

STATE TOURNAMENTS OPERATIONS MANUAL

Introduction

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

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

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

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

Time Line

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

Overview of Roles

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

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

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

STATE TOURNAMENTS COMMITTEE (STC) : This committee, appointed by the President, will assist the TD as needed and make recommendations regarding revisions to this Manual. Subject to the approval of the President, this committee will: approve the selection of the host bowling center(s); determine what events will be a part of the State Tournaments; prepare a proposed budget for the Tournament Expense Fee; finalize the contents of the Entry Form and Reservation Form (if in use); and assist with other items pertaining to the operation of the tournaments. This committee will also work with the AM to develop the prize list for the tournament and decide how to allocate any Added Money raised by the host association.

The STC is also responsible for conducting a site visit to the association that has been awarded the honor of hosting a State Tournament. The visit will include meetings, accompanied by the host association tournament management, at each

interested bowling center in the association to determine which center is best suited to host all, or part, of a State Tournament. The results of the visit(s) will provide the basis for the selection of the host center(s) by the STC.

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

State Tournament Rotation Schedule

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

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

Submitting A Proposal to Host a State Tournament

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

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

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

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

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

Step 5. –During the Jamboree in September, approximately 2½ years prior to the tournament, all interested associations may personally review their proposals with the STC. (i.e. At the 2022 Jamboree, the bids for the 2025 tournaments.)

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

Site Visit Findings & Report

After the awarding of a State Tournament bid, and prior to the following summer meeting of the STC, the chair of the STC will make arrangements with the hosting Tournament Officers to visit the bowling centers in the host association. The on-site visit should include the participation of the hosting Tournament Officers and the proprietor(s). Subsequently, the Findings & Report (**APPENDIX – T6a**) shall be submitted to the STC for their decision of the hosting centers.

Host Association Pre-Tournament Preparation

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

Between January 1 and July 1 in the year prior to your State Tournament, contacts should be made with hotels for sponsorships and/or bowler discounts. Favorable arrangements with one, or more, of the hotels may result in them being listed on the Entry Form. The hotels, especially if they are providing a bowlers' discount, may want to block some rooms for our bowlers.

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

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

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

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

The Entry Fee includes an Expense Fee that is budgeted to cover compensation to the AM and the tournament officers for performing their tournament responsibilities. The host association will also receive 40% of the Bowling Ball Raffle income, as well as 50% of the administrative fee for the Brackets (75% for the Women's), and 10% of the Scratch Sidepot Entry Fees. Does this need to be eliminated?

Association Manager Pre-Tournament Preparation

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

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

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

State Tournaments Committee (STC) Pre-Tournament Preparation

The STC will have a meeting in May, or June, to review the recent tournaments and discuss ideas for improving the State Tournaments. At this meeting, decisions will be made to facilitate the finalization of the Entry Forms.

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

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

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

Tournament Book

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

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

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

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

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

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

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

A Tournament Book is required the Women's Tournament.

This section is under development.

The Tournament Souvenir Booklet provided to each bowler participating in the tournament is provided by the Idaho State USBC each year, under the direction of the state AM.

Other requirements needed from the hosting association for the Women's Championship Tournament are:

- A theme for the tournament, usually something associated with the location of the tournament and the year. A preliminary design for pins and patches usually associated with the theme is also needed.
- Pin designs needed are:
 - a. The State souvenir pin, (must include the shape of Idaho and the letters IDUSBC).
 - b. The 200 pins.
 - c. The High Five pin (presented to each member of the participating high five teams.
 - d. The classy bowler pin. (The bowler represented on this pin usually stays the same, with a costume change.)
- Each participant of the tournament also receives a patch. The shape may change, but needs to include the theme, the words "Idaho State USBC Women's tournament, and the year.
- The IDUSBC also offers bowling towels for sale each year. The same design used on the patches may also be used for the towel.

The theme and preliminary designs need to be presented to the tournament committee by the tournament fall meeting held in September of the previous year. If this is not possible, then they must be received by the tournament committee member responsible for ordering before December first of the previous year. The design need not be professional, as the artwork is finalized between the company and the tournament committee.

Receiving Entries

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

Online Entries

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

Scheduling the Lanes

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

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

Entering The Entry Information Into The Tournament Computer

The AM will meet with the TD on the 1st day of the tournament to transfer the tournament data. It will contain all of the information necessary for running the tournament. **Question was raised as to why this can't happen at least a week before, to give the TM time to get the data transferred and ready.**

Tournament Financial Responsibilities

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

The AM will provide the TD with deposit slips so that those receipts can be deposited after each weekend. The deposit slip should indicate how much money was received for each activity.

Staffing for the Tournament

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

- Check-in for Team Event as well as D/S (checking USBC Cards for any unverified bowlers and resolving any issues with the Entry Forms).
- Taking care of substitutions so as not to delay the normal check-ins.
- Taking sign-ups/collecting money for Scratch Sidepot.
- Taking sign-ups/collecting money for brackets and distributing winnings.
- Lane monitors – 1 for each 6 lanes, at the most. They are there to assist with lane problems and to track 200 games in the Women's Tournament. The 200 games should be recorded for announcement during the squad, and to track the awarding of the 200 pins. A pin is awarded to the bowler for her FIRST 200 game rolled in the tournament.
- Selling tickets for the bowling ball raffle and the Women's 50/50 raffle.
- Verifying scores prior to entering into the computer.
- Entering scores into the computer and updating scores on Standings Board.

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

If a hostess notices any action detrimental to the tournament participants, report it to the Idaho State USBC Representative on site. DO NOT ATTEMPT TO CORRECT THE SITUATION YOURSELF.

On site hostesses during the Women's Tournament may also be asked to check bowlers for the "Classy Bowler" pin. This occurs during the announcement for the team event, when the teams are out on the lanes. The criteria for the classy bowler pin is attached to this manual, and should be displayed near the check in table.

Check-in Area

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

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

- Hand out patches & tournament books to each team; and
- Hand out the Pins & Towels to the teams that had ordered them in advance.

Facility Preparation

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

- A large "CHECK-IN HERE" sign.
- Reminder signs regarding 'Dress Code'
- A "STATE TOURNAMENT STANDINGS" sign.
- A "BRACKETS RESULTS" sign.

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

Pre-Squad Speech

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

- a 'Thank You' for coming.
- a mention of the # of bowlers entered and the total prize fund

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

During the Tournament

SCRATCH SIDEPOUT: An optional scratch competition is available for all tournament bowlers for a \$10 Entry Fee. Entry into this competition is only allowed at the tournament site and entry must be completed before a bowler's first game. A bowler may enter multiple times ... once for every event entered and there is no limit to the number of times that a bowler can place on the Prize List. Each series score from the various events are included in one competition for the entire tournament.

This is the only Entry Fee that can be paid at the tournament site. Records for this event should include: date; bowler's name; squad bowled; and event. This money should also be listed separately on the deposit into the State's account following each weekend.

Prize checks will be disbursed with the other tournament prize checks within 30 days of the close of the tournament. **This entire paragraph needs to disappear if we are no longer doing the sidepots.**

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

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

If it is possible, it is recommended that the payouts following each squad be handled in an area separate from the 'Check-in' area since each of those two activities occur at the same time and involve a lot of foot traffic. If you are able to

arrange a separate 'Payout' table, then that would be the best place to post the results of the brackets, too.

The payouts mentioned above results in a \$2 admin fee for each bracket, which is shared between the local association and the State. The State's share for the Open is dedicated to youth scholarships via the SMART Program. *We need to also establish the percentage of the brackets for the Women's, which will also go to the smart program.* The admin fee money should be deposited in the State's account after each weekend, with the exception of the first weekend. The first weekend's money can be retained as petty cash and then deposited with (but listed separately) on the deposit following the final weekend of the tournament.

A record should be kept of any unclaimed prizes. Bracket winners may return to bowl at a later date and could claim their prize money then. Any unclaimed prize money following the end of the tournament should be deposited in the State's account. The AM will remit checks for that money based on the bowler information provided by the on-site Tournament Director. *(Should there be a minimum amount established for a check to be issued ? Any amounts less than that could be used for scholarships.)*

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

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

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

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

50/50 RAFFLE (Women's): Raffle tickets are sold (\$1 each or 6 for \$5) *Do we want to change this to the same as the ball raffle to each confusion?* during each squad

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

LANE STAFF: A sufficient number of volunteer staff should be available for each squad to assist bowlers with any problems. So as not to delay bowlers from starting their next game, it is recommended that there be at least 1 staff person for every 6 lanes to facilitate forwarding the telescorers to the next game.

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

Tournament Publicity

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

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

3. Pictures of : the Opening Ceremony ; event leaders ; and ‘special accomplishments’ can be taken. These can then be posted on the Standings Board, sent to the AM, and sent to the hometown newspapers (along with a short news release) of the bowlers being pictured. **A photographer needs to be on site at the Women’s Tournament at least one hour before the start of the Women’s High Five tournament to take photos of the teams entered. They may sell the participants photos to cover their cost but must be able to deliver said photos to the bowlers during the event. A 5x7 photo of the winning team for each division is required by the State for the plaques. If the hosting association can provide a backdrop, it is appreciated by the team members.**

Prize List & Awards

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

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

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

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

Post-Tournament Report

A final accounting of all money handled by the tournament officers needs to be submitted to the AM as soon as possible (**APPENDIX - T8 & T8a**). This would also be a good time to share any comments (good and bad) about experiences encountered during the running of the Open Tournament. Please address any issues encountered : enforcing the Dress Code; using the State Tournament Manual; using the tournament software; etc. These comments will be helpful to future Tournament Directors.

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

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

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