

STATE TOURNAMENTS OPERATIONS MANUAL

Update 2022

Introduction

The Idaho State USBC Association (State) is required to conduct a Women's State Tournament (Women's) and an Open Tournament (Open) each year. Therefore, the Board of Directors is responsible for establishing the framework and guidance for the operation of the tournaments.

The President will appoint a State Tournaments Committee (STC) to review, monitor, and facilitate the operation of the tournaments. The Association Manager (AM), working in conjunction with the STC Chair will oversee the tournament management. The host association's Tournament Director (TD) will be in charge of the on-site operation of the tournament.

The contents of this State Tournaments Operations Manual (STOM) is intended to provide the necessary information for a local association to submit a bid to host a State Tournament and to conduct a successful tournament after they have won the bid. A very helpful Tournament Manager's Manual is available on the USBC website, www.bowl.com ("Associations" tab ... "Association Resource Center" ... "Manuals").

The 'High 5 Tournament' has become an integral part of the tournaments, even though it is not a part of the host association's responsibility to run. The State Tournament schedules will be formulated to accommodate the High 5 Tournament. The date of the High 5 Tournament will be arranged by the STC and the High 5 Tournament Manager prior to the tournament schedules being finalized. The High 5 tournament management will accept the entries, work with the proprietor to schedule the lanes, and handle the on-site running of the tournament.

The Women's High Five Tournament requires that a photographer and backdrop be provided by the host association to take team pictures before the tournament. Copies of the photos should be available for purchase by the team members. The photographer will need to be able to provide said photos to teams during the competition. A 5x7 photo of each High Five division winner needs to be furnished to the State Tournament Committee.

Time Line

Planning for a State Tournament begins nearly 3 years in advance of the tournament. Please refer to **APPENDIX – T1** for an overview of the sequence of events.

Overview of Roles

PRESIDENT : The ultimate responsibility rests at the top of the Association. The President appoints the necessary committees to aid tournament management and oversee the functions of the AM and the TD. He/she also presides over all meetings of the Board and Delegates. The President shall be an ex-officio member of ALL committees.

BOARD OF DIRECTORS : The Board meets annually during the Jamboree. Its responsibilities include the approval of committee appointments and the development of recommendations for action at the Annual Meeting of the Board and Delegates.

ASSOCIATION MANAGER : The AM assists the tournament management and accounts for the tournament financial transactions, as well as the finances of the Association. The AM also provides the necessary information to keep the President and the Board informed. Tournament operation responsibilities of the AM include : working with the STC and the TD to develop the Entry Forms; having the Entry Forms printed; preparing the Entry Forms for distribution by the host association officers during the Jamboree, as well as emailing copies to the past team captains; handling all of the pre-tournament entry activities; and handling the post-tournament financial activities, including the distribution of the prize checks. The AM shall also be an ex-officio member of ALL committees.

STATE TOURNAMENTS COMMITTEE (STC) : This committee, appointed by the President, will assist the TD as needed and make recommendations regarding revisions to this Manual. Subject to the approval of the President, this committee

will: approve the selection of the host bowling center(s); determine what events will be a part of the State Tournaments; prepare a proposed budget for the Tournament Expense Fee and Tournament Funds; finalize the contents of the Entry Form and Reservation Form (if in use); and assist with other items pertaining to the operation of the tournaments. This committee will also work with the AM to develop the prize list for the tournament and decide how to allocate any Added Money raised by the host association.

The STC is also responsible for conducting a site visit to the association that has been awarded the honor of hosting a State Tournament. The visit will include meetings, accompanied by the host association tournament management, at each interested bowling center in the association to determine which center is best suited to host all, or part, of a State Tournament. The results of the visit(s) will provide the basis for the selection of the host center(s) by the STC.

HOST TOURNAMENT MANAGEMENT (Host) : The Tournament Officers are responsible for preparing for the tournament and conducting the on-site business in a manner that will enhance our bowlers' tournament experience. Any matters affecting a change to the setup or operation of the tournament events must be approved by the STC. This Manual was created to help the host association, and the tournament, be successful.

State Tournament Rotation Schedule

The site of the State Tournaments is selected on a four-year rotation schedule. Please refer to **APPENDIX – T2** for that schedule. The State is divided into four Regions for the purpose of electing Board members and for sharing the honor of hosting a State Tournament. Please refer to **APPENDIX – T3** for a map of those Regions.

The AM will provide a notice to each eligible association, approximately 3 years prior to the tournament, advising them of their opportunity to submit a proposal to host the Women's and/or the Open.

Submitting A Proposal to Host a State Tournament

Following receipt of the notice from the AM, the process of gathering the necessary information (See **APPENDIX – T4**) to submit a successful proposal should begin.

Step 1. – Have a local association meeting, including the proprietor(s), to assess the interest and commitment that is needed to handle all the responsibilities of hosting an Open.

Step 2. – Decide who will be proposed to serve as the Tournament Director (TD) and the Assistant TD. Please refer to **APPENDIX – T5** for the suggested format for presenting resume information for the proposed slate of Tournament Officers.

Step 3. – Make arrangements with proprietor(s) regarding the dates and availability of lanes.

Step 4. – By June 1, present your bid proposal (using the above-mentioned two Appendices) to the AM.

Step 5. – During the Jamboree in September, approximately 2½ years prior to the tournament, all interested associations may personally review their proposals with the STC. (i.e. At the 2023 Jamboree, the bids for the 2026 tournaments.)

Step 6. – The STC will present the bid proposals, possibly with their recommendation, to the Board. The Board will present the bid proposals, possibly with their recommendation, for a final decision at the Annual Meeting.

Site Visit Findings & Report

After the awarding of a State Tournament bid, and prior to the following summer meeting of the STC, the chair of the STC will make arrangements with the hosting Tournament Officers to visit the bowling centers in the host association. The on-site visit should include the participation of the hosting Tournament Officers and the proprietor(s). Subsequently, the Findings & Report (APPENDIX – T6) shall be submitted to the STC for their decision of the hosting centers.

Host Association Pre-Tournament Preparation

Participation in the preceding State Tournaments would be a good time to take notes and obtain pointers from those tournament officers.

Between January 1 and July 1 **in the year prior** to your State Tournament, contacts should be made with hotels for sponsorships and/or bowler discounts. Favorable arrangements with one, or more, of the hotels may result in them

being listed on the Entry Form. The hotels, especially if they are providing a bowlers' discount, may want to block some rooms for our bowlers.

During the summer, a sponsor for the Tournament Posters should be obtained. The sponsor would be highlighted on the Posters in return for covering the cost of printing the Posters.

Prior to September 10, the Posters need to be printed so that they can be distributed at the Jamboree held prior to your State Tournament. The minimum size of the Posters is 14" x 17" and 150 should be printed. The AM can provide a list of the number of Posters for each center.

The host association will distribute the Posters, along with the Entry Forms supplied by the AM, at the Annual Meeting of Delegates. The AM will provide a sheet for recording who receives each center's supply of Entry Forms and Posters.

Prior to the start of the State Tournaments, the STC will work with the AM to develop a 'proposed' prize list which shall be prominently posted at the host tournament center(s) and on the state website. To facilitate the timely preparation of the 'proposed' prize list, by March 1 the TD will provide the AM with a check for payment of any Added Money raised by the host association.

The Entry Fee includes an Expense Fee that is budgeted to cover compensation to the AM and the tournament officers for performing their tournament responsibilities. The host association will also receive 40% of the Bowling Ball Raffle income, as well as 50% of the administrative fee for the Brackets (75% for the Women's).

Additional Preparation for Women's Tournament

The host association will need to determine a "Theme" for their tournament and utilize that theme throughout the tournament. The host association should provide the STC with pin designs for the 200 Pins, High Five Pins, and State Pins, as well as towel designs utilizing the tournament theme and colors. The State Pin must include the shape of the State of Idaho and the year of the tournament. AS theme design is also needed for Tournament Patch and the Souvenir Booklet that is provided to each bowler participating in the tournament. The 'preliminary' designs must be presented to the STC at the Jamboree preceding the tournament.

If the hosting association desires, the theme may be reflected in any merchandise that the local association will be offering for sale at the tournament.

Association Manager Pre-Tournament Preparation

Between June 1 and August 1, the AM will work with the STC and the TD, via email, to finalize the Entry Form. The AM will then arrange for the printing of a sufficient number of Entry Forms (see **APPENDIX – T7**) prior to September 10.

The cost of printing and distributing these materials will be considered a tournament expense that is covered by the Expense Fee portion of the Entry Fee.

To facilitate the orderly distribution of the Entry Forms and Posters at the Jamboree, the AM will enclose the proper number of the Entry Forms in a large envelope with each bowling center's name on it. These envelopes will be given to the host association representatives at the Jamboree so that a sufficient number of Posters for each center can be handed out with each envelope. Delegates and Directors will be asked to deliver the envelope(s) to the bowling centers in their area. Any envelopes not picked up at the Jamboree will need to be mailed out.

State Tournaments Committee (STC) Pre-Tournament Preparation

The STC will have a meeting in May, or June, to review the recent tournaments and discuss ideas for improving the State Tournaments. At this meeting, decisions will be made to facilitate the finalization of the Entry Forms. Prior to this meeting, the STC Chair will have arranged a site visit to the host association and prepared a Report in order for the STC to decide which centers will be hosting which events.

The AM will make the necessary arrangements, by March 1, for the purchase of the bowling balls to be raffled by the host associations during the Tournaments.

In this same time frame, the STC will also begin arrangements for purchasing whatever awards that may be provided to the various tournament champions.

After the close of tournament entries, the STC (with the assistance of the AM) will develop a proposed prize list for the Open.

Tournament Book

The host association of the Open has the option of producing a Tournament Book. It is a method for the host to obtain additional revenue for their local association by selling ads to be placed in the Book. If undertaken, the solicitation process should begin by summer. Samples of a Book from previous years can be used to obtain quotes for printing costs and those costs can be used to help determine the amount of money requested for the various ad sizes. The cost of printing will be paid by the host association.

In addition to the ads and any information that the local association desires to include in the Book, there are several items of “state material” that need to be included :

- Directory of State Officers and Directors
- Names of local associations and their Delegates
- Announcement of the upcoming Jamboree
- Any other information required by the State

The “state material” to be included shall be provided by the AM to the host in ample time to meet printing deadlines.

The minimum number printed should be at least 75 more than the number of team entries anticipated. The Book should be distributed to :

- State Officers & Directors
- The captain of each team entered
- Each advertiser (optional)
- The host bowling center(s)

Any remaining copies can be made available to bowlers during the tournament. For the benefit of any “specials” offered by the advertisers, a digital copy of the ads in the Book could be emailed to the captains and/or posted on the website.

A Tournament Book is required for the Women’s Tournament. The printing of this Souvenir Booklet will be handled by the STC and it will be printed at State expense.

Receiving Entries

In addition to emailing out the Entry Forms to the past team captains (and others), the AM is responsible for: receiving the tournament entries; handling the Entry Fees; processing the tournament entries, which includes assigning squad times; notifying team captains of their assigned squads (as part of the Online Registration process, USBC sends this notification immediately upon receipt of the entry); and completing the WinLABS program to be turned over to the TD.

Online Entries

Bowlers have the option of mailing their Entry to the AM or using the online service provided by USBC. Entries sent directly to the AM are subsequently submitted to USBC. As soon as USBC processes an entry, a Confirmation Receipt is sent to the Team Captain, or whoever submitted the entry.

Scheduling the Lanes

The teams are to be assigned to lanes in the order by which their entries were received (aka entry number). Lane adjustments will need to be made for those teams that have requested to bowl together.

Bowlers in the Doubles & Singles Events will bowl all 6 games on the same pair with the Doubles Event bowled first. If a bowler enters the Singles Event, they must also enter the Doubles Event and vice-versa.

Entering The Entry Information Into The Tournament Computer

The AM will meet with the TD on the 1st day of the tournament to transfer the tournament data. It will contain all of the information necessary for running the tournament.

Tournament Financial Responsibilities

The TD will need to maintain an accounting of all money received on-site. These receipts will include: USBC membership fees; Brackets admin. fee revenue; Bowling Ball Raffle revenue; and 50/50 Raffle (Women's). At the conclusion of the tournament, the TD will prepare a Financial Report of those receipts to be submitted to the AM (**APPENDIX – T8a**).

The AM will provide the TD with deposit slips so that those receipts can be deposited after each weekend. Money collected the 1st weekend may be retained for use as change during the 2nd weekend. The deposit slip should indicate how much money was received for each activity.

Staffing for the Tournament

Making a list of the various tasks that will need to be completed during the tournament will provide an idea of how many people will be needed to staff the tournament. These tasks may include, but not be limited to :

- Check-in for Team Event as well as D/S (checking USBC Cards for any unverified bowlers and resolving any issues with the Entry Forms).
- Taking care of substitutes so as not to delay the normal check-ins.
- Taking sign-ups/collecting money for brackets and distributing winnings.
- Lane monitors – 1 for each 6 lanes, at the most. They are there to assist with lane problems and to track 200 games in the Women's Tournament. Such games should be announced and a 200 Pin presented to each bowler's first one in the tournament.
- Selling tickets for the bowling ball raffle and the Women's 50/50 raffle. No other soliciting will be allowed in the bowling area.
- Verifying scores prior to entering into the computer.
- Entering scores into the computer and updating scores on Standings Board.

A sign-up sheet could be posted at the bowling center indicating the number of people needed for each squad so that your volunteers can sign up during the month prior to the tournament. The number of bowlers in each squad will determine how many people will be needed.

Check-in Area

When the Team Captain checks in, he/she will be asked to present the USBC Cards for the bowlers on the team whose USBC membership has not already been verified (this usually involves very few bowlers).

Additional duties for the 'Check-in staff' for the Women's Tournament:

- Hand out patches & tournament books to each team; and
- Hand out the Pins & Towels to the teams that had ordered them in advance.
- Hand out Notice To Bowlers (**APPENDIX – T10**)

Facility Preparation

Prior to the start of the tournament, the tournament officers should hold a meeting with as many of the volunteers as possible to review the procedures and responsibilities expected during the tournament. The following signs may help create a smooth operation :

- A large "CHECK-IN HERE" sign.
- A "Lane Assignments" sign near center entrance.
- A "STATE TOURNAMENT STANDINGS" sign.
- A "BRACKETS RESULTS" sign.

The amount of information posted on the Standings Board will be dictated by the availability of space in the bowling center. The minimum posted should be the most current standings in each event, a copy of the 'proposed' prize list, and the results of the Brackets. To minimize congestion, it is suggested to **NOT** have the Brackets results and winnings' distribution in close proximity to the Check-in Area. Another idea to reduce congestion is to post each squad's lane assignments near the entrance(s) to the bowling center. If space will allow, this would be a good location for the Dress Code "Reminder" signs, too.

Based on the type of lanes being used, as well as the model of lane conditioning equipment and materials, the AM will arrange for a specific pattern of lane conditioning to be provided by the host center(s). The pattern will be provided to host center, only for testing, and cannot be used any time other than the tournament. The oil distance and volume will be publicly announced.

Pre-Squad Speech

A “Pre-Squad Speech” (**APPENDIX - T9**) should be written out so that, regardless of who is giving the speech, it will cover all the necessary material. It will be given prior to each squad and followed by a playing of the National Anthem. The speech should include :

- a ‘Thank You’ for coming.
- a mention of the # of bowlers entered and the total prize fund
- the leading scores in the events at your center.
- an introduction (by lane) of any State Hall of Fame members, and State Officers & Directors. You may also want to acknowledge your local association officers.
- a reminder for every bowler to check their average listed on the score Recap Sheet.
- an introduction of the teams bowling and their association name.

During the Tournament

BRACKETS: Tournament planning should include deciding who will be handling the ‘Brackets’ competition. Whether it be the bowling center or the tournament staff that administers the ‘Brackets’, a printer and separate computer is needed.

The Entry Fee should be \$2 per entry with a payout of \$10 and \$4 for each handicap or scratch bracket. When the Open is held in one center with the Team Event and Doubles/Singles Events occurring in the same squad, the brackets for the Team Event will include bowlers in the Doubles Event.

If it is possible, it is recommended that the payouts following each squad be handled in an area separate from the ‘Check-in’ area since each of those two activities occur at the same time and involve a lot of foot traffic. If you are able to arrange a separate ‘Payout’ table, then that would be the best place to post the results of the brackets, too.

The payouts mentioned above results in a \$2 admin fee for each bracket, which is shared between the local association and the State. The State’s share for the Open is dedicated to youth scholarships via the SMART Program. The admin fee money should be deposited in the State’s account after each weekend, with the exception of the first weekend. The first weekend’s money can be retained as

petty cash and then deposited with (but listed separately) on the deposit following the final weekend of the tournament.

A record should be kept of any unclaimed prizes. Bracket winners may return to bowl at a later date and could claim their prize money then. Any unclaimed prize money following the end of the tournament will be declared 'abandoned' and should be remitted to the host association.

BOWLING BALL RAFFLE: The State will provide a number of certificates for a Storm Bowling Ball that will be awarded by drawings. Tickets for the drawings are to be sold for \$1, 8 for \$5, or 40 for \$20.

The frequency of the drawings will be determined by the total number of certificates purchased by the State and whether the tournament is being held in one center or two.

Certificates would be mailed to any winner that was not present at the time of the drawing. Recordkeeping should include the amount of ticket sales for each weekend, as well as the name and association of each winner. The total amount of revenue from the ticket sales is to be deposited in the State's account following each weekend.

This is a good source of revenue for the local association since 40% of the ticket sales will be paid to the local association. The State receives 60% of the total sales since they cover the cost of the balls. In some associations, the youth bowlers have handled the ticket sales to raise funds for their activities.

50/50 RAFFLE (Women's): Raffle tickets are sold (\$1 each or 6 for \$5) during each squad of the Women's Tournament. During that squad, winning tickets are drawn to award 50% of the money collected back to the bowlers. The number of tickets drawn is based on each winner receiving at least \$40. (*example: \$276 collected; \$138 awarded @ 3 winners of \$46*).

LANE STAFF: A sufficient number of volunteer staff should be available for each squad to assist bowlers with any problems. So as not to delay bowlers from starting their next game, it is recommended that there be at least 1 staff person for every 6 lanes to facilitate forwarding the telescorers to the next game. The volunteers should be able to make simple score corrections. Major, or disputed issues will need to be taken to the Tournament Director and/or the State Official. If possible, a State Official should be onsite during all squads.

BOWLERS' SCORES: One page of the Women's Tournament Book provides a place for the bowler to keep track of their individual scores. It is recommended that copies of that page be made available to bowlers that bowl their D/S before they bowl their Team Event, since that is when their Tournament Books are given to them. I'm sure that some of the bowlers in the Open would appreciate having those available for them, too.

Tournament Publicity

There are several options available for the host association to promote the tournament.

1. A special "Opening Ceremony" at the beginning of the first squad with a dignitary (mayor, county commissioner, state legislator, etc.) giving a "Welcome" to _____(name of host city). In the event that the High 5 Tournament is scheduled on the first weekend, which may cause a small Friday night squad to be the first one, the Ceremony should probably be held prior to the first or second squad on Saturday. The newspaper and local tv station should be contacted to cover this ceremony. It would be good to inform the guest speaker how many bowlers are competing and the amount of the total prize money. Following the speech, the local association can arrange for one, or two, people to have the 'honor' of rolling the honorary 'first ball'.
2. Standings at the end of each weekend should be sent to the AM and STC Chair as soon as possible so that they can be posted on the state website. They could also be sent to the newspapers associated with the various event leaders as well as the hosts' local newspaper.
3. Pictures of : the Opening Ceremony ; event leaders ; and 'special accomplishments' can be taken. These may then be posted on the Standings Board, sent to the AM, and sent to the hometown newspapers (along with a short news release) of the bowlers being pictured.

Prize List & Awards

During the tournament there may be some substitutions that alter the number of bowlers in a division in certain events and, if so, the 'proposed' prize list may need to be adjusted. The AM, with assistance from the STC Chair, if needed, will make those adjustments.

The TD will make arrangements for the transfer of the tournament results to the AM as soon as possible following the last day of the tournament.

The AM will compile the “unofficial” Prize List, including the name of the prize winners, and post it on the website as soon as possible. A copy of that list shall also be forwarded to the TD for posting at the host center(s). If there have been no protests made (or corrections requested) within 14 days of the date it was posted on the website, the Prize List will become ‘OFFICIAL’ and Final.

The AM will proceed with the distribution of the prize checks within 30 days of the last day of the tournament. An IRS 1099 Form is to be provided to any bowler that wins \$600 or more in the tournament.

Post-Tournament Report

A final accounting of all money handled by the tournament officers needs to be submitted to the AM as soon as possible (**APPENDIX - T8a**). This would also be a good time to share any comments (good and bad) about experiences encountered during the running of the Open Tournament. Please address any issues encountered : enforcing the Dress Code; using the State Tournament Manual; using the tournament software; etc. These comments will be helpful to future Tournament Directors.

The STC will prepare a Post-Tournament Report (**APPENDIX – T8b**) to be submitted to the President and the AM. The AM will also submit to USBC a financial report and prize list along with any Membership Fees collected.

Here is a list of the APPENDICES that are listed in the Manual:

1. Annual Tournament Time Line
2. Tournament Rotation by Region
3. Map of ISUSBC Regions
4. Proposal to Host a State Tournament
5. Tournament Officer Resume Format
6. Site Selection Report
7. Distribution Guidelines for Entry Forms & Posters
8. a.) TD Post-Tournament Report ... b.) STC Post-Tournament Report
9. Pre-Squad Speech
10. Notice To Bowlers

A P P E N D I X - T1

State Tournament Time Line

(This timeline begins in March of the year 3 years preceding the tournament.)

By April 1 The State Association Manager (AM) will send a notice, along with a (i.e. 2022) copy of this State Tournament Operations Manual (STOM), to all local association managers that are located within the region whose turn it is to host a 2025 State Tournament (Open or Women's).

By June 1 The representatives of all local associations interested in hosting a (i.e. 2022) 2025 State Tournament will present their proposal to the State as outlined in this STOM. The association's proposal, along with the required information, should be sent to the AM prior to June 1.

During the summer meeting of the STC, all submitted proposals will be reviewed and the STC may decide to make a recommendation to the Board. The State Association will select the winning proposal at the Annual Meeting of Delegates and also announce which region is eligible to submit a proposal the following year.

Jamboree The STC will submit their report of bids received, which may include (i.e. 2022) their recommendation, to the Board. The Board will present the bid proposals at the Annual Meeting for the final selection of which association(s) will host the 2025 State Tournaments.

Site Visit Prior to the next summer meeting of the STC, a site visit to the (before 6/23) bowling centers of the host associations for the 2025 tournaments will be arranged by the STC Chair. The Site Visit Reports will be used by the STC for deciding which centers will host which events.

(Tasks to be accomplished by the host association from this point through the end of the tournament are covered in the contents of this Manual.)

A P P E N D I X - T 1

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A P P E N D I X – T 2

State Tournaments Rotation by Region

2024 / 2028 / 2032

CENTRAL REGION

Ada County, Caldwell, Emmett, Nampa, Salmon

2025 / 2029 / 2033

NORTH / WEST REGION

Central Idaho, Greater CDA, Lewiston-Clarkston-Orofino, Greater Ontario, Owyhee, Weiser

2026 / 2030 / 2034

SOUTH REGION

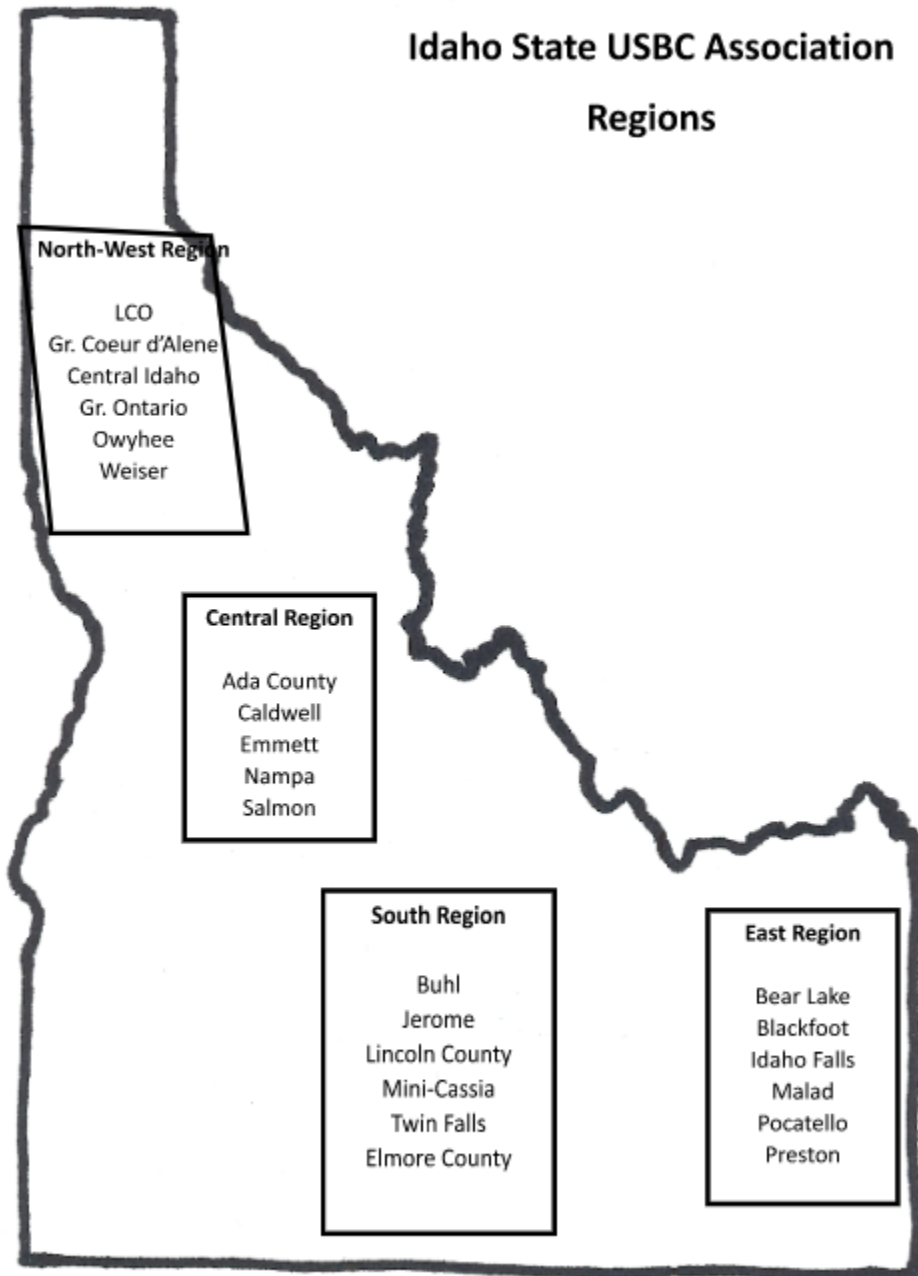
Buhl, Elmore County, Jerome, Lincoln County,
Mini-Cassia, Twin Falls

2023 / 2027 / 2031

EAST REGION

Bear Lake, Blackfoot, Idaho Falls, Malad,
Pocatello, Preston

APPENDIX-T3



A P P E N D I X - T 4

“Proposal to Host a State Tournament”

The purpose of this form is to provide guidance for local associations as they prepare their proposal to host an Idaho State Bowling Tournament. Information presented to the “State” should include, but not be limited to the following :

We would like to host the : Open Tournament ; Women’s Tournament

Local association name _____

How many members in your association ? _____

Available dates for the tournament

Bowling center(s) number of lanes available :

Will the center accept the lineage set by the State ?

YES NO

Does (do) the center(s) belong to the Idaho State BPA ?

YES NO

(This is not a requirement and is for information only.)

Evidence that hosting the tournament is supported by the local association. This information should include an indication of the number of members of your local association willing to help run the

tournament. This should be in writing from the local association, and it should be accompanied by the proposed officers' resumes. (See (APPENDIX – T5)

A statement from the local center(s) supporting the proposal for hosting the tournament should be included. Items to be considered by the center include :

- Are there conflicting leagues scheduled at the time of the tournament ? How will any conflict be handled ?
- Center must be aware that new pins are required at the start of the fall season prior to the tournament, or no later than two weeks prior to the start of the tournament.
- Lanes are to be stripped and dressed prior to each squad with the designated oil pattern.
- During the tournament the center must maintain liability insurance in the amount of one million dollars or greater.

Date Submitted _____

By _____

APPENDIX – T 5

PROPOSED STATE TOURNAMENT OFFICER RESUMES

Tournament Director ___ Asst. Tourn. Director ___ (Please include one form for each)

NAME: _____

Email Address: _____

Phone # _____

OF YEARS BOWLING: _____

PARTICIPATION: _____

Local Assn. Tournament: _____

State Assn. Tournament: _____

Nat'l Assn. Tournament: _____

LEADERSHIP SERVICE

Past: _____

Current: _____

CURRENT ACTIVITY

League: _____

Local Tournament: _____

State Tournament: _____

Nat'l Tournament: _____

Other: _____

A P P E N D I X – T 6

IDAHO STATE USBC ASSOCIATION

State Championship Tournament SITE VISIT FINDINGS REPORT

Date _____

BOWLING CENTER(S) _____

Address _____

Phone _____

Email Address _____

Representative Name _____

Representative Title _____

HOSTING LOCAL ASSOCIATION(S)

Representative Name _____

Representative Title _____

Representative Name _____

Representative Title _____

ISUSBC STATE TOURNAMENT COMMITTEE Chairperson

NAME _____

COMMITTEE FINDINGS

1. Number of lanes ? ____

Number available for the tournament ? _____

2. Dates available for the tournament ?

_____ through _____

3. Proposed squad starting times :

Friday _____

Saturday _____

Sunday _____

Comments :

4. Linage Fees: The State Tournament Committee has approved the payment of \$_____ for each 3 game series scheduled. This payment would be made by check at the conclusion of the tournament. Is this acceptable ? _____

5. Does the "Center" agree to maintain conditions, including pins and lane dressing, in accordance with the requirements of the USBC and the ISUSBC (State) throughout the tournament ?

6. Does the "Center" agree to furnish new USBC approved pins for the tournament no sooner than the beginning of fall leagues and no later than two weeks prior to the start of the tournament ? _____

7. Does the "Center" agree to prohibit practice bowling by tournament participant on any tournament lane within one hour of that bowler's scheduled time to bowl or any time after a lane has been dressed with the tournament condition ? _____

8. Does the "Center" agree to maintain at least two lanes between open bowling and tournament bowlers, if a squad is not full ? _____

9 . Do the foul lights operate properly ? _____ If not, will qualified foul judges be provided at no additional cost ?

10. The “State” requires that the lanes be stripped and oiled the same way prior to each squad pursuant to a condition developed for the specific lanes and equipment being used. Please provide the following information :

Type and age of lanes _____

Make, model, and year of lane machine _____

Conditioner used _____

Cleaner used _____

11. What area will be provided as office space for “Check-In” and work area for tournament officials ? _____

12. What are the parking area arrangements ? _____

13. Are there any issues with the restroom facilities ? _____

14. Describe the lounge/restaurant facilities. _____

15. Describe the bowlers’ concourse area. _____

16. Is there any space available for bowlers to store their balls overnight ? (This would apply only when the tournament is held in just one center). _____

17. Is the "Center" currently a member of the Idaho State BPA ?

18. USBC Certification Number ? _____

19. What is the certification history of the "Center" ? _____

20. Does the "Center" agree to maintain a minimum of one million dollars of General Liability Insurance throughout the Open Tournament ? _____

22. Does the "Center" also agree to furnish the "State", prior to the tournament, proof of insurance ? _____

23. Does the "Center" agree to "save, hold harmless, and indemnify" the "State" and its officers and agents from any and all liability or legal actions of any character arising from the tournament activities ? _____

Other comments (refer to the 'Findings' number, if appropriate): _____

A P P E N D I X - T 7

Entry Forms and Posters

Printing and Distribution List

A list of all the bowling centers in Idaho (plus the ones in Ontario and Clarkston) can be obtained at www.bowl.com. The number of Entry Forms for each center should be adjusted based on the region that is hosting the Open and the historical information regarding participation by each association.

The OTC and the AM will determine the number of Entry Forms to be printed and how many each center should receive. Particular attention should be paid to the turnout for the last time the tournament was hosted in that region.

Each year 150 Posters should be printed and distributed based on the number of lanes in each center and each association's past level of participation.

APPENDIX - T8 a

EXAMPLE

MONEY MATTERS FOR 2022 WOMEN'S STATE TOURNAMENT

| | WEEKEND #1 | WEEKEND #2 | WEEKEND #3 | WEEKEND #4 | TOTALS |
|--------------------------|----------------|----------------|--------------|----------------|----------------|
| Brackets | \$589 | \$504 | \$133 | \$633 | \$1,859 |
| State Share | 147 | 126 | 33 | 158 | 464 |
| Local Share | 442 | 378 | 100 | 475 | 1,395 |
| Ball Raffle | \$952 | \$640 | \$315 | \$712 | \$2,619 |
| State Share | 571 | 384 | 189 | 427 | 1,571 |
| Local Share | 381 | 256 | 126 | 285 | 1,048 |
| 50/50 | \$1,010 | \$702 | \$370 | \$876 | \$2,958 |
| State Share | 1010 | 702 | 370 | 876 | 2,958 |
| Local Share | 0 | 0 | 0 | 0 | 0 |
| Total | \$2,551 | \$1,846 | \$818 | \$2,221 | \$7,436 |
| | | | | State Share | \$4,993 |
| | | | | Local Share | \$2,443 |
| Pins & Towels | \$123 | 0 | 0 | 0 | \$123 |

A P P E N D I X – T 8b

Idaho State USBC Association

STC POST – TOURNAMENT REPORT

20____ Tournament in _____

STATISTICAL INFORMATION

of Team Entries : A Division ____ B Division ____

of Re – Entries : ____

of Scratch Entries : ____

of Doubles Entries : A Division ____ B Division ____

of Re-Entries : ____

of Scratch Entries : ____

of Singles Entries : A Division ____ B Division ____

of Re-Entries : ____

of Scratch Entries : ____

of AE-Hdcp. Entries : A Division ____ B Division ____

of AE-Scr. Entries : A Division ____ B Division ____

of AE-Sr. Entries : A Division ____ B Division ____

of AE-Super Sr. Entries A Division ____ B Division ____

SUPPLEMENTAL INFORMATION (attach sheets)

of Team Entries by Association

of Lanes Used for Each Squad

of Entries Received (based on pre-determined dates)

Names & Score (w/Assn. Name) for Hdcp. & Scr. Winner of Each Event

FINANCIAL REPORT-REVENUE

Entry Fees – Team _____ Added Money – Sponsors _____

Doubles _____

Singles _____

AE – Hdcp. _____ Bowling Ball Raffle _____

AE – Scr. _____ Brackets (Tot. Adm. Fee) _____

AE – Sr. _____

AE – S. Sr. _____ Other _____

EXPENSES

Prizes – Team _____ Paid to Host Association : _____

Doubles _____ Ball Raffle (40%) _____

Singles _____ Brackets (50%) _____

AE – Hdcp. _____ AE – Sr. _____ Other? Please List _____

AE – Scr. _____ AE – S. Sr. _____

A P P E N D I X – T 9 (Open)

PRE-SQUAD SPEECH

Could I please have everyone's attention. On behalf of the _____ Association, I would like to welcome you to the _____ Annual Idaho Open Championship Tournament. This year, the total prize money that you will be competing for is more than \$_____, which includes \$_____ added money from our local sponsors. (Here you could name a few of the more generous ones.) A Proposed Prize List and the current standings is posted here at the center and on the State website (idahousbcbowling.com). The leading Team score in the A Division is _____ and in the B Division it is _____. Leading the Doubles Event is _____ in the A Div. and _____ in the B Div. In the Singles, _____ is leading the A Div. and _____ is leading the B Div.

Please check the Recap Sheet to make sure that your average is listed correctly. We are asking that the bowlers record their scores on the Recap Sheets and sign them before turning them in to a tournament official. We will be having a drawing for a Storm bowling ball during the last squad on Sunday. Tickets are available for \$1 each, 8 for \$5, or 40 for \$20. I also want to remind you of the \$2 Brackets that are available. You must enter before the start of your 1st game.

INTRODUCTIONS :

- Please introduce any State Officers, Directors, and Hall of Fame members (by lane, name, and office). You may announce any of your local officers, too.
- Then introduce the Teams by name and association.

Following the National Anthem, the lanes will be turned on for 10 minutes of practice. We want everyone to have a good time while you are here, and we hope that you bowl well too. Now, please stand for our National Anthem.

A P P E N D I X – T 9 (Women's)

PRE-SQUAD SPEECH

My name is _____ and on behalf of the Idaho State USBC Bowling Assn., the _____ USBC Assn., and the staff here at the _____, we would like to welcome you to the 20__ Women's State Championship Tournament. Please be sure to check your recap sheets to verify that your averages are correct and that any necessary changes have been made. We are asking that the bowlers record the scores and sign the recap sheet. If the recap sheet is not picked up by one of the tournament workers, please make sure that it gets turned in at our check-in desk.

Standings will be posted each week in the center as well as on our state website –idahousbcbowling.com. This year's Prize Fund has been increased by \$_____ thanks to the donations from _____.

The Idaho State USBC is proud to present you with a 200 pin after you bowl your first 200 game in this year's tournament. We have our souvenir Towels and Pins on sale for \$__ for the Towels and \$__ for the Pins.

This year we would like to congratulate the winners of Idaho State Youth Scholarships (_____). We will be selling 50/50 tickets with 50% being awarded as cash prizes to

this squad and 50% going to the scholarship fund. Tickets are \$1 each or 6 for \$5. We will also be having a bowling ball raffle again. There will be 1 winner of a bowling ball certificate each weekend of the tournament. Those tickets are \$1 each, 8 for \$5, or 40 for \$20.

Ladies, I encourage to sign up for the scratch or handicap brackets. You might be surprised how easy it is to win. Please ask up here at the counter if you want more details. We also want to encourage you to check out the treasures that the local ladies' association have available at their Sale Table. (Optional)

Ladies, we ask that only bowlers, tournament officials, and the staff be allowed in the bowling area. We also ask that you do not step outside between frames or games. If you are missing when it is your turn to bowl, you will receive a zero score for that frame.

Now for the INTRODUCTIONS :

- State Officers, Hall of Famers, etc. (See separate sheet for each squad)
- For the Team Event the introductions will include the Teams (team name and home association).

If the squad includes D/S

“You will be bowling your Doubles first and you will not change lanes to bowl your Singles.”

After the lanes have been turned on, you will be allowed 10 minutes of practice. When practice time is up, please step back so that we can start everyone at the same time. For everyone's benefit, we want to stick to the schedule, so please be ready to bowl when it is your turn. As a courtesy to your fellow bowlers, we ask that you turn off your cell phones. Next year's tournament will be hosted by the _____ USBC Assn. and they are inviting all of you to visit their beautiful area. We hope to see you all there. Good luck and bowl well, but more importantly, have a great time. At this time, ladies, please remain standing and face the flag for our National Anthem.

A P P E N D I X – T 10

NOTICE TO BOWLERS

This year's _____ Tournament will end on _____.

Soon thereafter, the 'unofficial' results will be posted on www.idahousbcbowling.com. Within 14 days of that posting, any protests or corrections must be filed with the State Association Manager (idahostateusbcmanager@gmail.com). If none are filed, then the results will be FINAL and the prize checks will be sent to the Team Captains. Current standings will also be posted weekly on the state website. ALL bowlers are encouraged to visit the website to see all of the information available.