA will provide whatever assistance it can in helping clubs use BL

SCDBA Competitions

Access	District Positions
District Competitions and Membership Data (but not member input)	SCDBA Positions • Secretary • Match Chairperson and nominated assistant. • District Chairperson of Selectors • Bowlslink Manager (Asst.Dist.Sec.)
Specified District Competitions	Identified Competition Managers (as many as needed)
District Team and Data Entry	• Host Club Primary Contact and people delegated • District Chairperson of Selectors

Club Competitions (Suggestions only as it is a matter for Clubs to decide)

Access	Club Positions
Club Competitions and Membership Data	• President (but not member input) • Secretary (but not member input) • Membership Officer (1 per club)
All Club Competitions	• Bowling Co-Ordinator/Games Director
Specified Club Competitions	Identified Competition Managers (as many as needed)
Club Team and Data Entry	As delegated by relevant Primary Contact
Club Details	• President • Secretary
Greens	• Bowlslink State Rep. (Jessica Alvaro)
Bowlslearn	All members