



BOWLSSELECT

CLUB EDITION · 2026–27

Chairperson Manual

Coordinate, finalise, publish and close the round.

WHO THIS MANUAL IS FOR

Selection Chairpersons and delegated competition leads

Plan · Select · Win

Editable source document. Exported PDF is intended for controlled publication after the QA gate is cleared.

About BowlsSelect

A familiar selection whiteboard, available wherever the committee works.

WHY IT EXISTS

BowlsSelect grew from Shaun O'Loughlin's experience of trying paper, spreadsheets and a miniature magnetic board while serving as a selector. The useful part was always the same: see every player, move the magnets and keep the decision process visible. The missing part was being able to do that work away from the club without losing records or people.

What the system is designed to do

- Keep the selection board visual and movable, without turning selection into an automatic decision.
- Carry the surrounding work—availability, round context, results, history, rankings, contacts and printable outputs—in one club workspace.
- Protect exploratory work by separating each selector's private My Board from the official Shared Master.
- Support committee judgement: warnings and rankings inform decisions; they do not replace them.

This manual's focus

The Chairperson Manual follows the committee workflow from inputs and proposals through cross-division review, Shared Master publication, outputs and round close.

CREATOR'S INTENT

BowlsSelect is not here to replace selectors. It is here to let selectors spend more time selecting.

Shaun O'Loughlin · Creator, BowlsSelect

SEPTEMBER 2026 UPDATE

This updated edition adds current board sharing/discussion, authorised playing-group messaging, Practice Match coordination, Practice Rankings, Events governance and device/appearance checks while preserving Shared Master as the official selection record.

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Before You Begin

The checks that prevent most selection chairpersons and delegated competition leads problems.

You need

- Chairperson access to the assigned competition.
- A configured competition, round and roster.
- The committee's approved method for receiving selector proposals.
- Owner support for roster, access and configuration issues.

Confirm the context before editing

- 1 Open the club-supplied BowlsSelect link and sign in with the identity associated with your access.
- 2 Check the club, competition, season and round shown on screen before moving a player or changing configuration.
- 3 Confirm whether you are working in My Board or Shared Master. Treat Shared Master as the official record.

PERMISSION BOUNDARY

Chairperson access is competition-scoped. It does not automatically permit viewing another selector's private My Board or changing club-wide administration.

NAMES AND SCREENS

Example rosters and club details are illustrative. The live screen is authoritative when labels or ordering differ.

1. Chairperson Role and Permissions

Coordinate the process; protect private working space and the official record.

Responsibility	Chairperson action	Boundary
Selection process	Set the working rhythm and finalisation checkpoint.	Do not assume access to other selectors' My Boards.
Shared Master	Edit and publish the assigned competition's official board.	Only within the role and competition granted by the Owner.
Outputs	Verify the final board, then produce PDFs or stickers.	Printing is not BowlsLink team submission.
Round record	Coordinate results and history completion.	Do not invent an import control or bypass Owner-managed structure.

2. The Selection-to-Publication Workflow

One controlled path from inputs to an official, checked output.

Do this

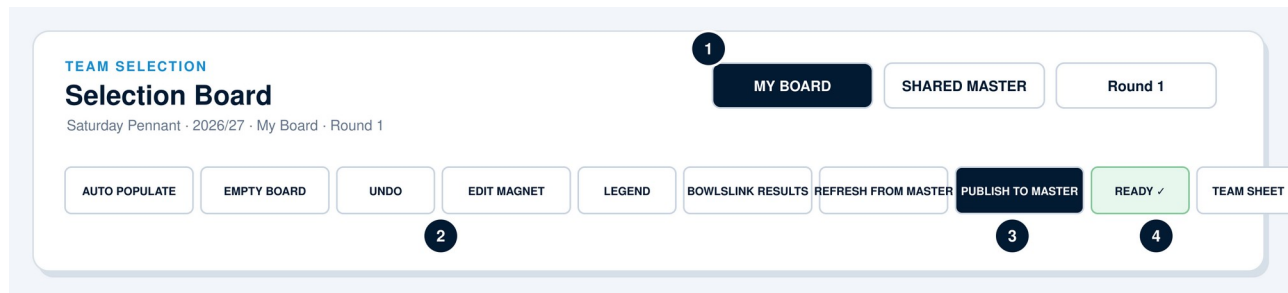
- 1 Confirm competition, round and Shared Master baseline.
- 2 Collect availability, selector proposals and relevant evidence outside private My Boards unless the live deployment provides an authorised review mechanism.
- 3 Coordinate the agreed side across divisions and resolve duplicate, missing or unavailable players.
- 4 Apply the agreed selection to Shared Master and clear readiness warnings through human review.
- 5 Reopen Shared Master, verify the published side, then create Team Sheet PDF or configured stickers.
- 6 After play, complete results and round-history checks using the current live workflow.

CONTROL POINT

The committee decision must be identifiable before Shared Master is changed. Private selector experimentation is not the official record.

3. Establish the Correct Working Context

The Chairperson owns the discipline of working in the right place.



BowlsSelect board-mode, working-tool, master-action and output controls.

1	Board mode. Confirm the official Shared Master or the Chairperson's private My Board and the active round.	2	Working tools. Use board-building controls only in the intended working context.
3	Master action. Publish only after the committee decision and the full-board review.	4	Outputs. Readiness and Team Sheet PDF support final review; they are not BowlsLink submission.

Do this

- 1 Open Selection Hub and choose the assigned competition.
- 2 Confirm season, round, opponent and Home/Away details.
- 3 Open Shared Master to inspect the official baseline; switch to My Board only for your own working copy.

4. My Board, Shared Master and Committee Governance

Make the boundary visible in the meeting and in the record.

Board	Who uses it	Chairperson rule
My Board	Each selector's private working selection.	Never promise that private boards can be opened or compared unless verified in the live UI.
Shared Master	The committee's official selection for the competition.	Inspect first, edit only after the decision point, then verify after publication.
Refresh from Master	Any selector copying the official board into their My Board.	Warn that it replaces the current private working board.

RECOMMENDED MEETING RECORD

Record who supplied each proposal and the agreed changes in the committee's normal minutes or working notes. BowlsSelect stores the board state, not the reasoning conversation.

5. Gather Inputs Before the Meeting

Bring evidence and exceptions to the meeting, not avoidable data-cleaning tasks.

What to know

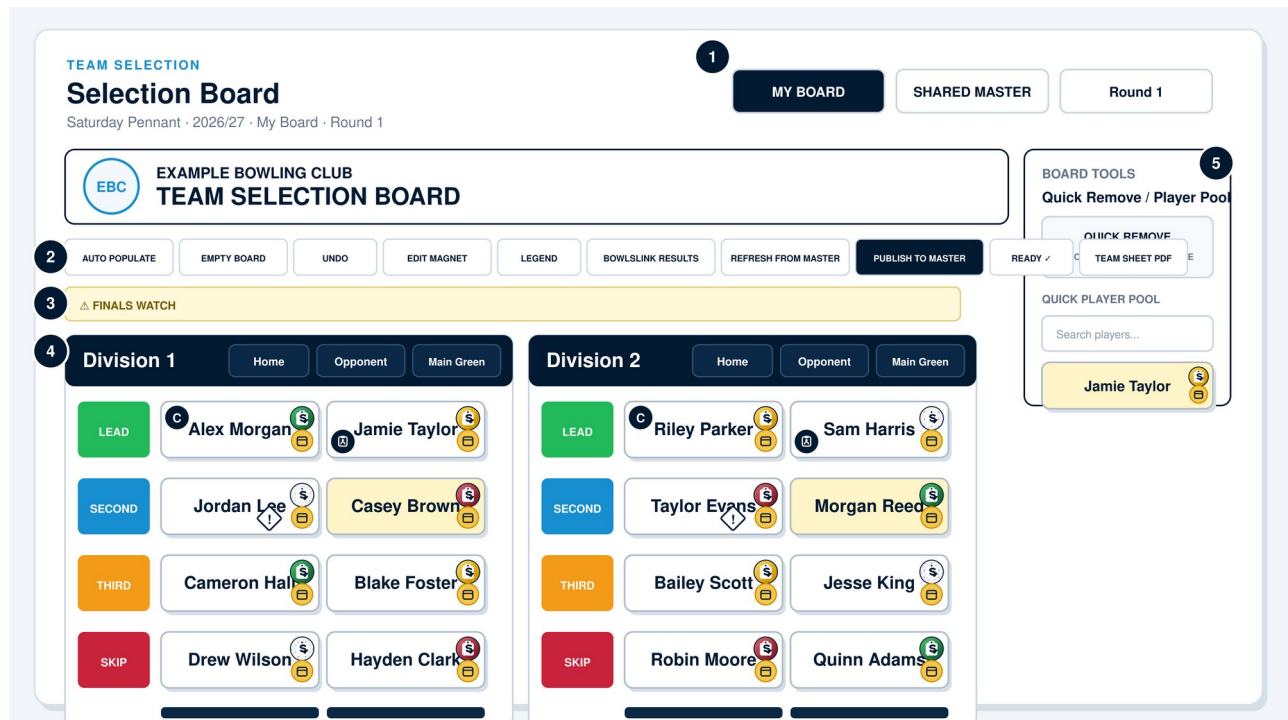
- Availability for the relevant round and any newly reported withdrawals.
- Selector proposals through the club's agreed sharing method.
- Rankings, current-season history and Finals Watch warnings for human review.
- Opponent, venue, rink and Home/Away context.
- Known roster identity or access problems for Owner follow-up.

PRIVACY BOUNDARY

A Chairperson role does not by itself prove access to every selector's private My Board. Use only a verified live review method or the club's established communication channel.

6. Coordinate Across Divisions

Review the whole competition before accepting local changes.



Full-board BOWLSSELECT interface guide using demonstration data. Markers match the explanations below.

1	Board and round. Check Shared Master and the active round before coordinating changes.	2	Board toolbar. Use focused tools during discussion, then return to the full-board view.
3	Finals Watch. Surface current-season eligibility risk for committee review.	4	Divisions and magnets. Review every division and the authentic BOWLSSELECT magnets together.
5	Full Board Tools. Use the side panel to manage pool moves without losing full-club context.		

Do this

- 1 Use division focus while discussing a specific side.
- 2 Return to All Divisions before confirming the change.
- 3 Check that each selected player appears once, empty positions are intentional, and displaced players are accounted for.
- 4 Review availability, Finals Watch and role suitability as committee inputs.

7. Resolve Conflicts and Late Withdrawals

Protect the round record when the selection changes under pressure.

Do this

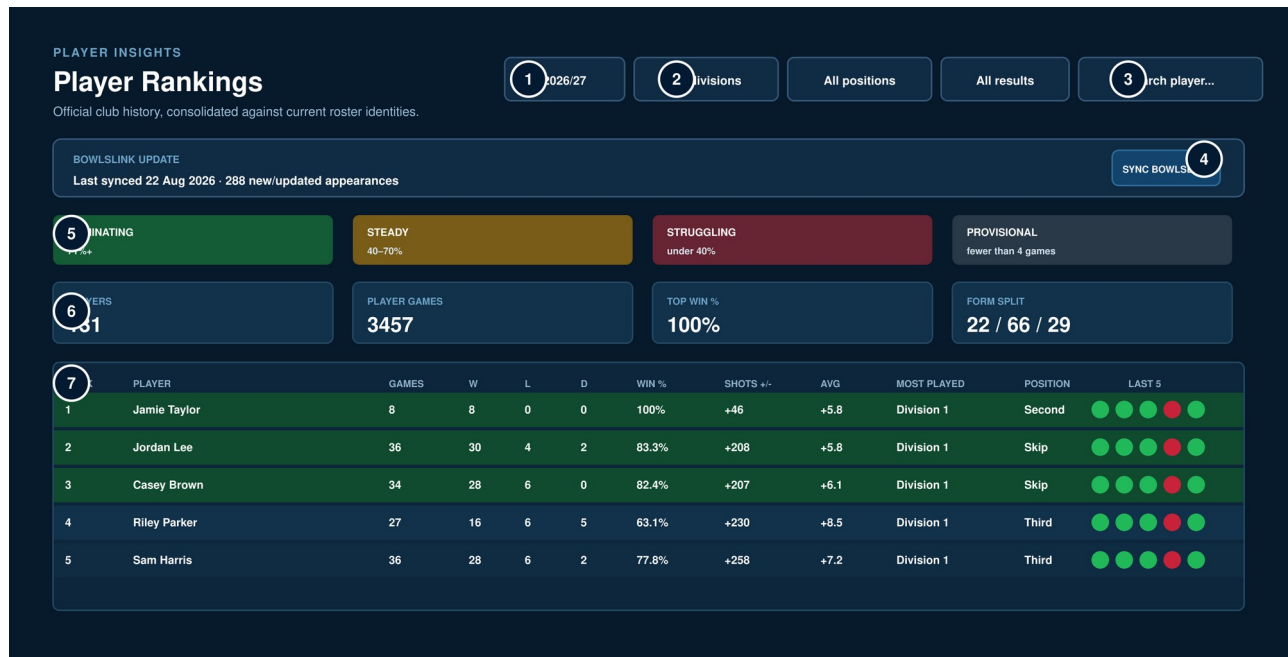
- 1 Confirm the withdrawing player's identity and affected round.
- 2 Record unavailability through the supported live action and verify the player is not immediately reselected.
- 3 Move the agreed replacement and check the knock-on effect across the full board.
- 4 Repeat the readiness review and republish only after the amended committee decision is clear.
- 5 Regenerate outputs; withdraw superseded copies from circulation where practical.

VERSION DISCIPLINE

Put the round and generation time on circulated files or messages so selectors and players can distinguish the current output from a superseded one.

8. Rankings, History and Finals Watch

Use system evidence as a discussion aid, never as an automatic ruling.



BowlsSelect Player Rankings using neutral demonstration data.

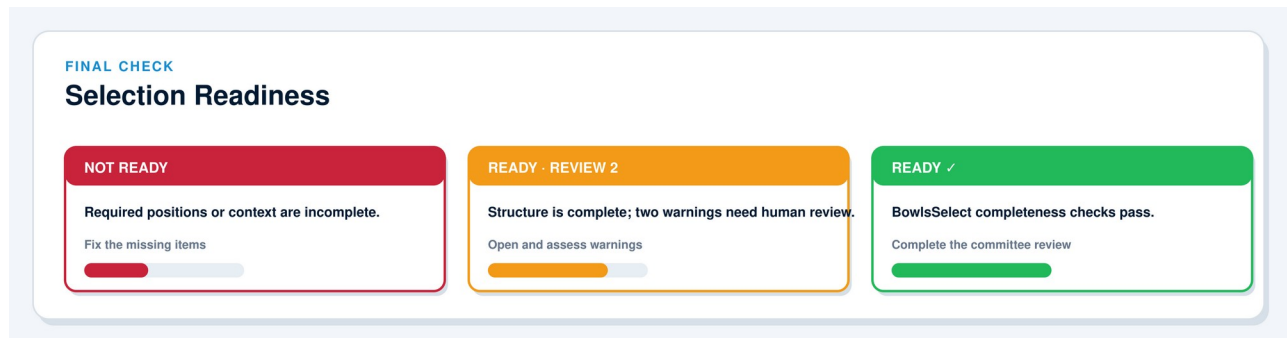
1	Season. Confirm the evidence season.	2	Scope. Filter division, position and result when the discussion requires it.
3	Player search. Find one roster identity without altering the scope.	4	BowlsLink update. Review sync date and imported volume before relying on new results.
5	Form bands. Use current-season performance bands as context, not selection instructions.	6	Summary cards. Read the selected scope at a glance.
7	Ranking table. Consider outcomes, shot data, role history and Last 5 together.		

What to know

- Confirm the season and scope before citing a ranking or history record.
- Ask what data is missing before interpreting a low appearance count.
- Treat Finals Watch as an eligibility-risk warning for committee review.
- When a warning remains unresolved, document the human decision outside the system if the club's governance requires it.

9. Readiness and Final Human Review

A green state completes the structural check; it does not replace the Chairperson's review.



Readiness states rebuilt as one coherent BowlsSelect status guide.

Do this

- 1 Clear structural omissions identified by NOT READY.
- 2 Open each warning counted in READY · REVIEW N and record the committee's resolution as required by club practice.
- 3 At READY ✓, read every division and position from Shared Master against the agreed selection.
- 4 Confirm opponent, venue, round and Home/Away details before publication.

NOT A SUBMISSION RECEIPT

Selection Readiness does not prove that teams have been submitted to BowlsLink.

10. Finalise and Publish Shared Master

Change the official board only at the committee's agreed decision point.

Do this

- 1 Open Shared Master for the assigned competition and round.
- 2 Apply the agreed changes; pause after each division and verify player placement.
- 3 Resolve readiness issues and confirm that any remaining warnings have been reviewed.
- 4 Use the live publication action available to your Chairperson role.
- 5 Leave the page, reopen Shared Master and read back the official selection before creating outputs.

NO SILENT OVERWRITE

Viewing Shared Master does not overwrite it. Refresh from Master works in the opposite direction: Shared Master is copied into My Board.

11. Team Sheet PDF and Team Stickers

Generate outputs from the verified official board, not from a private working copy.

EXAMPLE BOWLING CLUB				
SATURDAY PENNANT · ROUND 1 · 10 OCTOBER 2026				
DIVISION 1 · HOME · MAIN GREEN				
RINK	LEAD	SECOND	THIRD	SKIP
1	Alex Morgan	Jamie Taylor	Jordan Lee	Casey Brown
2	Cameron Hall	Blake Foster	Drew Wilson	Hayden Clark
Opponent: Demonstration Club Venue: Main Green Manager: Jamie Taylor				
DIVISION 2 · AWAY · CENTRAL BOWLS CLUB				
RINK	LEAD	SECOND	THIRD	SKIP
1	Riley Parker	Sam Harris	Taylor Evans	Morgan Reed
2	Bailey Scott	Jesse King	Robin Moore	Quinn Adams
Opponent: Demonstration Club Venue: Main Green Manager: Jamie Taylor				
Generated from Shared Master · Review every name and position before publication.				

Team Sheet PDF output using neutral demonstration data and one coherent print layout.

Do this

- 1 Reopen Shared Master and confirm the round, divisions and player names.
- 2 Generate the Team Sheet PDF and inspect it before printing or sharing.
- 3 If Team Stickers is enabled, select the configured divisions and print on the approved A4 landscape stock at Actual Size / 100%.
- 4 Mark or remove superseded outputs after a late change.

PRINT SETUP

Where Team Stickers is enabled, use the label stock approved by the Owner and retain one successful Actual Size / 100% alignment test with the printer setup.

12. Results and Round History

Close the round record through the Results / Season History area in the current deployment.

Do this

- 1 After play, open the live Results / Season History area available in the club deployment.
- 2 Bring in or enter the round result through the supported live workflow, then reconcile division and rink data against the official source.
- 3 Resolve unmatched or incomplete records before treating the round as complete.
- 4 Open the completed round from history and verify the archived selection and result context.

LIVE LABELS GOVERN

Results and history are described at outcome level because control labels can change between releases. Follow the current deployed screen and stop if the round, competition or source data does not match.

RELATED GUIDANCE

Direct team submission to BowlsLink is not claimed. This section concerns results and history only.

13. Finalisation Checklist and Escalation

Use the same finish line every round.

Checkpoint	Pass condition	If it fails
Context	Competition, round, opponent and Home/Away are correct.	Owner fixes setup; Chair pauses publication.
Selection	Every agreed player appears once in the intended position.	Return to full-board review.
Warnings	All readiness and Finals Watch warnings have human review.	Resolve or record the committee decision.
Official board	Reopened Shared Master matches the agreed side.	Correct and republish before outputs.
Outputs	PDF/stickers match Shared Master and are labelled as current.	Withdraw and regenerate.
Round close	Results and history have been reconciled in the live workflow.	Escalate unverified import behaviour to Owner/support.

14. Selector Shares, Board Discussion and Snapshots

Coordinate proposals without weakening My Board privacy or Shared Master control.

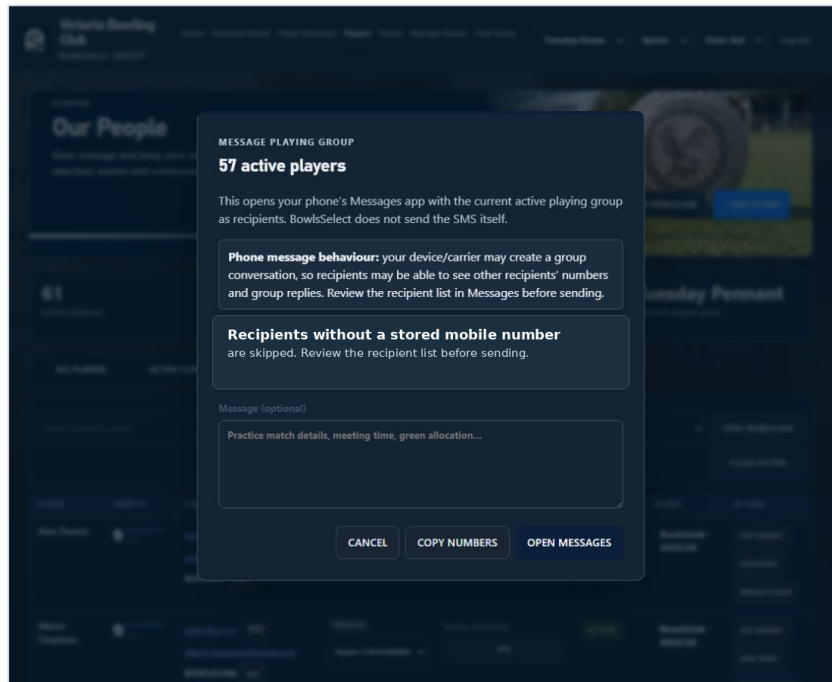
- Ask selectors to share proposals through the current Share My Board / Selector Shares workflow where the deployment enables it.
- Treat a shared snapshot as view-only proposal evidence. Do not treat it as another selector's editable My Board.
- Use Shared Master Discussion where enabled to add committee context around the official board. It does not replace the club's formal minutes or decision record.
- Only change Shared Master after the committee decision is clear, then perform the same read-back verification already required by this manual.

PRIVACY BOUNDARY

A Chairperson role does not automatically grant access to another selector's private My Board. Use only the sharing/review mechanism verified in the live deployment.

15. Playing-Group Messaging and Late Changes

Send practical information from current contact records while protecting member privacy.



Current Message Playing Group workflow; personal names have been removed from this manual image.

- Where your Chairperson membership is permitted to use Message Playing Group, use it for practical information such as changed start times, destinations or green allocation.
- BowlsSelect prepares the recipient numbers and opens the phone's Messages app; it does not send the SMS itself.
- Review skipped players and the full recipient list before sending. Follow up separately where a player has no mobile number.
- After a late withdrawal, update the selection first, repeat readiness, regenerate the current output, then send the new information so the message matches the official board.

RECIPIENT VISIBILITY

Some devices/carriers may create a group conversation in which recipients can see numbers or group replies. Review the Messages screen before sending.

16. Practice Match Coordination

Use Practice Matches as a separate trial workspace while keeping official Pennant selection untouched.

The screenshot shows the 'Victoria Bowling Club BOWLSSELECT' interface. The top navigation bar includes links for Home, Selection Board, Player Rankings, Players, Events, Manage Access, and Club Setup. There are also dropdown menus for Saturday Pennant, System, View: All, and a Log out button. The main content area is titled 'PRACTICE MATCHES' and features a 'Create a Practice Match' section with a sub-header 'Set up your match, select available players, build teams and record practice-only results.' Below this is an 'EVENTS' section with a 'Choose your event workspace' prompt and buttons for All Events, Practice Matches, Club Events, and Tournaments. The 'Practice Matches' section is active, showing a 'SETUP' tab and a 'RESULTS' tab. Under 'Setup', there's a 'Saved Practice Matches' section with a dropdown menu and buttons for '+ NEW MATCH' and 'SAVE DRAFT'. Below this is a 'New draft — not yet saved' section with a '1 Match Details' prompt. The 'Match Details' form includes fields for Match name (Practice Match), Date (13/09/2026), Match type (Intracub — Side A vs Side B), Format (Fours), Number of rinks (1), and Primary competition (Saturday Pennant). There is also a 'Notes (optional)' field at the bottom.

Practice Match setup and event controls.

- Confirm match date, match type, format, rink count and primary competition before selecting players.
- Choose Saturday, Tuesday or both player sources. Canonical identity deduplication prevents a dual-competition player becoming two practice players.
- Availability starts unticked. Confirm the available group before building the practice side.
- Competitive Hit-Outs and Against Opposition use the approved strength/position logic; Mix & Match prioritises best-fit positions with broader mixing. Auto Build is always editable.
- Keep every requested rink visible as a workspace even if a rink is left blank or manually changed to another supported format.

OFFICIAL RECORD BOUNDARY

Practice Match selections, results and rankings are separate from Shared Master and official Pennant ranking/history data.

17. Practice Results and Practice Rankings

Review practice evidence without accidentally treating it as official competition history.

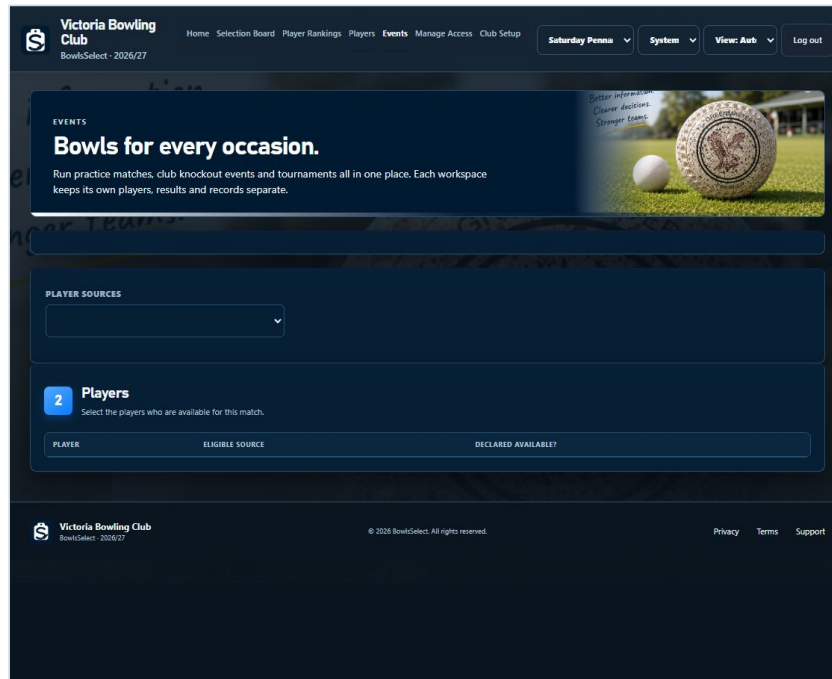
- Enter only the practice rinks that were played. Confirm the saved match before treating the result as complete.
- Use Practice Rankings for practice-only wins/losses/draws, margins and player context, including Played With / teammate information where available.
- When discussing a player, distinguish Practice Rankings from Player Rankings so the committee understands which evidence source is being considered.
- Practice evidence may inform committee judgement, but it must not be used as if it were an official BowlsLink/Pennant result.

EVIDENCE LABEL

When circulating a screenshot or export, label practice evidence clearly so it cannot be mistaken for official Pennant history.

18. Club Events and Tournaments

Events can be coordinated by authorised club officials, but they remain separate operational domains.



Events workspace: Practice Matches, Club Events and Tournaments.

- Club Events is for lightweight knockout events with Draft, Published and Completed lifecycle, team building, random draw, fixture PDF and final winner.
- Tournament Planner manages recurring tournament definitions/editions, format/scoring, surfaces/rinks, teams, draw validation, Tournament Control and Live Display.
- Do not assume Chairperson permission automatically includes every Events administration function. Use only the access granted by the Owner/deployment.
- If an event workflow is blocked by validation, resolve the prerequisite or escalate to the Owner rather than bypassing the control.

SEPARATE FROM PENNANT

Tournament and Club Event results/records must not alter Pennant selection, eligibility or Practice Match rankings.

19. Appearance and Device Checks

Keep the meeting usable for mouse and touch users after any last-minute change.

- The current shell can present System, Light or Dark appearance and Auto, Touch or Desktop view modes.
- Before a selection meeting, confirm the device being used can reach the board controls, player pool, readiness and output actions without hidden or clipped content.
- Touch users should use the tap/select/place interaction rather than relying on desktop drag behaviour.
- After switching mode or device, recheck Shared Master context before making a change; appearance/view controls do not change the underlying selection.

MEETING CHECK

For a critical finalisation meeting, use the device/mode the committee will actually use and verify it before the final publish step.

Quick Reference

The shortest safe path through the most common tasks.

Task	Where / action	Check before you finish
Open baseline	Competition -> Shared Master	Correct competition and round
Collect proposals	Selector Shares / approved sharing method	Do not open private My Boards
Coordinate side	All Divisions + Discussion	Committee decision is identifiable
Resolve late change	Availability -> board -> readiness	Regenerate outputs
Message group	Players -> Message Playing Group	Review recipients and privacy
Practice match	Events -> Practice Matches	Keep data separate from Pennant
Review practice evidence	Practice Rankings	Label as practice-only
Run event	Events -> Club Events / Tournaments	Use granted role only
Publish official side	Shared Master publication action	Reopen and read back
Close round	Live results/history workflow	Reconcile before complete

SAFE DEFAULT

If the club, competition, round or feature context is wrong, stop before editing and return to the appropriate BowlsSelect workspace.

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Fast lookup by the words used in BowlsSelect.

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TERMINOLOGY

My Board is private working space. Shared Master is the official board. Practice Match, Club Event and Tournament data stay separate from official Pennant rankings/results unless the live product explicitly says otherwise.