



**PENNSYLVANIA
STATE**



2024-2025 TOURNAMENT OPERATIONS MANUAL
LAST REVISED: SEPTEMBER 21, 2024

**PENNSYLVANIA STATE USBC
2024-2025 TOURNAMENT OPERATIONS MANUAL**

**A Future FOR
THE Sport**

CONTENTS AND PREFACE

Contents

Contents and Preface.....	1
Contents.....	1
Glossary.....	5
Introduction	5
Manual Style	5
OPEN CHAMPIONSHIPS.....	6
Host Association Responsibilities.....	6
A. Annual Meeting Reports.....	6
B. Organization for Tournament Operation.....	6
C. One Year Out Requirements	6
D. Program Book/Welcome Letter Planning/Area Information.....	6
E. On-site Manpower Requirements During Tournament Operation	7
F. Souvenir Tables.....	7
G. Brackets, Ball Raffles and Other Raffles.....	7
H. Lane Monitor Fees	8
I. Publicity.....	8
Center Responsibilities.....	8
Open Tournament Director Responsibilities.....	8
A. Pre-Tournament and Host Training/Coordination.....	8
B. On-site Operation	9
C. Entry Forms and Distribution	9
D. Advance Reservations.....	9
E. Processing Applications.....	9
F. Average Verification.....	10
G. Membership Verification	10
H. Prize Lists and Prize Distribution.....	10
I. Awards	10
Tournament Director Work Schedule	10
A. August	10
B. September.....	10
C. February.....	10
D. March.....	10
E. April – June – Tournament Operation	11
F. May	11
G. June.....	11
H. July	11
Manager’s Responsibilities	11
WOMEN’S CHAMPIONSHIPS.....	12
Host Association Responsibilities.....	12
A. Annual Meeting Reports.....	12
B. Organization for Tournament Operation.....	12
C. 16 Months Out.....	12
D. Program Book/Welcome Letter Planning/Area Information.....	12
E. On-site Manpower Requirements During Tournament Operation	13
F. Souvenir Tables.....	13
G. Brackets, Ball Raffles and Other Raffles (required).....	13

H. Lane Monitor Fees	14
I. Publicity.....	14
Center Responsibilities.....	14
Women’s Tournament Director Responsibilities.....	15
A. Pre-Tournament and Host Training/Coordination.....	15
B. On-site Operation	15
C. Entry Forms and Distribution	15
D. Advance Reservations	15
E. Processing Applications.....	15
F. Average Verification.....	16
G. Membership Verification	16
H. Prize Lists and Prize Distribution.....	16
I. Awards	16
Tournament Director Work Schedule	16
A. August - Mid	16
B. September - Mid	16
C. October – Mid	16
D. January - Mid.....	16
E. March - Mid.....	16
F. April – Beginning	16
G. May - Mid	17
H. June - Mid.....	17
I. July - Mid	17
Manager’s Responsibilities	17
MIXED TOURNAMENT.....	18
Host Association Responsibilities.....	18
A. Annual Meeting Reports	18
B. Organization for Tournament Operation.....	18
C. 12 Months Out.....	18
D. Program Book/Welcome Letter Planning/Area Information.....	18
E. On-site Manpower Requirements During Tournament Operation	19
F. Souvenir Tables	19
G. Brackets, Ball Raffles and Other Raffles.....	19
H. Lane Monitoring Fees.....	20
I. Publicity.....	20
Center Responsibilities.....	20
Mixed Tournament Director’s Duties and Responsibilities	20
A. Pre-Tournament and Host Training/Coordination.....	20
B. On-site Operation	20
C. Entry Forms and Distribution	21
D. Advance Reservation.....	21
E. Processing Applications.....	21
F. Average Verification.....	22
G. Membership Verification	22
H. Prize Lists and Prize Distribution.....	22
Mixed Tournament Director Work Schedule	22
A. August - Mid	22
B. September - December	22
C. January	22
D. February - March.....	22

E. April	22
F. May - Mid	22
G. June	22
H. July	22
Manager’s Responsibilities	23
SENIOR’S TOURNAMENT	24
Hosts Responsibilities	24
A. Annual Meeting Reports	24
B. Organization for Tournament Operation	24
C. One Year Out	24
D. Program Book/Welcome Letter Planning/Area Information	24
E. On-site Manpower Requirements During Tournament Operation	25
F. Souvenir Tables	25
G. Brackets, Ball Raffles and Other Raffles	25
H. Lane Monitoring Fees	26
I. Publicity	26
Center Responsibilities	26
Senior Tournament Directors Responsibilities	26
A. Pre-Tournament and Host Training/Coordination	26
B. On-site Operation	27
C. Entry Blanks	27
D. Advance Reservations	27
E. Processing Applications	27
F. Average Verification	28
G. Membership Verification	28
H. Prize Lists and Prize Distribution	28
I. Awards	28
Seniors Tournament Director Work Schedule	28
A. February - Mid	28
B. March - Mid	28
C. April & May	28
D. June - Mid	28
E. July - Mid	28
F. August & September	29
G. October - Mid	29
H. November	29
I. December - End	29
J. January - End	29
Manager’s Responsibilities	29
YOUTH OPEN	30
Host Association	30
A. Annual Meeting Reports	30
B. Organization for Tournament Operation	30
C. One Year Out Requirements	30
D. On-site Manpower Requirements During Tournament Operation	30
E. Souvenir Tables	31
F. Brackets, Ball Raffles and Other Raffles (Optional)	31
G. Lane Monitor Fees	31
Center Responsibilities	31
Youth Open Tournament Directors Duties and Responsibilities	32

A. Entry Form..... 32

B. Pre-Tournament..... 32

C. Tournament 32

D. Post-Tournament 32

Association Manager Youth Tournament Responsibilities 33

PEPSI CHAMPIONSHIPS/HANDICAP SCHOLARSHIP SINGLES 34

Center Responsibilities..... 34

 A. Organization for Tournament Operation..... 34

 B. One Year Out Requirements 34

 C. On-site Manpower Requirements During Tournament Operation 34

 D. Souvenir Tables 35

 E. Brackets, Ball Raffles and Other Raffles (Optional)..... 35

 F. Lane Monitor Fees 35

Center Responsibilities..... 35

Youth Pepsi/Hdcp Singles Tournament Directors Duties and Responsibilities 36

 A. Entry Form..... 36

 B. Pre-Tournament..... 36

 C. Tournament 36

 D. Post-Tournament 36

District Youth Tournament Director Responsibilities 37

 A. Pre-Tournament..... 37

 B. Tournament 37

 C. Post-Tournament 37

Association Manager Youth Tournament Responsibilities 37

Youth Committee Chair Tournament Responsibilities..... 37

APPENDIX A..... 38

TOURNAMENT OPERATIONS MANUAL CHANGE LOG 38

Glossary

- A. Certain words in this Manual are capitalized to show significant relationship to the Pennsylvania State USBC Association. These words and their expanded meaning are as follows.

<u>Capitalized Word(s)</u>	<u>Full Meaning</u>
USBC	United States Bowling Congress
Association	Pennsylvania State USBC Association
Board	The Board of Directors of the Pennsylvania State USBC
Manual	This document in its entirety
Delegates	Local Association Representatives
Host	The Local Association who is hosting the event.
Director	The Tournament Director of the event

Introduction

- A. This Manual is prepared for the use of those Association Officers, Board Members and committee persons who have a need for it in the discharge of their duties and responsibilities in carrying out the goals and objectives of the Pennsylvania State USBC **Association**. It includes all those activities and functions, which are discharged by the Association in relation to the conduction of tournaments.
- B. This Manual remains the property of the Association. Individuals in possession of this Manual are expected to keep it up to date by inserting new and revised pages and removing obsolete and changed ones.
- C. A copy of this Manual may be given to anyone who establishes valid reasons for a copy and is not entitled to one as indicated above.

Manual Style

- A. This Manual is written to organize material which existed or is being compiled for the first time for the guidance of the Association's operation.
- B. The By-Laws of the Association can be changed only by action on the part of the voting Delegates. The Board can change the contents of this Manual and should strongly take into consideration the suggestions of the Delegates and our Members.
- C. The Manual is released on a seasonal basis, for example 2020-2021 Tournament Operations Manual. Any changes within that season will be noted in red. The cover page shall show the date of the last revision, and all changes shall be logged in the Appendix A – Tournament Operations Manual Change Log.

OPEN CHAMPIONSHIPS

Host Association Responsibilities

A. Annual Meeting Reports

1. At the annual meeting prior to the tournament year, the Host Tournament Manager shall present a verbal report on the progress of preparations for the tournament.
2. At the annual meeting following the close of the tournament, the Host Tournament Manager shall submit a report to the Delegates that will summarize the tournament operation, including strengths and weaknesses, along with recommendations for future operations.

B. Organization for Tournament Operation

1. The local association that has been selected at the Delegates meeting to become a host association (hereinafter referred to as "Host") must now finalize its organizational structure and identify those of its members who will fill key roles throughout the two years that will elapse before their responsibilities end.
2. The Host is urged to consult with associations that have previously conducted the annual tournament. It must also work closely with the Tournament Director who will supervise the actions of the Host and provide guidance and expertise.
3. The Host shall select people to fill the following roles throughout the tournament and notify the Open Tournament Director and State Manager:
 - a) Host Tournament Manager
 - b) Team Center Manager
 - c) Minors Event Center Manager
4. A Host Tournament Manager shall coordinate the overall operation with the Director.
5. While there is no precise model for the organizational structure, it is recommended that the Host establish committees including, but not necessarily limited to:
 - a) Housing
 - b) Welcome Book
 - c) Tournament operation
 - d) Scorekeeping
 - e) Souvenir's
 - f) Publicity
 - g) Housing

C. One Year Out Requirements

1. The following shall be completed by the Host no later than 12 months prior to the start of the tournament.
 - a) The Host shall recommend a hotel to the Director for approval to be designated as the Headquarters Hotel for the tournament.
 - b) The Host shall provide, at its own expense if necessary, accommodations for the Open Tournament Director, or designated representative, at such times as needed, for tournament business during the operation of the tournament at the Headquarters Hotel.
 - c) A complete list of housing facilities to be used including location, cost and method of making reservations. This list shall be provided in sufficient time for the Director to include them in the mailing that confirms entry participation.

D. Program Book/Welcome Letter Planning/Area Information

1. The printing of a program book is fully optional, but we ask hosts to provide information on their area in some manner at a minimum such as a welcome letter.
2. The information that can go in the program book or just on a simple handout is as follows:
 - a) Advertisements
 - b) Area Maps

- c) Discount Offers
 - d) List of Churches
 - e) Restaurant's/Shopping Areas
 - f) Entertainment Venues
 - g) Golf Courses/Sporting Venues
 - h) Whatever else you can think of
3. Program Book/Welcome Letter Cost shall be the full responsibility of the Host except as follows:
- a) The State Association shall pay for one full page add if a program book is published.
 - b) The recommended quantity to be printed should be approximately double the number of entries. It shall be made available to bowlers at every center hosting the tournament

E. On-site Manpower Requirements During Tournament Operation

1. Sufficient manpower is needed at both establishments to operate the tournament as per the Tournament Directors direction. The following shall guide the Host in determining the amount of help required. Note: Individuals can perform more than one role.
2. Host Managers shall maintain constant contact with the bowling establishments to verify that the physical plant and lane machinery is operating properly.
3. Check-in and Squad Kickoff – 2 people recommended.
 - a) Perform check-in of bowlers and ten-pin average verification of arriving bowlers.
 - b) All tournament squads shall be started with the playing of the National Anthem.
 - c) Prior to each Squad in both centers, introduce dignitaries bowling in each squad and present participation awards per the information provided by the Director.
 - d) Preparation of substitute affidavits.
4. Establishment of a substitute list to provide bowlers for teams needing additional bowlers.
5. Scoring – minimum of 1 person per three pair of lanes, plus two additional staff members.
 - a) Furnishing lane monitors, who shall be paid as per lane monitoring fees.
 - b) Distribution and collection of recap sheets, including verifying addition of scores.
 - c) Arrangements to deliver scores to the Tournament Director on a timely basis.
 - d) Maintain leader boards at each center.
6. Enforce the tournament rules in coordination with the Director.

F. Souvenir Tables

1. The Host accepts the responsibility of the Souvenir Stand and any profits remain with the Host. The Host shall not compete with any merchandise that may be sold by the State Association and should seek confirmation on items before proceeding with their sale with the Tournament Director or State Manager.

G. Brackets, Ball Raffles and Other Raffles

1. Conduct Brackets (required) – minimum of three people recommended.
 - a) Conduct during squads with sufficient bowlers to support it.
 - b) The State Association will provide computers, printers and software to perform this function. Host shall be responsible for replacement costs of any damaged equipment.
 - c) Proceeds from the brackets is divided between the Host and State Association as per the contract with the Host.
 - d) Profit for each bracket operated shall not exceed the entry fee for the bracket.
2. Conduct the following raffles in the following order - minimum two people required for each.
 - a) Conduct a ticket raffle which will benefit the Host. (optional)
 - b) Conduct a ticket raffle which will benefit the State Association. (required)
 - c) Conduct Ball Raffles (required) (State Sponsorship Program)
 - 1) The State Association has affiliated itself with a bowling ball manufacturer as part of a sponsorship agreement and requires the Host to conduct ball raffles with each squad that can support it. Only one ball raffle per squad can be conducted.

- 2) Balls will be purchased directly from the State. All balls in inventory at the conclusion of the tournament can be returned for credit towards the original ball purchase.
- 3) Proceeds from the ball raffle remain with the Host.

H. Lane Monitor Fees

1. The Host shall be reimbursed weekly by the Manager on a form provided and to be completed by the Manager based on receipts for scheduled events. Lane Monitor fees are at the following rates:
 - a) Team Event - \$2. 50 per team.
 - b) Minor Events - \$2. 00 per minors entry.

I. Publicity

1. Local newspapers should be encouraged to promote the tournament and report its results while in progress. In addition, promoting on the part of local secretaries throughout the state may produce future benefits.

Center Responsibilities

- A. Adhere to the terms as agreed to in the tournament contract.
- D. For all scheduled dates of the tournament unless otherwise notified by the Director All lanes, All day for Tournament competition only. Tournament Director will contact each House each week on Wednesday with final lane count.
- E. New sets of USBC Approved Bowling Pins
- F. Lane Dressing Equipment Operational and ready to apply tournament pattern as directed. (Lane Dressing pattern determined by the Director)
- G. Master mechanic on duty during tournament operation, keeping all pin setters, foul lights, etc. functioning properly.
- H. Center's HVAC should be kept in good operating condition.
- I. A secure workroom is essential for storage of materials, supplies, etc., and for the work of auditing score sheets and retaining them until delivery to the Tournament Director This space will also serve as a statistics update location for maintaining the standings board.
- J. Working Public Address System for Announcements
- K. Enter Bowlers names to Automatic Scoring
- L. Both Centers play National Anthem prior to each squad.
- M. Doors open approximately 90 minutes prior to first squad of day.
- N. Additional Bowling Center Personnel on duty
- O. Do not underestimate Food & Beverage consumption.
- P. Attention to restrooms.

Open Tournament Director Responsibilities

A. Pre-Tournament and Host Training/Coordination

1. Shall apply for USBC Tournament Certification with USBC.
2. The Tournament Director shall be fully responsible for the operation of the tournament. The Tournament Director shall be on site throughout the duration of the tournament. If the Tournament Director cannot be onsite, they shall notify the President and Manager. An authorized representative shall then be determined by leadership.
3. The Director shall meet with the Host at any time they feel the need to discuss procedures and shall question and examine their plans at the fall Board meeting, counseling them and identifying procedures not yet implemented or considered.

B. On-site Operation

1. Prior to the opening weekend of the tournament, the Director shall meet with Host representatives for a final discussion of the procedures and productivity that will be expected during the entire tournament. At this meeting, the need for uniformity of scorekeeping shall be stressed.
2. During the tournament, the Director shall call to the attention of the Host personnel any failures to discharge responsibilities.
3. The Director shall furnish the Host with any average changes or substitution requests immediately upon receipt and approval. Schedule changes requested will be made at the Directors discretion.
4. The Director shall oversee a formal lane dressing inspection prior to the first squad of the tournament at each establishment. Completed inspection reports shall be forwarded to USBC. In addition, spot-checking of the lane dressing shall be made during the tournament.

C. Entry Forms and Distribution

1. The Tournament Committee, Association Manager, and Tournament Director shall implement the directives of the Board in the design and content of the entry forms and advertising materials printed. Costs of printing and distributing blanks are tournament expense.
2. Entry blanks shall be distributed to all as follows and the distribution completed by mid-September:
3. Captains of teams entered in the previous two tournaments.
 - a) Bowling establishments in the Association jurisdiction.
 - b) Twenty or less lanes – one pack of 30 applications and 2 posters.
 - c) Twenty-One or more lanes - two packs of 30 applications and 2 posters.
4. Shall be made available on the Association web site.

D. Advance Reservations

1. As soon as the Tournament Director and the Host have determined dates and squad times, advance reservations may be accepted. Forms to permit filing of these requests shall be:
 - a) Provided to the Host, in quantities requested.
 - b) Available at establishments holding the current tournament.
 - c) Included with mailing of entry confirmation.
 - d) Incorporated with any mailing promoting the tournament.
 - e) Made available on the Associations web site.
2. Advance reservations shall be recorded as they are received and, in a manner, that permits constant identification of open dates and squads.
3. These reservations shall be confirmed upon receipt.
4. Local teams may be assigned to non-local time slots if deemed advisable.
5. Unless full payment is received before the deadline, advance reservations shall be cancelled and the team captain notified.

E. Processing Applications

1. The Director shall process entry applications as they are received, observing the following criteria:
 - a) Give preference in scheduling to advance reservations, providing the entry application and required fees are received by specified deadline date. Entries not in the local area shall be given next preference.
 - b) Schedule fully paid advance applications, after which subsequent applications shall be scheduled as they are received.
 - c) Show date of receipt on all entry applications. Number each sequentially as received and stamp the check(s) accompanying it with the same number.

- d) Note the amount of money received with the entry application along with any indication of shortage or overpayment. In case of a shortage, notify the captain that his desired dates and squads will not be scheduled until the amount still due has been remitted. If there is an overpayment, advise the captain that a refund will be made after the closing date for acceptance of entries.
 - e) Endorse checks "For Deposit Only", etc., and deposit directly into the tournament account and forward deposit receipt to the Manager, accompanied by a report totaling the remittance.
 - f) Hold any application that is incomplete or whose date requests cannot be scheduled until contact can be made with the team captain to resolve the problem(s).
2. On an as needed basis have published the tournament squad availability to the Association web site

F. Average Verification

1. Averages of all bowlers listed on entry application must be verified as part of the processing, using WinLabs Software, BOWL. COM or contact team captain/local Association Manger for verification documentation.

G. Membership Verification

1. Membership of all bowlers listed to participate must be verified prior to beginning competition.

H. Prize Lists and Prize Distribution

1. The Director shall provide a final entry tally, by event, and develop a pre-tournament prize list. After the conclusion of the tournament, the Director shall audit the prize list and print the prize checks that will be submitted to the Manager for signatures and mailing.
2. The Prize list shall be created keeping the following criteria in mind:
 - a) Championship prize fund shall be 75% allocated for Handicap and 25% for Scratch for each event.
 - b) Second place prize in each event shall be no less than 50% of first place prize. Last place prize(s) in each event shall be no less than the prize fee for that event.
 - c) A team or individual qualifies for both a scratch and handicap prize, the one of higher value shall be awarded.
 - d) If there is a tie for first place in any event, co-champions shall be declared and the money divided equally.

I. Awards

1. Symbolic awards shall be given to the scratch and handicap champions in each of the events.
2. The Association shall provide trophies of the same type and quality for the sponsors of the scratch and handicap winners in the team event.

Tournament Director Work Schedule

A. August

1. Receive entry application forms from printer.
2. Obtain housing information from Host to be included with entry confirmations.
3. Process advance reservations from now through the advance reservation deadline.

B. September

1. Distribute entry forms as per the entry form distribution.
2. October through tournament entry deadline
3. Process all tournament entry applications.

C. February

1. Notify those with advance reservations that have not paid in full that their reservation has been cancelled and requested times may not be available when submitting a paid entry.

D. March

1. Provide a printed copy of the tournament schedule to the Host and Host Centers.

2. Meet with Host to review tournament plans and procedures.
3. Beginning with opening of tournament and continuing through close, maintain contacts with Host and make immediate adjustments necessary to cope with potential problem areas.

E. April – June – Tournament Operation

1. On a weekly basis during the tournament operation perform the following tasks.
2. Notify Association Manager of the number of teams, doubles and singles entries that will be bowling for payment to center and for lane monitoring fees.
3. Prepare the following for competition:
 - a) Recap sheets
 - b) Check-in information
 - c) Dignitary information for introductions during squads.
 - d) Any other materials that may be needed.
 - e) Provide leading score information for publication to the Association web site.
 - f) Verify that leader boards at the center are accurate and up to date.

F. May

1. Submit report to Manager of tournament operations to date for publication for annual meeting.
2. This report includes a list of entries by local association. Report is subject to amendments based upon later developments.
3. Request checks from the Manager for the printing of prize checks.

G. June

1. Draft entry blank and publicity poster for next tournament for presentation to Board at annual meeting.

H. July

1. Complete tournament prize checks and return them to Manager for mailing.
2. Have the final prize list prepared for publishing on the web site.
3. Deliver entry blank and publicity poster to printer.
4. Inventory supplies and order those needed for next year.

Manager's Responsibilities

- A. Receive funds from the Tournament Director, acknowledge same by receipt, and invest or deposit for earning of interest.
- B. Provide the Tournament Director with forms for reporting the deposits and for recording expenses incurred weekly during the annual tournament.
- C. Audit the Tournament Director's final report and bring any errors in it to the attention of the Tournament Director for correction. A copy of the audit shall be sent to the President, and Auditing Committee chairperson.
- D. Reimburse the Host Center(s) on a weekly basis for bowling, and the Host Association for Scorekeeping fees.
- E. Provide to the Tournament Director an ample supply of checks for the printing of the prize fund before the completion of the tournament.
- F. After the Tournament Director has printed the checks and returned them, the Manager shall arrange for their signing and distribution to team captains.
- G. Pay all tournament expenses as authorized by the Board. All requests for payment must be accompanied by proper receipts and vouchers.

WOMEN'S CHAMPIONSHIPS

Host Association Responsibilities

A. Annual Meeting Reports

1. At the annual meeting prior to the tournament year, the Host Tournament Manager shall present a verbal report on the progress of preparations for the tournament.
2. At the annual meeting following the close of the tournament, the Host Tournament Manager shall submit a report to the Delegates that will summarize the tournament operation, including strengths and weaknesses, along with recommendations for future operations.

B. Organization for Tournament Operation

1. The local association that has been selected at the Delegates meeting to become a host association (hereinafter referred to as "Host") must now finalize its organizational structure and identify those of its members who will fill key roles throughout the two years that will elapse before their responsibilities end.
2. The Host is urged to consult with associations that have previously conducted the annual tournament. It must also work closely with the Tournament Director who will supervise the actions of the Host and provide guidance and expertise.
3. The Host shall select people to fill the following roles throughout the tournament and notify the Women's Tournament Director and State Manager:
 - a) Host Tournament Manager
 - b) Team Center Manager
 - c) Doubles/Singles Event Center Manager
4. A Host Tournament Manager shall coordinate the overall operation with the Director.
5. While there is no precise model for the organizational structure, it is recommended that the Host establish committees including, but not necessarily limited to:
 - a) Housing/Information Sheet
 - b) Area Information
 - c) Tournament operation
 - d) Scorekeeping
 - e) Souvenir's
 - f) Publicity
 - g) Housing

C. 16 Months Out

1. The following shall be completed by the Host no later than 16 months prior to the start of the tournament.
 - a) The Host shall recommend a hotel to the Director for approval to be designated as the Headquarters Hotel for the tournament.
 - b) The Host shall provide, at its own expense if necessary, accommodation for the Women's Tournament Director, or designated representative, at such times as needed, for tournament business during the operation of the tournament at the Headquarters Hotel.
 - c) An information sheet listing the name, address and phone number of the headquarters hotel, other housing facilities and the bowling centers should be prepared along with written directions from headquarters to the bowling centers. A draft of the information sheet should be sent to the Director for approval by June 1 of the year preceding the tournament. The Director should receive the designated number of copies of the final information sheet no later than August 20 of the year preceding the tournament.

D. Program Book/Welcome Letter Planning/Area Information

1. The printing of a program book is fully optional, but we ask hosts to provide information on their area in some manner at a minimum such as a welcome letter.

2. The information that can go in the program book or just on a simple handout is as follows:
 - a) Advertisements
 - b) Area Maps
 - c) Discount Offers
 - d) List of Churches
 - e) Restaurant's/Shopping Areas
 - f) Entertainment Venues
 - g) Golf Courses/Sporting Venues
 - h) Whatever else you can think of
3. Program Book/Welcome Letter Cost shall be the full responsibility of the Host except as follows:
 - a) The State Association shall pay for one full page add if a program book is published.
 - b) The recommended quantity to be printed should be approximately double the number of entries. It shall be made available to bowlers at every center hosting the tournament.

E. On-site Manpower Requirements During Tournament Operation

1. Manpower to perform the duties listed below for all weekends at the team center:
 - a) Team Center Manager – checks in the squads and assists the Director.
 - b) Two Clerks – responsible for brackets, 50/50, check scores, etc.
 - c) Monitor Chair – will obtain the monitors for each squad and assist them on the lanes and will assist with other duties.
 - d) Manpower to perform the duties listed below for all weekends at the doubles/singles center:
2. Doubles/Singles Center Manager – checks in the squads and assists the Director.
 - a) Monitor Chair – will obtain monitors for each squad and assist them on the lanes and will assist with other duties.
 - b) Three Clerks – responsible for brackets, 50/50, check scores, etc.
 - c) One of the above will be responsible for obtaining local substitutes.
3. The Host Tournament Manager shall maintain constant contact with the bowling establishments to verify that the physical plant and lane machinery is operating properly.
4. The host must conduct a formal lane dressing inspection prior to the first squad of the tournament at each center.
5. Check-in and Squad Kickoff – 2 people recommended.
6. Perform check-in of bowlers and bracket sign-ups.
7. All tournament squads shall be started with the playing of the National Anthem.
8. Preparation of substitute affidavits.
9. Establishment of a substitute list to provide bowlers for teams needing additional bowlers.
10. Scoring – minimum of 1 person per three pair of lanes.
11. Furnish lane monitors, who shall be paid as per lane monitoring fees.
12. Distribution and collection of recap sheets, including verifying addition of scores.
13. Arrangements to deliver scores to the Tournament Director on a timely basis.
14. Maintain leader boards at each center.
15. Enforce the tournament rules in coordination with the Director.

F. Souvenir Tables

1. The Host accepts the responsibility of the Souvenir Stand and any profits remain with the Host. The Host shall not compete with any merchandise that may be sold by the State Association and should seek confirmation on items before proceeding with their sale with the Tournament Director or State Manager.

G. Brackets, Ball Raffles and Other Raffles (required)

1. Brackets
 - a) Conduct during squads with sufficient bowlers to support it.

- b) The State Association will provide computers, printers and software to perform this function. The host shall be responsible for replacement costs of any damaged equipment.
- c) Proceeds from the brackets is divided between the Host and with the State Association as per the contract with the Host.
- d) Profit for each bracket operated shall not exceed the entry fee for the bracket.
- 2. Conduct the following raffles in the following order - minimum two people required for each.
 - a) Conduct a ticket raffle which will benefit the Host. (optional)
 - b) Conduct a ticket raffle which will benefit the State Association. (required)
 - c) Conduct Ball Raffles (required) (State Sponsorship Program)
 - 1) The State Association has affiliated itself with a bowling ball manufacturer as part of a sponsorship agreement and requires the Host to conduct ball raffles with each squad that can support it. Only one ball raffle per squad can be conducted.
 - 2) Balls will be purchased directly from the State. All balls in inventory at the conclusion of the tournament can be returned for credit towards the original ball purchase.
 - 3) Proceeds from the ball raffle remain with the Host.

H. Lane Monitor Fees

- 1. The State Association will pay per week the following lane monitor fees:
 - a) Team Event - \$2. 00 per team.
 - b) Minor Events - \$2. 00 per minors entry.

I. Publicity

- 1. Local newspapers should be encouraged to promote the tournament and report its results while in progress. In addition, promoting on the part of local secretaries throughout the state may produce future benefits.

Center Responsibilities

- A. Adhere to the terms as agreed to in the tournament contract. For all scheduled dates of the tournament unless otherwise notified by the Director All lanes, All day for Tournament competition only. The Tournament Director will contact each center each week by Wednesday with final lane count.
- B. New sets of USBC Approved Bowling Pins
- C. Lane Dressing Equipment Operational and ready to apply tournament pattern as directed. (Lane Dressing pattern determined by the Director)
- D. Master mechanic on duty during tournament operation, keeping all pin setters, foul lights, etc. functioning properly.
- H. The center's HVAC should be kept in good operating condition.
- I. A secure workroom is essential for storage of materials, supplies, etc., and for the work of auditing score sheets and retaining them until delivery to the Tournament Director This space will also serve as a statistics update location for maintaining the standings board.
- J. Working Public Address System for Announcements
- K. Enter Bowlers names to Automatic Scoring
- L. Team House to play National Anthem prior to each squad
- M. Doors open approximate 90 minutes prior to first squad of day
- N. Additional Bowling Center Personnel on duty
- O. Do not underestimate Food & Beverage consumption
- P. Attention to restrooms.

Women's Tournament Director Responsibilities

A. Pre-Tournament and Host Training/Coordination

1. Shall apply for USBC Tournament Certification with USBC.
2. The Tournament Director shall be fully responsible for the operation of the tournament. The Tournament Director shall be on site throughout the duration of the tournament. **If the Tournament Director cannot be onsite, they shall notify the President and Manager. An authorized representative shall then be determined by leadership.**
3. The Director shall meet with the Host at any time they feel the need to discuss procedures and shall question and examine their plans at the fall Board meeting, counseling them and identifying procedures not yet implemented or considered.

B. On-site Operation

1. Prior to the opening weekend of the tournament, the Director shall meet with Host representatives and centers for a final discussion of the procedures and productivity that will be expected during the entire tournament. At this meeting, the need for uniformity of scorekeeping shall be stressed.
2. During the tournament, the Director shall call to the attention of the Host personnel any failures to discharge responsibilities.
3. The Director shall furnish the Host with any average changes or substitution requests immediately upon receipt and approval. Schedule changes requested will be made at the Directors discretion.
4. The Director shall verify that a formal lane dressing inspection was completed prior to the first squad of the tournament at each establishment. In addition, spot-checking of the lane dressing shall be done during the tournament.

C. Entry Forms and Distribution

1. The Tournament Committee, Association Manager, and Tournament Director shall implement the directives of the Board in the design and content of the entry forms and advertising materials printed. The costs of printing and distributing blanks are tournament expense.
2. Entry blanks shall be distributed to all as follows and the distribution completed by mid-September:
 - a) Captains of teams entered in the previous tournament.
 - b) Bowling establishments in the Association jurisdiction.
 - c) Shall be made available on the Association web site.

D. Advance Reservations

1. Advance reservations will open on July 15 and close on September 15. Forms to permit filing of these requests shall be:
 - a) Available at establishments holding the current tournament.
 - b) Incorporated with any mailing promoting the tournament.
 - c) Made available on the Associations web site.
2. Advance reservations shall be recorded as they are received and in a manner that permits constant identification of open dates and squads.
3. These reservations shall be confirmed upon receipt.
4. If full payment is not received by the deadline, advance reservations shall be cancelled, and the team captain notified.

E. Processing Applications

1. The Director shall process entry applications as they are received, observing the following criteria:
2. Give preference in scheduling to advance reservations, providing the entry application and required fees are received by specified deadline date.

3. Schedule fully paid advance applications, after which subsequent applications shall be scheduled as they are received.
4. Show date of receipt on all entry applications. Number each sequentially as received and stamp the check(s) accompanying it with the same number.
5. Note the amount of money received with the entry application along with any indication of shortage or overpayment. In case of a shortage, notify the captain that his desired dates and squads will not be scheduled until the amount still due has been remitted. If there is an overpayment, advise the captain that a refund will be made as soon as possible.
6. Endorse checks "For Deposit Only", etc., and deposit directly into the tournament account and forward deposit receipt to the Manager, accompanied by a report totaling the remittance.
7. Hold any application that is incomplete or whose date requests cannot be scheduled until contact can be made with the team captain to resolve the problem(s).

F. Average Verification

1. Averages of all bowlers listed on entry application must be verified as part of the processing, using WinLabs Software, BOWL. COM or contact team captain/local Association Manger for verification documentation.

G. Membership Verification

1. Membership of all bowlers listed to participate must be verified prior to beginning competition.

H. Prize Lists and Prize Distribution

1. The Director shall provide a final entry tally, by event, and develop a pre-tournament prize list. After the conclusion of the tournament, the Director shall audit the prize list and print the prize checks that will be submitted to the Manager for signatures and mailing. The Prize list shall be created keeping the following criteria in mind:
 - a) The championship prize fund shall be 75% allocated for Handicap and 25% for Scratch for each event.
 - b) Second place prize in each event shall be no less than 50% of first place prize. Last place prize(s) in each event shall be no less than the prize fee for that event.
 - c) If a team or individual qualifies for both a scratch and handicap prize, the one of higher value shall be awarded.
 - d) If there is a tie for first place in any event, co-champions shall be declared, and the money divided equally.

I. Awards

1. Symbolic awards shall be given to the scratch and handicap champions in each of the events.

Tournament Director Work Schedule

A. August - Mid

1. Obtain information sheets from Host to be included with entry application confirmation.

B. September - Mid

1. Meet with Host and centers to review tournament plans and procedures.
2. Advise Host concerning content of the report for the fall board meeting and brief them on what will be expected of them.

C. October – Mid

1. Provide a packet of entry forms to each Board member.

D. January - Mid

1. Deliver next year's entry to printer

E. March - Mid

1. Provide the first draft of the tournament schedule to the Host and centers.

F. April – Beginning

1. Begin tournament and continues through close. Maintain contacts with Host and centers to adjust if necessary.

2. Provide each team captain with next year's entry form.
3. Provide weekly once tournament starts an updated tournament schedule to the Host and centers.

G. May - Mid

1. Submit a tournament report to Manager of tournament operations to date for publication for annual meeting. This report includes a list of entries by local association. Report is subject to amendments based upon later developments.

H. June - Mid

1. Review information sheet from Host for final approval.

I. July - Mid

1. Complete tournament prize checks and return them to Manager for mailing.
2. Have the final prize list prepared for publishing on the web site.
3. Deliver entry forms to local associations in attendance at annual meeting.
4. Inventory supplies and order those needed for next year.

Manager's Responsibilities

- A. Receive funds from the Tournament Director, acknowledge same by receipt, and invest or deposit for earning of interest.
- B. Provide the Tournament Director with forms for reporting the deposits and for recording expenses incurred weekly during the annual tournament.
- C. Audit the Tournament Director's final report and bring any errors in it to the attention of the Tournament Director for correction. A copy of the audit shall be sent to the President, and Auditing Committee chairperson.
- D. Reimburse the Host Center(s) on a weekly basis for bowling.
- E. Provide the Tournament Director an ample number of checks for the printing of the prize fund before the completion of the tournament.
- F. After the Tournament Director has printed the checks and returned them, the Manager shall arrange for their signing and distribution to team captains.
- G. Pay all tournament expenses as authorized by the Board. All requests for payment must be accompanied by proper receipts and vouchers.

MIXED TOURNAMENT

Host Association Responsibilities

A. Annual Meeting Reports

1. At the annual meeting prior to the tournament year, the Host Tournament Manager shall present a verbal report on the progress of preparations for the tournament.
2. At the annual meeting following the close of the tournament, the Host Tournament Manager shall submit a report to the Council that will summarize the tournament operation, including strengths and weaknesses, along with recommendations for future operations.

B. Organization for Tournament Operation

1. The local association that has been selected at the Delegates meeting to become a host association (hereinafter referred to as "Host") must now finalize its organizational structure and identify those of its members who will fill key roles throughout the two years that will elapse before their responsibilities end.
2. The Host is urged to consult with associations that have previously conducted the annual tournament. It must also work closely with the Tournament Director who will supervise the actions of the Host and provide guidance and expertise.
3. The Host shall select people to fill the following roles throughout the tournament and notify the Mixed Tournament Director and State Manager:
 - a) Host Tournament Manager
 - b) Center Manager
4. A Host Tournament Manager shall coordinate the overall operation with the Director.
5. While there is no precise model for the organizational structure, it is recommended that the Host establish committees including, but not necessarily limited to:
 - a) Housing
 - b) Welcome Book
 - c) Tournament operation
 - d) Scorekeeping
 - e) Souvenir's
 - f) Publicity
 - g) Housing

C. 12 Months Out

1. The following shall be completed by the Host no later than 12 months prior to the start of tournament.
2. The Host shall recommend a hotel to the Director for approval to be designated as the Headquarters Hotel for the tournament.
3. The Host shall provide, at its own expense, if necessary, accommodations for the Mixed Tournament Director, or designated representative, at such times as needed, for tournament business during the operation of the tournament at the Headquarters Hotel.
4. A complete list of housing facilities to be used including location, cost and method of making reservations. This list shall be provided in sufficient time for the Director to include it in the mailing that confirms entry participation.

D. Program Book/Welcome Letter Planning/Area Information

1. The printing of a program book is fully optional, but we ask hosts to provide information on their area in some manner at a minimum such as a welcome letter.
2. The information that can go in the program book or just on a simple handout is as follows:
 - a) Advertisements
 - b) Area Maps
 - c) Discount Offers

- d) List of Churches
 - e) Restaurant's/Shopping Areas
 - f) Entertainment Venues
 - g) Golf Courses/Sporting Venues
 - h) Whatever else you can think of
3. Program Book/Welcome Letter Cost shall be the full responsibility of the Host except as follows:
 - a) The State Association shall pay for one full page ad if a program book is published.
 - b) The recommended quantity to be printed should be approximately double the number of entries. It shall be made available to bowlers at every center hosting the tournament

E. On-site Manpower Requirements During Tournament Operation

1. Sufficient manpower is needed at all establishments to operate the tournament as per the Tournament Directors direction. The following shall guide the Host in determining the amount of help required. Note: Individuals can perform more than one role.
2. Host Managers shall maintain constant contact with the bowling centers to verify that the physical plant and lane machinery is operating properly.
3. Check-in and Squad Kickoff – 2 people recommended.
 - a) Perform check-in of bowlers and ten-pin average verification of arriving bowlers.
 - b) All tournament squads shall be started with the playing of the National Anthem.
 - c) Prior to each Squad introduce dignitaries bowling in each squad and present participation awards per the information provided by the Director.
 - d) Preparation of substitute affidavits.
4. Establishment of a substitute list to provide bowlers for teams needing additional bowlers.
5. Scoring – minimum of 1 person per three pair of lanes, plus two additional staff members.
 - a) Furnishing lane monitors, who shall be paid as per lane monitor fees.
 - b) Distribution and collection of recap sheets, including verifying summation of scores.
 - c) Arrangements to deliver scores to the Tournament Director on a timely basis.
 - d) Maintain leader boards at each center.
6. Enforce the tournament rules in coordination with the Director.

F. Souvenir Tables

1. The Host accepts the responsibility of the Souvenir Stand and any profits remain with the Host. The Host shall not compete with any merchandise that may be sold by the State Association and should seek confirmation on items before proceeding with their sale with the Tournament Director or State Manager.

G. Brackets, Ball Raffles and Other Raffles

1. Brackets (optional) – minimum of three people recommended.
 - a) Conduct during squads with sufficient bowlers to support it
 - b) Host shall provide all hardware and software to conduct.
 - c) The host shall retain all profits from the conduction of brackets.
 - d) Profit for each bracket operated shall not exceed the entry fee for the bracket.
2. Conduct the following raffles in the following order - minimum two people required for each.
 - a) Conduct a ticket raffle which will benefit the Host. (optional)
 - b) Conduct a ticket raffle which will benefit the State Association. (required)
 - c) Conduct Ball Raffles (required) (State Sponsorship Program)
 - 1) The State Association has affiliated itself with a bowling ball manufacturer as part of a sponsorship agreement and requires the Host to conduct ball raffles with each squad that can support it. Only one ball raffle per squad can be conducted.
 - 2) Balls will be purchased directly from the State. All balls in inventory at the conclusion of the tournament can be returned for credit towards the original ball purchase.
 - 3) Proceeds from the ball raffle remain with the Host.

H. Lane Monitoring Fees

1. The Host shall be reimbursed weekly by the Manager on a form provided and to be completed by the Manager based on receipts for scheduled events. Lane Monitoring fees are at the following rates:
 - a) Team Event - \$2. 00 per team.
 - b) Doubles Event - \$1. 00 per doubles entry.

I. Publicity

1. Local newspapers should be encouraged to promote the tournament and report its results while in progress. In addition, promotion on the part of local secretaries throughout the state may produce future benefits.

Center Responsibilities

- A. Adhere to the terms as agreed to in the tournament contract.
- B. For all scheduled dates of the tournament unless otherwise notified by the Director All lanes, All day for Tournament competition only. Tournament Director will contact each House each week on Thursday with final lane count
- C. Provide good quality USBC Approved Bowling Pins
- D. Lane Dressing Equipment Operational and ready to apply tournament pattern as directed. (Lane Dressing pattern determined by the Director)
- E. Master mechanic on duty during tournament operation, keeping all pin setters, foul lights, etc. functioning properly.
- F. The canter’s HVAC should be kept in good operating condition.
- G. A secure workroom is essential for storage of materials, supplies, etc., and for the work of auditing score sheets and retaining them until delivery to the Tournament Director This space will also serve as a statistics update location for maintaining the standings board.
- H. Working Public Address System for Announcements
- I. Enter Bowlers names to Automatic Scoring
- J. Play National Anthem prior to each squad
- K. Doors open approximate 90 minutes prior to first squad of day
- L. Additional Bowling Center Personnel on duty
- M. Don’t underestimate Food & Beverage consumption
- N. Attention to restrooms

Mixed Tournament Director’s Duties and Responsibilities

A. Pre-Tournament and Host Training/Coordination

1. Shall apply for USBC Tournament Certification with USBC.
2. The Tournament Director shall be fully responsible for the operation of the tournament. The Tournament Director shall be on site throughout the duration of the tournament. **If the Tournament Director cannot be onsite, they shall notify the President and Manager. An authorized representative shall then be determined by leadership.**
3. The Director shall meet with the Host at any time they feel the need to discuss procedures and shall question and examine their plans at the fall Board meeting, counseling them and identifying procedures not yet implemented or considered.

B. On-site Operation

1. Prior to the opening weekend of the tournament, the Director shall meet with Host representatives for a final discussion of the procedures and productivity that will be expected during the entire tournament. At this meeting, the need for uniformity of scorekeeping shall be stressed.

2. During the tournament, the Director shall call to the attention of the Host personnel any failures to discharge responsibilities.
3. The Director shall furnish the Host with any average changes or substitution requests immediately upon receipt and approval. Schedule changes requested will be made at the Directors discretion.
4. The Director shall oversee a formal lane dressing inspection prior to the first squad of the tournament at each establishment. Completed inspection reports shall be forwarded to USBC. In addition, spot-checking of the lane dressing shall be made during the tournament.

C. Entry Forms and Distribution

1. The Tournament Committee, Association Manager and Tournament Director shall implement the directives of the board in the design and content of the entry forms and advertising materials printed. The costs of printing and distributing blanks are tournament expense.
2. Entry Form Distribution
 - a) Captains of teams entered in the previous two tournaments.
 - b) Bowling establishments in the Association's jurisdiction.
 - c) Shall be made available on the Association web site.

D. Advance Reservation

1. As soon as the Tournament Director and the Host have determined dates and times, Advance Reservations may be accepted. Forms to permit filing of these requests shall be:
 - a) Available at establishments holding the current tournament.
 - b) Included with mailing of entry confirmation or any mailing promoting the tournament.
 - c) Shall accompany the prize list from the current tournament to whomever mailed, provided the addressee has not already filed an Advance Blank for the next year.
 - d) Shall be made available on the Association web site.
2. Advance reservations shall be recorded as they are received and in a manner that permits constant identification of open dates and squads.
3. These reservations shall be confirmed upon receipt.
4. Local teams may be assigned to non-local time slots if deemed advisable.
5. Unless full payment is received before the deadline, advance reservations shall be cancelled and the team captain notified.

E. Processing Applications

1. The Director shall process entry applications as they are received, observing the following criteria:
2. Give preference in scheduling to advance reservations, providing the entry application and required fees are received by specified deadline date. Entries not in the local area shall be given next preference.
3. Schedule fully paid advance applications, after which subsequent applications shall be scheduled as they are received.
4. Show date of receipt on all entry applications. Number each sequentially as received and stamp the check(s) accompanying it with the same number.
5. Note the amount of money received with the entry application along with any indication of shortage or overpayment. In case of a shortage, notify the captain that his desired dates and squads will not be scheduled until the amount still due has been remitted. If there is an overpayment, advise the captain that a refund will be made after the closing date for acceptance of entries.
6. Endorse checks "For Deposit Only", etc., and deposit directly into the tournament account and forward deposit receipt to the Manager, accompanied by a tape totaling the remittance.
7. Hold any application that is incomplete or whose date requests cannot be scheduled until contact can be made with the team captain to resolve the problem(s).

F. Average Verification

1. Averages of all bowlers listed on entry application must be verified as part of the processing, using WinLabs Software, BOWL.COM or contact team captain/local Association Manager for verification documentation.

G. Membership Verification

1. Membership of all bowlers listed to participate must be verified prior to beginning competition.

H. Prize Lists and Prize Distribution

1. The Director shall provide a final entry tally, by event, and develop a pre-tournament prize list. After the conclusion of the tournament, the Director shall audit the prize list and print the prize checks that are submitted to the Manager for signatures and mailing.
2. The following shall apply in creating and distributing the prize fund:
 - a) The championship prize fund shall be 75% allocated for Handicap and 25% for Scratch for each event.
 - b) Teams and individuals may qualify for scratch and handicap prizes. If a team or individual qualifies for both scratch and handicap prize, the one of the higher values shall be awarded.
 - c) If there is a tie for first place in any event, co-champions shall be declared, and their monies divided equally.
 - d) If a score qualifies for a handicap and scratch prize of the same value, the scratch prize will be awarded.

Mixed Tournament Director Work Schedule

A. August - Mid

1. Complete and audit prize list; prepare for printing prize checks.
2. Submit affiliated membership cards and fees to USBC.
3. Print and mail prize checks to the Manager for signatures and mailing to the winners.
4. Prepare and submit financial report to USBC.

B. September - December

1. Process advanced reservations.

C. January

1. Prepare and deliver current entry form to printer.
2. Receive entry forms from printer and distribute as per the entry form distribution.

D. February - March

1. Receive and process entries.

E. April

1. Deadline for advanced reservations.
2. Receive and process entries.
3. Cancel unfulfilled advanced reservations.

F. May - Mid

1. Provide a copy of tournament schedule to Host Manager and Host Centers
2. Submit Tournament Director's report to Association Manager to be included in annual meeting mailing.
3. Meet with Host to prepare for the operation of the tournament.

G. June

1. On-site operation of tournament.
2. Process scores each weekend.
3. Have weekly leading scores published to web site.

H. July

1. Same as June schedule.
2. Attend the annual meeting.

Manager's Responsibilities

- A. Receive funds from the Tournament Director, acknowledge same by receipt, and invest or deposit for earning of interest.
- B. Provide the Tournament Director with forms for reporting the deposits and for recording expenses incurred weekly during the annual tournament.
- C. Audit the Tournament Director's final report and bring any errors in it to the attention of the Tournament Director for correction. A copy of the audit shall be sent to the President, and Auditing Committee chairperson.
- D. Reimburse the Host Center(s) on a weekly basis for bowling, and the Host Association for Scorekeeping fees.
- E. Provide the Tournament Director with an ample number of checks for the printing of the prize fund before the completion of the tournament.
- F. After the Tournament Director has printed the checks and returned them, the Manager shall arrange for their signing and distribution to team captains.
- G. Pay all tournament expenses as authorized by the Board. All requests for payment must be accompanied by proper receipts and vouchers.

SENIOR'S TOURNAMENT

Hosts Responsibilities

A. Annual Meeting Reports

1. At the annual meeting prior to the tournament year, the Host Tournament Manager shall present a verbal report on the progress of preparations for the tournament.
2. At the annual meeting following the close of the tournament, the Host Tournament Manager shall submit a report to the Delegates that will summarize the tournament operation, including strengths and weaknesses, along with recommendations for future operations.

B. Organization for Tournament Operation

1. The local association that has been selected at the Delegates meeting to become a host association (hereinafter referred to as "Host") must now finalize its organizational structure and identify those of its members who will fill key roles throughout the three years that will elapse before their responsibilities end.
2. The Host is urged to consult with associations that have previously conducted the annual tournament. It must also work closely with the Tournament Director who will supervise the actions of the Host and provide guidance and expertise.
3. The Host shall select people to fill the following roles throughout the tournament and notify the Open Tournament Director and State Manager:
 - a) Host Tournament Manager
 - b) Team Center Manager
 - c) Minors Event Center Manager
4. A Host Tournament Manager shall coordinate the overall operation with the Director.
5. While there is no precise model for the organizational structure, it is recommended that the Host establish committees including, but not necessarily limited to:
 - a) Housing
 - b) Welcome Book
 - c) Tournament operation
 - d) Scorekeeping
 - e) Souvenir's
 - f) Souvenir Tournament Emblem
 - g) Publicity
 - h) Housing

C. One Year Out

1. The following shall be completed by the Host no later than 12 months prior to start of tournament.
2. The Host shall recommend a hotel to the Director for approval to be designated as the Headquarters Hotel for the tournament.
3. The Host shall provide, at its own expense, if necessary, accommodations for the Senior Tournament Director, or designated representative, at such times as needed, for tournament business during the operation of the tournament at the Headquarters Hotel.
4. A complete list of housing facilities to be used including location, cost, and method of making reservations. This list shall be provided in sufficient time for the Director to include it in the mailing that confirms entry participation.

D. Program Book/Welcome Letter Planning/Area Information

1. The printing of a program book is fully optional, but we ask hosts to provide information on their area in some manner at a minimum such as a welcome letter.
2. The information that can go in the program book or just on a simple handout is as follows:
 - a) Advertisements

- b) Area Maps
 - c) Discount Offers
 - d) List of Churches
 - e) Restaurant's/Shopping Areas
 - f) Entertainment Venues
 - g) Golf Courses/Sporting Venues
 - h) Whatever else you can think of
3. Program Book/Welcome Letter Cost shall be the full responsibility of the Host except as follows:
 - a) The State Association shall pay for one full page ad if a program book is published.
 4. The recommended quantity to be printed should be approximately double the number of entries. It shall be made available to bowlers at every center hosting the tournament.
- E. On-site Manpower Requirements During Tournament Operation**
1. Sufficient manpower is needed at both establishments to operate the tournament as per the Tournament Directors direction. The following shall guide the Host in determining the amount of help required. Note: Individuals can perform more than one role.
 2. Host Managers shall maintain constant contact with the bowling establishments to verify that the physical plant and lane machinery is operating properly.
 3. Check-in and Squad Kickoff – 2 people recommended.
 - a) Perform check-in of bowlers and ten-pin average verification of arriving bowlers.
 - b) All tournament squads shall be started with the playing of the National Anthem.
 - c) Prior to each Squad in both centers, introduce dignitaries bowling in each squad and present participation awards per the information provided by the Director.
 - d) Preparation of substitute affidavits.
 4. Establishment of a substitute list to provide bowlers for teams needing additional bowlers.
 5. Scoring – minimum of 1 person per three pairs of lanes, plus two additional staff members.
 - a) Furnishing lane monitors, who shall be paid as per lane monitor fees.
 - b) Distribution and collection of recap sheets, including verifying summation of scores.
 - c) Arrangements to deliver scores to the Tournament Director on a timely basis.
 - d) Maintain leader boards at each center.
 6. Enforce the tournament rules in coordination with the Director.
- F. Souvenir Tables**
1. The Host accepts the responsibility of the Souvenir Stand, and any profits remain with the Host. The Host shall not compete with any merchandise that may be sold by the State Association and should seek confirmation on items before proceeding with their sale with the Tournament Director or State Manager.
- G. Brackets, Ball Raffles and Other Raffles**
1. Brackets (optional) - minimum of three people recommended.
 - a) Conduct during squads with sufficient bowlers to support it.
 - b) The host shall provide all hardware and software to conduct.
 - c) The host shall retain all profits from the conduction of brackets.
 - d) Profit for each bracket operated shall not exceed the entry fee for the bracket.
 2. Conduct the following raffles in the following order - minimum two people required for each.
 - a) Conduct a ticket raffle which will benefit the Host. (optional)
 - b) Conduct a ticket raffle which will benefit the State Association. (required)
 - c) Conduct Ball Raffles (required) (State Sponsorship Program)
 - 1) The State Association has affiliated itself with a bowling ball manufacturer as part of a sponsorship agreement and requires the Host to conduct ball raffles with each squad that can support it. Only one ball raffle per squad can be conducted.
 - 2) Balls will be purchased directly from the State. All balls in inventory at the conclusion of the tournament can be returned for credit towards the original ball purchase.

3) Proceeds from the ball raffle remain with the Host.

3. Maintain a standing board of all leaders by class for both scratch and handicap.

H. Lane Monitoring Fees

1. The Host shall be reimbursed weekly by the Manager on a form provided and to be completed by the Manager based on receipts for scheduled events. Lane Monitoring are at the following rates:
 - a) Team Event - \$2. 00 per team.
 - b) Doubles Event - \$1. 00 per doubles entry.
 - c) Singles Event - \$0. 50 per singles entry.

I. Publicity

1. Local newspapers should be encouraged to promote the tournament and report its results while in progress. In addition, promotion on the part of local secretaries throughout the state may produce future benefits.

Center Responsibilities

- A. Adhere to the terms as agreed to in the tournament contract.
- B. For all scheduled dates of the tournament unless otherwise notified by the Director All lanes, All day for Tournament competition only. Tournament Director will contact each House each week on Wednesday with final lane count
- C. Provide good quality USBC Approved bowling pins.
- D. Lane Dressing Equipment Operational and ready to apply tournament pattern as directed. (Lane Dressing pattern determined by the Director)
- E. Master mechanic on duty during tournament operation, keeping all pin setters, foul lights, etc. functioning properly.
- F. The center’s HVAC should be kept in good operating condition.
- G. A secure workroom is essential for storage of materials, supplies, etc., and for the work of auditing score sheets and retaining them until delivery to the Tournament Director This space will also serve as a statistics update location for maintaining the standings board. Working Public Address System for Announcements
- H. Enter Bowlers names to Automatic Scoring
- I. All centers to play National Anthem prior to each squad
- J. Doors open approximate 90 minutes prior to first squad of day
- K. Additional Bowling Center Personnel on duty
- L. Don’t underestimate Food & Beverage consumption
- M. Attention to restrooms

Senior Tournament Directors Responsibilities

A. Pre-Tournament and Host Training/Coordination

1. Shall apply for USBC Tournament Certification with USBC.
2. The Tournament Director shall be fully responsible for the operation of the tournament. The Tournament Director shall be on site throughout the duration of the tournament. **If the Tournament Director cannot be onsite, they shall notify the President and Manager. An authorized representative shall then be determined by leadership.**
3. The Director shall meet with the Host at any time they feel the need to discuss procedures and shall question and examine their plans at the fall Board meeting, counseling them and identifying procedures not yet implemented or considered.

B. On-site Operation

1. Prior to the opening weekend of the tournament, the Director shall meet with Host representatives for a final discussion of the procedures and productivity that will be expected during the entire tournament. At this meeting, the need for uniformity of scorekeeping shall be stressed.
2. During the tournament, the Director shall call to the attention of the Host personnel any failures to discharge responsibilities.
3. The Director shall furnish the Host with any average changes or substitution requests immediately upon receipt and approval. Schedule changes requested will be made at the Directors discretion.
4. The Director shall oversee a formal lane dressing inspection prior to the first squad of the tournament at each establishment. Completed inspection reports shall be forwarded to USBC. In addition, spot-checking shall be made during the tournament.

C. Entry Blanks

1. The Tournament Committee, Association Manager and Tournament Director shall implement the directives of the board in the design and content of the entry forms and advertising materials printed. The costs of printing and distributing blanks are tournament expense.
2. Entry blanks shall be distributed as follows:
 - a) Each Senior Captain entered in the previous two tournaments by September 1.
 - b) Bowling establishments in the Association jurisdiction.
 - c) Shall be made available on the Association Web Site.

D. Advance Reservations

1. As soon as the Tournament Director and the Host have determined dates and squad times, advance reservations may be accepted. Forms to permit filing of these requests shall be:
 - a) Provided to the Host, in quantities requested.
 - b) Available at establishments holding the current tournament.
 - c) Included with mailing of entry confirmation.
 - d) Incorporated with any mailing promoting the tournament.
 - e) Available on the Associations web site.
2. Advance reservations shall be recorded as they are received and in a manner that permits constant identification of open dates and squads.
3. These reservations shall be confirmed upon receipt.
4. Local teams may be assigned to non-local time slots if deemed advisable.
5. Unless full payment is received before the deadline, advance reservations shall be cancelled, and the team captain notified.

E. Processing Applications

1. The Director shall process entry applications as they are received, observing the following criteria:
 - a) Give preference in scheduling to advance reservations, providing the entry application and required fees are received by specified deadline date. Entries not in the local area shall be given next preference.
 - b) Schedule fully paid advance applications, after which subsequent applications shall be scheduled as they are received.
 - c) Show date of receipt on all entry applications. Number each sequentially as received and stamp the check(s) accompanying it with the same number.
 - d) Note the amount of money received with the entry application along with any indication of shortage or overpayment. In case of a shortage, notify the captain that his desired dates and squads will not be scheduled until the amount still due has been remitted. If there is an overpayment, advise the captain that a refund will be made after the closing date for acceptance of entries.

- e) Endorse checks "For Deposit Only", etc., and deposit directly into the tournament account and forward deposit receipt to the Manager, accompanied by a tape totaling the remittance.
 2. Hold any application that is incomplete or whose date requests cannot be scheduled until contact can be made with the team captain to resolve the problem(s).
- F. Average Verification**
1. Averages of all bowlers listed on entry application must be verified as part of the processing, using WinLabs Software, BOWL. COM or contact team captain/local Association Manger for verification documentation.
- G. Membership Verification**
1. Membership of all bowlers listed to participate must be verified prior to beginning competition.
- H. Prize Lists and Prize Distribution**
1. The Director shall provide a final entry tally, by event, and develop a pre-tournament prize list. After the conclusion of the tournament, the Director shall audit the prize list and print the prize checks that will be submitted to the Manager for signatures and mailing.
 2. The Prize list shall be created keeping the following criteria in mind:
 - a) The championship prize fund shall be 50% allocated for Handicap and 50% for Scratch for each event.
 - b) Second place prize in each event shall be no less than 50% of first place prize. Last place prize(s) in each event shall be no less than the prize fee for that event.
 - c) If a team or individual qualifies for both a scratch and handicap prize, the one of higher value shall be awarded.
 - d) If there is a tie for first place in any event, co-champions shall be declared, and the money divided equally.
- I. Awards**
1. Symbolic awards shall be given to the scratch and handicap champions in each of the events.
 2. The Association shall provide trophies of the same type and quality for the sponsors of the scratch and handicap winners in the team event.

Seniors Tournament Director Work Schedule

- A. February - Mid**
1. Provide printer with copy for entry blank.
 2. Prepare signage to be displayed at each annual tournament house to provide publicity for senior's tournament.
- B. March - Mid**
1. Take an inventory of all supplies needed for the next tournament.
 2. Place posters and entry blanks in each of the annual tournament houses.
- C. April & May**
1. Ongoing preparation for next tournament including transfer of advance application requests onto present entry blanks and establishment of schedules and open slots for coming tournament.
- D. June - Mid**
1. Prepare advance reservation forms for following year's tournament.
 2. Prepare mailing of application blanks to local association managers.
 3. Prepare mailing for senior bowlers who have not sent reservation for coming tournament.
- E. July - Mid**
1. Distribute application forms for the coming tournament to local association managers and Area Directors.
 2. Mail out entry blanks for those with last year's advance reservations.

3. Send a letter, entry blank and identification of available squads to those who have not reserved times.
4. File request for USBC certification for tournament.

F. August & September

1. Process incoming entry forms and make remittance of funds to the Treasurer.
2. Prepare advance reservation forms for next year.

G. October - Mid

1. Complete scheduling.
2. Copy of schedule to hosting association for printing in schedule book.

H. November

1. Conduct tournament.
2. Present participation awards on site.
3. Accept advance reservations for next year's tournament.
4. Prepare a list of prizewinners for Treasurer.

I. December - End

1. Arrange for printing of prize list.
2. Prepare two sets of mailing labels for prize lists and entry blanks for next year's tournament.

J. January - End

1. Update records of bowler participation. Identify members establishing award eligibility.

Manager's Responsibilities

- A. Receive funds from the Tournament Director, acknowledge same by receipt, and invest or deposit for earning of interest.
- B. Provide the Tournament Director with forms for reporting the deposits and for recording expenses incurred weekly during the annual tournament.
- C. Audit the Tournament Director's final report and bring any errors in it to the attention of the Tournament Director for correction. A copy of the audit shall be sent to the President, and Auditing Committee chairperson.
- D. Reimburse the Host Center(s) on a weekly basis for bowling, and the Host Association for Scorekeeping fees.
- E. Provide the Tournament Director an ample number of checks for the printing of the prize fund before the completion of the tournament.
- F. After the Tournament Director has printed the checks and returned them, the Manager shall arrange for their signing and distribution to team captains.
- G. Pay all tournament expenses as authorized by the Board. All requests for payment must be accompanied by proper receipts and vouchers.

YOUTH OPEN

Host Association

A. Annual Meeting Reports

1. At the annual meeting prior to the tournament year, the Host Tournament Manager shall present a verbal report on the progress of preparations for the tournament.
2. At the annual meeting following the close of the tournament, the Host Tournament Manager shall submit a report to the Delegates that will summarize the tournament operation, including strengths and weaknesses, along with recommendations for future operations.

B. Organization for Tournament Operation

1. The local association that has been selected at the Delegates meeting to become a host association (hereinafter referred to as "Host") must now finalize its organizational structure and identify those of its members who will fill key roles throughout the two years that will elapse before their responsibilities end.
2. The Host is urged to consult with associations that have previously conducted the annual tournament. It must also work closely with the Tournament Director who will supervise the actions of the Host and provide guidance and expertise.
3. The Host shall select people to fill the following roles throughout the tournament and notify the Open Tournament Director and State Manager:
 - a) Host Tournament Manager
 - b) Team Center Manager
 - c) Minors Event Center Manager
4. A Host Tournament Manager shall coordinate the overall operation with the Director.
5. While there is no precise model for the organizational structure, it is recommended that the Host establish committees including, but not necessarily limited to:
 - a) Housing
 - b) Tournament operation
 - c) Monitors
 - d) Souvenir's

C. One Year Out Requirements

1. The following shall be completed by the Host no later than 12 months prior to the start of the tournament.
 - a) The Host shall recommend a hotel to the Director for approval to be designated as the Headquarters Hotel for the tournament.
 - b) The Host shall provide, at its own expense, if necessary, accommodations for the Open Tournament Director, or designated representative, at such times as needed, for tournament business during the operation of the tournament at the Headquarters Hotel.

A complete list of housing facilities to be used including location, cost and method of making reservations. This list shall be provided in sufficient time for the Director to include it in the mailing that confirms entry participation.

D. On-site Manpower Requirements During Tournament Operation

1. Sufficient manpower is needed at both establishments to operate the tournament as per the Tournament Directors direction. The following shall guide the Host in determining the amount of help required. Note: Individuals can perform more than one role.
2. Host Managers shall maintain constant contact with the bowling establishments to verify that the physical plant and lane machinery is operating properly.
3. Check-in and Squad Kickoff – 2 people recommended.
 - a) Perform check-in of bowlers and manage walk-in entries.
 - b) All tournament squads shall be started with the playing of the National Anthem.
 - c) Preparation of substitute affidavits.

4. Establishment of a substitute list to provide bowlers for teams needing additional bowlers.
5. Scoring – minimum of 1 person per three pairs of lanes, plus two additional staff members.
 - a) Furnishing lane monitors, who shall be paid as per lane monitoring fees.
 - b) Distribution and collection of recap sheets, including verifying addition of scores.
 - c) Arrangements to deliver scores to the Tournament Director on a timely basis.
6. Enforce the tournament rules in coordination with the Director.

E. Souvenir Tables

1. The Host accepts the responsibility of the Souvenir Stand and shall provide manpower to handle sales and keep accurate count of the items sold. A report of items sold shall be given to the tournament director each weekend.
2. The items to be sold shall be provided by the State Association (Youth Committee).
3. Profits shall be shared with the host and the state at the following rates:
 - a) Sweatshirts, Hoodies and Polo Shirts - \$3. 00 per item sold.
 - b) T-Shirts/Towels - \$1,00 per item sold.
4. The Host shall not compete with the State Association.
5. The host may have a bake sale table if the center permits, and all profits shall remain with the host.

F. Brackets, Ball Raffles and Other Raffles (Optional)

1. Conduct Brackets – minimum of three people recommended.
 - a) Conduct during squads with sufficient bowlers to support it.
 - b) Host must provide all items necessary to conduct brackets.
 - c) All brackets must be awarded in scholarships only and must be submitted to SMART.
 - d) Profit for each bracket operated shall not exceed the entry fee for the bracket.
2. Conduct Ball Raffles - minimum of two people recommended.
 - a) Balls will be purchased directly from the State. All balls in inventory at the conclusion of the tournament can be returned for credit towards the original ball purchase.
 - b) Proceeds from the ball raffle remain with the Host.
3. Conduct ticket raffles – minimum two people required.

G. Lane Monitor Fees

1. The Host shall be reimbursed weekly by the Manager on a form provided and to be completed by the Manager based on receipts for scheduled events. Lane Monitor fees are at the following rates:
 - a) Team Event - \$2. 00 per team.
 - b) Doubles Event - \$1. 00 per entry.
 - c) Singles Event - \$0. 50 per entry.

Center Responsibilities

- A. Adhere to the terms as agreed to in the tournament contract.
- B. For all scheduled dates of the tournament unless otherwise notified by the Director All lanes, All day for Tournament competition only. The Tournament Director will contact each House each week on Wednesday with the final lane count.
- C. Lane Dressing Equipment Operational and ready to apply tournament pattern as directed. (Lane Dressing pattern determined by the Director)
- D. Master mechanic on duty during tournament operation, keeping all pin setters, foul lights, etc. functioning properly.
- E. The center’s HVAC should be kept in good operating condition.
- F. A secure workroom is essential for storage of materials, supplies, etc., and for the work of auditing score sheets and retaining them until delivery to the Tournament Director This space will also serve as a statistics update location for maintaining the standings board.

- G. Working Public Address System for Announcements
- H. Enter Bowlers names to Automatic Scoring
- I. Centers to play National Anthem prior to each squad.
- J. Doors open approximately 90 minutes prior to the first squad of day.
- K. Additional Bowling Center Personnel on duty
- L. Do not underestimate Food & Beverage consumption.
- M. Attention to restrooms.

Youth Open Tournament Directors Duties and Responsibilities

A. Entry Form

- 1. The Youth Committee, Association Manager and Tournament Director shall implement the directives of the board in the design and content of the entry forms and advertising materials printed. The costs of printing and distributing blanks are tournament expense.
- 2. Entry blanks shall be distributed as follows and be completed by early December:
 - a) Six (6) entry forms to each league supervisor on record. (Listing provided by USBC)
 - b) Thirty to each Pepsi District Tournament Director
 - c) Entry forms and other information should be available through association web site.
 - d) Others upon request.

B. Pre-Tournament

- 1. Provide all forms needed for the operation of the tournament including those needed for computer operation. All expenses for the supplies needed for the conduction of the tournament are deemed reimbursable.
- 2. Obtain a signed contract from hosting centers 18 months prior to event at a minimum.
- 3. Make arrangements with lodging facilities as required for the purpose of naming a Headquarters Hotel and shall sign all required contracts with the facilities that will offer special rates for the purpose of the tournament.
- 4. Determine the opening and closing dates for the competition and appropriate squad times.
- 5. Process entry applications as they are received and deposit all funds into the appropriate accounts.
- 6. Provide a preliminary entry tally, by event, and develop a pre-tournament awards and scholarship list.

C. Tournament

- 1. Shall have complete responsibility for the conduction of the tournament and all host association personnel are under his/her jurisdiction. The Tournament Director shall be at the tournament site as much as possible and, **if they are unable to be on site they must contact the Youth Committee Chair and Association Manager. An authorized representative shall then be determined by leadership.**

D. Post-Tournament

- 1. Within 30 days after the conclusion of the tournament, the Tournament Director shall furnish the Association Manager:
- 2. A printout or equivalent of the final standings for each event.
- 3. A final scholarship listing developed as follows:
 - a) Scholarships shall be awarded at a ratio of 1 in 8
 - b) Determine the total scholarship amount to be awarded based on the amount approved by the Board.
 - c) As an example, in 2019 the Board approved two times the \$9.00 awards fee.
 - d) The minimum scholarship to be awarded shall be equal to the total entry fee regardless of entries.

- e) Using the file "SamplePrizeFundPayoff6-25-09. pdf" determine the scholarships to be paid using a prize adjustment of "A little even" and round to the nearest \$5 increment.
- 4. Final entry report.
- 5. Final expense report.

Association Manager Youth Tournament Responsibilities

- A. Receive and reconcile receipts from the Tournament Director.
- B. Pay all tournament expenses incurred for the proper conduction of the tournament that have been authorized by the board. All requests must be accompanied by a receipt.
- C. Audit the Tournament Director's final report and bring any errors in it to the attention of the Tournament Director for correction. A copy of the audit shall be sent to the President, and Auditing Committee chairperson.
- D. Make payments to SMART as required for the scholarships awarded in this tournament.
- E. Forward copies of all tournament bids received to the President, Youth Open Tournament Director.
- F. Youth committee chair tournament responsibilities
- G. Enter the scholarship winner's information and scholarship amounts into the appropriate SMART account held by the state.

Note: the sampleprizefundpayoff6-25-09. pdf file can be found on [https://www. bowl. com/Rules/Rules_Home/Tournament_Resources/](https://www.bowl.com/Rules/Rules_Home/Tournament_Resources/), under tournament finances, sample payoff chart

PEPSI CHAMPIONSHIPS/HANDICAP SCHOLARSHIP SINGLES

Center Responsibilities

A. Organization for Tournament Operation

1. The Center that has been selected at the Delegates meeting to become a host association (hereinafter referred to as "Host") must now finalize its organizational structure and identify those of its members who will fill key roles throughout the two years that will elapse before their responsibilities end.
2. The Host is urged to consult with Centers that have previously conducted the annual tournament. It must also work closely with the Tournament Director who will supervise the actions of the Host and provide guidance and expertise.
3. The Host shall select people to fill the following roles throughout the tournament and notify the Open Tournament Director and State Manager:
 - a) Host Tournament Manager
4. A Host Tournament Manager shall coordinate the overall operation with the Director.
5. While there is no precise model for the organizational structure, it is recommended that the Host establish committees including, but not necessarily limited to:
 - a) Housing
 - b) Tournament operation
 - c) Monitors
 - d) Souvenir's

B. One Year Out Requirements

1. The following shall be completed by the Host no later than 12 months prior to the start of the tournament.
 - a) The Host shall recommend a hotel to the Director for approval to be designated as the Headquarters Hotel for the tournament.
 - b) The Host shall provide, at its own expense, if necessary, accommodations for the Open Tournament Director, or designated representative, at such times as needed, for tournament business during the operation of the tournament at the Headquarters Hotel.
 - c) A complete list of housing facilities to be used including location, cost and method of making reservations. This list shall be provided in sufficient time for the Director to have the information available to participants.

C. On-site Manpower Requirements During Tournament Operation

1. Sufficient manpower is needed at both establishments to operate the tournament as per the Tournament Directors direction. The following shall guide the Host in determining the amount of help required. Note: Individuals can perform more than one role.
2. Host Managers shall maintain constant contact with the bowling establishment to verify that the physical plant and lane machinery is operating properly.
3. Check-in and Squad Kickoff – 2 people recommended.
 - a) Perform check-in of bowlers.
 - b) All tournament squads shall be started with the playing of the National Anthem.
4. Scoring – minimum of 1 person per three pair of lanes, plus two additional staff members.
 - a) Furnishing lane monitors, who shall be paid as per lane monitoring fees.
 - b) Distribution and collection of recap sheets, including verifying addition of scores.
 - c) Arrangements to deliver scores to the Tournament Director on a timely basis.
 - d) Maintain leader boards at each center.
5. Enforce the tournament rules in coordination with the Director.

D. Souvenir Tables

1. The Host accepts the responsibility of the Souvenir Stand and shall provide manpower to handle sales and keep accurate count of the items sold. A report of items sold shall be given to the tournament director each weekend.
2. The items to be sold shall be provided by the State Association (Youth Committee).
3. Profits shall be shared with the host and the state at the following rates:
 - a) Sweatshirts, Hoodies and Polo Shirts - \$3.00 per item sold.
 - b) T-Shirts/Towels - \$1.00 per item sold.
 - c) All proceeds shall be for the benefit of the centers and/or local associations youth programs.
4. The Host shall not compete with the State Association.
5. The host may have a bake sale table if the center permits, and all profits shall remain with the host.

E. Brackets, Ball Raffles and Other Raffles (Optional)

1. All proceeds from the following shall benefit the centers and/or local associations youth programs.
2. Conduct Brackets – minimum of three people recommended.
 - a) Conduct during squads with sufficient bowlers to support it.
 - b) Host must provide all items necessary to conduct brackets.
 - c) All brackets must be awarded in scholarships only and must be submitted to SMART.
 - d) Profit for each bracket operated shall not exceed the entry fee for the bracket.
3. Conduct Ball Raffles - minimum of two people recommended.
 - a) Balls will be purchased directly from the State. All balls in inventory at the conclusion of the tournament can be returned for credit towards the original ball purchase.
 - b) Proceeds from the ball raffle remain with the Host.
4. Conduct ticket raffles – minimum two people required.

F. Lane Monitor Fees

1. The Host shall be reimbursed after the completion of the event by the Manager on a form provided and to be completed by the Manager based on receipts for scheduled events. Lane Monitor fees are at the following rates of \$0.50 per entry.

Center Responsibilities

- A. Adhere to the terms as agreed to in the tournament contract.
- B. Lane Dressing Equipment Operational and ready to apply tournament pattern as directed. (Lane Dressing pattern determined by the Director)
- C. Master mechanic on duty during tournament operation, keeping all pin setters, foul lights, etc. functioning properly.
- D. The center's HVAC should be kept in good operating condition.
- E. A secure workroom is essential for storage of materials, supplies, etc., and for the work of auditing score sheets and retaining them until delivery to the Tournament Director This space will also serve as a statistics update location for maintaining the standings board.
- F. Working Public Address System for Announcements
- G. Enter Bowlers names to Automatic Scoring
- H. Center to play the National Anthem prior to each squad.
- I. Doors open approximately 90 minutes prior to the first squad of day.
- J. Additional Bowling Center Personnel on duty
- K. Do not underestimate Food & Beverage consumption.
- L. Attention to restrooms.

Youth Pepsi/Hdcp Singles Tournament Directors Duties and Responsibilities

A. Entry Form

1. The Youth Committee, Association Manager and Tournament Director shall implement the directives of the board in the design and content of the Tournament Handbooks and advertising materials printed. The costs of printing and distributing blanks are tournament expense.
2. Handbooks shall be distributed as follows and be completed by early October.
3. One (1) Handbook for each tournament which shall contain tournament information, Rules for all levels of competition and appropriate entry forms to each league supervisor on record. (Listing provided by USBC).
4. Handbooks and other information should be available through the association web site for each tournament.
5. Others upon request.

B. Pre-Tournament

1. Provide all forms needed for the operation of the tournament including those needed for computer operation. All expenses for the supplies needed for the conduction of the tournament are deemed reimbursable.
2. Obtain a signed contract from hosting centers 18 months prior to event at a minimum.
3. Make arrangements with lodging facilities as required for the purpose of naming a Headquarters Hotel and shall sign all required contracts with the facilities that will offer special rates for the purpose of the tournament.
4. Determine the opening and closing dates for the competition and appropriate squad times.
5. Shall process entry applications as they are received and deposit all funds into the appropriate accounts.
6. Shall provide a preliminary entry tally, by event, and develop a pre-tournament awards and scholarship list.

C. Tournament

1. Shall have complete responsibility for the conduction of the tournament and all host association personnel are under his/her jurisdiction. The Tournament Director shall be at the tournament site as much as possible and, if not present, shall have designated a responsible person to act for them. **If the Tournament Director cannot be onsite, they shall notify the Youth Committee Chair and Manager. An authorized representative shall then be determined by leadership.**
2. **District Tournaments**
 - a) **Shall oversee and coordinate the operation of all the District Tournaments.**
 - b) **Shall select individual(s) to serve as District Tournament Directors with approval of the Youth Chair and Association Manager.**

D. Post-Tournament

1. Within 30 days after the conclusion of the tournament, the Tournament Director shall furnish the Association Manager:
2. A printout or equivalent of the final standings for each event.
3. A final scholarship listing developed as follows:
 - a) Scholarships shall be awarded at a ratio of 1 in 10
 - b) Determine the total scholarship amount to be awarded based on the amount approved by the Board.
 - c) As an example, in 2019 the Board approved two times the \$11.00 awards fee.
 - d) Minimum scholarship to be awarded shall be equal to the total entry fee regardless of entries.
 - e) Using the file "SamplePrizeFundPayoff6-25-09. pdf" determine the scholarships to be paid using a prize adjustment of "A little even" and round to the nearest \$5 increment.
4. Final entry reports.

5. Final expense reports.

Note: the sampleprizefundpayoff6-25-09. pdf file can be found on [https://www. bowl. com/Rules/Rules Home/Tournament Resources/](https://www.bowl.com/Rules/Rules Home/Tournament Resources/), under tournament finances, sample payoff chart.

District Youth Tournament Director Responsibilities

A. Pre-Tournament

1. Select Tournament Host Center as determined by the rotation schedule developed for each District and maintaining that the host center must have a certified youth program and conduct Pepsi League Level qualifiers to be considered. State Tournament Director shall have final approval of host center for Districts.
2. Determine the opening and closing dates for the competition and appropriate squad times as per guidelines in this section of the operations manual.
3. Process entry applications as they are received.
4. Provide a preliminary entry tally, by event.
5. Obtain a signed contract from hosting center 4 months in advance of event at a minimum.

B. Tournament

1. Shall have complete responsibility for the conduction of the tournament and all host association personnel are under his/her jurisdiction. The District Tournament Director shall be at the tournament site as much as possible and, if not present, shall have designated a responsible person to act for them.

C. Post-Tournament

1. Provide the State Tournament Director with the results and files for the tournament within one week after conclusion. This is to allow for the State Tournament Director to notify those advancing to the State Finals for these tournaments.
2. Within 30 days after the conclusion of the tournament, the State Tournament Director shall furnish the Association Manager:
3. A printout or equivalent of the final standings for each event.
4. Final entry report
5. Final expense report.

Association Manager Youth Tournament Responsibilities

- A. Receive and reconcile receipts from the Tournament Director.
- B. Pay all tournament expenses incurred for the proper conduction of the tournament that have been authorized by the board. All requests must be accompanied by a receipt.
- C. Audit the Tournament Director's final report and bring any errors in it to the attention of the Tournament Director for correction. A copy of the audit shall be sent to the President, and Auditing Committee chairperson.
- D. Make payments to SMART as required for the scholarships awarded in these tournaments.
- E. Forward copies of all tournament bids received to the President, Youth Open Tournament Director, Pepsi Tournament Director, and Handicap Scholarship Singles Tournament Director.

Youth Committee Chair Tournament Responsibilities

- A. Create a final scholarship listing for all District Tournaments
- B. Enter the scholarship winner's information and scholarship amounts into the appropriate SMART account held by the state.

APPENDIX A

TOURNAMENT OPERATIONS MANUAL CHANGE LOG

10/06/2018	Chapter 20, Section 10, 1. 4. 2 – Revised what State Association pays for in open Program Book
12/16/2018	Chapter 70, Section 10, 3 and 4 – Revised managers and Youth Committee Chair roles for Youth Open
12/16/2018	Chapter 80, Section 10, 4 and 5 – Revised managers and Youth Committee Chair roles for Youth Pepsi and HDCP Scholarship Singles
09/29/2019	Chapter 20, Section 10, Page 2 – updated 1. 4. 4 from minimum to recommended
09/29/2019	Chapter 20, Section 10, Page 3 – updated brackets and ball raffle to required, 1. 5. 9 B - added Ball Raffle profit sharing guidelines
09/29/2019	Chapter 20, Section 10, Page 4 – updated 2. 10 to both centers
09/29/2019	Chapter 20, Section 10, Page 5 – updated 3. 5. 1 E to TD deposits and provide info to AM, deleted 3. 3. 2 #3, Local Assn Managers.
09/29/2019	Chapter 20, Section 10, Page 6 – updated 3. 8. 2 A to 75% and 25%, deleted %'s for 1 st place positions.
09/29/2019	Chapter 20, Section 20, Page 1 & 2 – updated rules as per published rules for 2020 tournament.
09/29/2019	Chapter 30, Section 10, Page 3 – deleted “in the team event” from 1. 5. 5 B, updated 1. 5. 10, 11 & 12 as to required/optional, 1. 5. 11 B - added Ball Raffle profit sharing guidelines
09/29/2019	Chapter 30, Section 10, Page 5 – deleted 3. 3. 2 C, local Assn Managers, updated 3. 5. 6 to TD deposits and provide info to AM
09/29/2019	Chapter 30, Section 10, Page 6 – updated 3. 8. 2 A to 75% and 25%, deleted %'s for 1 st place positions.
09/29/2019	Chapter 30, Section 20, Page 1 & 2 – updated rules as per published rules for 2020 tournament.
09/29/2019	Chapter 40, Section 10, Page 1 – deleted 1. 2. 3 C Doubles/Singles Center
09/29/2019	Chapter 40, Section 10, Page 2 – updated 1. 4. 4 to recommended, Changed 1. 4. 4 A from One to Two. 1. 5. 3, C delete both centers
09/29/2019	Chapter 40, Section 10, Page 3 - updated 1. 5. 8, & 9 as to required/optional, Minors lane monitor fees changed to \$0. 50, changed 2. 2 from Wednesday to Thursday. 1. 5. 9 B - added Ball Raffle profit sharing guidelines
09/29/2019	Chapter 40, Section 10, Page 4 – updated 2. 10 to play national anthem prior to all squads, deleted 3. 3. 2 C, Local Assn Managers.
09/29/2019	Chapter 40, Section 10, Page 5 - updated 3. 5. 1 E to TD deposits and provide info to AM
09/29/2019	Chapter 40, Section 10, Page 6 – updated 3. 8. 2 A to 75% and 25%, deleted %'s for 1 st place positions. , updated work schedule
09/29/2019	Chapter 40, Section 20, Page 1 – updated Professional rule 1. 5
09/29/2019	Chapter 50, Section 10, Page 3 – updated brackets and ball raffle as required, Minors lane monitor fees changed to \$0. 50,
09/29/2019	Chapter 50, Section 10, Page 4 – deleted 3. 3. 2 C, Local Assn Managers.
09/29/2019	Chapter 50, Section 10, Page 5 - updated 3. 5. 1 E to TD deposits and provide info to AM
09/29/2019	Chapter 50, Section 10, Page 6 – updated 3. 8. 2 A to 50% and 50%, deleted %'s for 1 st place positions.
09/29/2019	Chapter 50, Section 20, Page 1 & 2 – updated rules as per published rules for 2019 tournament.

09/29/2019	Chapter 50, Section 10, Page 3 - 1. 5. 9 B - added Ball Raffle profit sharing guidelines
09/29/2019	Chapter 70, Section 10, Page 2 – added steps to how to determine scholarship list, added 3. 3 for Manager to audit final reports.
09/29/2019	Chapter 80, Section 10, Page 2 – added steps to how to determine scholarship list.
09/29/2019	Chapter 80, Section 10, Page 3 – added 4. 3, Manager to audit Final reports.
07/11/2020	Added mandatory second raffle be conducted for the State for Open, Mixed and Seniors Tournaments
10/10/2020	Reformatted entire Manual – only the latest changes will now be indicated, and the manual will reflect a last revised date.
03/06/2021	Senior Tournament Rules update to include Women’s Divisions, Avg Requirement Change.
08/28/2021	Made changes under Program Book/Welcome letter for all tournaments to optional and to changed what pages the Association would pay for and how.
10/02/2021	Removed option that State Association would sell Ball Raffle Tickets and keep profits for all tournaments, made ball raffle required for all tournaments.
	Made brackets optional for Mixed and Seniors, hosts to keep all profits.
09/25/2022	Reformatted rules for all adult tournaments – Open, Women’s, Senior and Mixed
01/21/2023	Removed Tournament Rules, they are reviewed as part of the entry form.
	Approved a change in the lane monitor fees, effective 8/1/2023.
09/30/2023	Revised Youth Open and Pepsi/HDCP sections to look follow the same outline as adult tournaments to allow hosts to earn proceeds for helping run the event.
05/30/2024	Revised all tournaments ball raffle requirements.
9/21/2024	Added responsibilities to Pepsi/HDCP Tournament Director regarding District Tournaments.
9/21/2024	Added notification requirement for Tournament Directors if they cannot be present onsite during the tournament.
9/21/2024	Added that bracket profits cannot exceed the entry fee for a bracket, all tournaments.
9/21/2024	Changed the order of Raffles for all tournaments.