

**CHAPTER 8 – ASSOCIATION TOURNAMENTS**

(Reference USBC Association Policy Manual Chapter 4, Section H and USBC Association Leaders Handbook Chapter 4, Section 4.4.8 Tournaments)

I. Tournaments Conducted

- A. This Association shall conduct the following Tournaments on an Annual basis.
1. Open Championships (Required)
 2. Women's Championships (Required)
 3. Seniors Tournament
 4. Youth Doubles Tournament
 5. Youth Team Tournament
 6. Youth Singles Tournament – this shall be a scholarship tournament.
- B. Rules
1. The Board of Directors shall approve the rules for all tournaments.
 2. The Tournament Manager shall submit all tournament rules to USBC for review to verify that they do not conflict with USBC rules.

II. Tournament Site Selection and Contracts

- A. The following table shows the scheduled rotation for all the Associations' Tournaments from the 2017-2018 season through the 2024-2025 season.

SEASO	Open/Women's	Seniors	Youth Doubles	Youth Team	Youth Singles
17-18	CPN	Laser Alleys	Edgewood	S. Hanover	East Lincoln
18-19	HBC	Edgewood	CPN	HBC	Suburban
19-20	E. Lincoln	Lion Bowl	S. Hanover	East Lincoln	Rockwell
20-21	Rockwell	S. Hanover	East Lincoln	Suburban	Laser Alleys
21-22	Laser Alleys	Rockwell	HBC	Laser Alleys	Edgewood
22-23	Suburban	East Lincoln	Laser Alleys	Rockwell	CPN
23-24	Edgewood	HBC	Rockwell	CPN	S. Hanover
24-25	S. Hanover	CPN	Suburban	Edgewood	HBC

1. Any center that refuses to host a tournament for the given year, the next in line for that tournament will be afforded the opportunity. The refusing center will be moved to the bottom of the rotation.
 - a. The Board can grant exemptions to the above policy provided the centers involved are mutually agreeable. An example would be that Center A will be closed for remodeling in that tournament time frame, and Center A and Center B agree to switch positions on the rotation list.
2. Other eligibility requirements that must be met by the center to host a tournament are as follows:
 - a. Must maintain current lane certification requirements as required by USBC.
 - b. Must have at least one certified league, the season preceding the tournament and the year of the tournament. For youth tournaments, this means at least one certified youth league.
 - c. The center(s) must agree to and sign the Association Tournament Contract that appears in Appendix D of this manual.

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III. Tournament Managers (*duties and responsibilities*)

- A. The Tournament Manager shall perform the following duties and responsibilities as well as follow the guidelines in the USBC Tournament Managers Handbook and USBC Association Manual.
1. Operate the tournament in the name of the Association and in accordance with all procedures specified in this Manual, for the Tournament.
 2. Work with the Public Relations Committee to properly publicize the tournament. All costs associated with publicity of the tournament shall be a tournament expense.
 3. Prepare and present to the Annual meeting an objective report of the tournament, including both strengths and weaknesses.
 4. Prepare the tournament financial report and forward it and the official prize list to USBC and the Association Manager within thirty days from the conclusion of the event.
 5. Adhere to the procedures and chronological work schedule set forth for the Tournament Manager in this Manual.
 6. The Tournament Managers shall provide all forms needed for the operation of the Tournament. The score sheets may contain advertising material to defray part or all of their costs.
 7. The Tournament Managers shall process entry applications as they are received and observe the following criteria:
 - a. Show date of receipt on all entry applications. Number sequentially as received and stamp the checks accompanying the entry with the same numbers.
 - b. Note the amount of money received with the entry application along with any indication of shortage or over payment. In case of shortage, notify the captain that their desired dates and squads will not be scheduled until the amount due is remitted. If there is over payment, advise the captain that refunds will not be made until after the date for accepting entries.
 - c. Entry application checks and cash should be turned over to the Association Manager on a weekly basis. The Association Manager shall endorse checks for deposit only, etc. and deposit in the Association's account on a weekly basis.
 - d. Hold any applications that are incomplete or where date requests cannot be scheduled until contact is made with the team captain to resolve the problem(s).
 8. Averages of all bowlers listed on entry application must be verified as part of the processing, using association database or bowl.com. If such record is not available, the league secretary who can verify must be contacted.
 9. Schedule changes requested after the tournament schedule is printed or after the official closing date for entries will be made by the Tournament Managers at their discretion.
 10. The Tournament Manager shall provide a final entry tally, by event, and prepare, with the assistance of the Tournament Committee, a prize list. The Tournament Manager shall request the proper number of checks from the Association Manager at the conclusion of the Tournament to pay all Tournament prizes and expenses. He shall also prepare these checks for distribution and return them to the Association Manager to obtain signatures. The Tournament Manager shall then distribute these checks. This shall be accomplished within thirty days from the conclusion of the tournament.

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IV. Tournament Entry Applications

- A. The Tournament Manager of each Tournament with the Assistance of the Tournament Committee shall develop the entry forms for each tournament. The Board shall have final approval on all entry forms.
- B. The Tournament Manager of each Tournament shall have primary responsibility for the Distribution of entry forms. The Tournament Manager may request the help of other board members to meet the distribution guidelines below.
- C. Distribution of Entry Forms
 1. The following applies to adult tournaments only:
 - a. One entry blank to each team captain entered in the previous two years of the tournament.
 - b. One entry blank for each certified league secretary.
 - c. Bowling centers as follows:
 - 1) 16 lanes or less: 50 entries
 - 2) 18 or more lanes: 75 entries
 - d. One entry to each Board member.
 2. Youth Tournament Entry Forms should be distributed to the Youth League Program coordinators/coaches at each center and one copy to each Board member.

V. Tournament Operation

- A. Responsibility
 1. The Tournament Manager shall have complete responsibility for the conduction of the Tournament and all Association personnel are under their jurisdiction. The Manager shall be at the Tournament site as much as possible and, if not present, shall designate a responsible person to act on their behalf.
- B. Sufficient Association manpower is needed at the Tournament center(s) to perform work which includes, but may not be limited to the following:
 1. Check-in arriving bowlers and preparation of changes required due to substitutes.
 2. Distribution and collection of score sheets.
 3. Making available copies of score sheets bowlers at completion of bowling.
 4. Audit of all score sheets and maintaining standing boards.
- C. Tournament Information
 1. The Tournament Manager shall have available at the tournament site a current report showing the number of entries in the tournament and the projected prize/award distribution.
- D. Lane Monitors/Score Keepers
 1. The Association at the conclusion of each squad shall reimburse scorekeepers during the Tournament. Score keeping fees shall be as follows for Adult Tournaments only, Youth Tournaments should seek volunteers:
 - a. Manual Scorekeeping
 - 1) 5 Person Team: \$2.50
 - 2) 4 Person Team: \$2.00
 - 3) Doubles: \$1/pair
 - 4) Singles: \$0.50/bowler
 - b. Automatic Scoring - one half of the above rates shall apply, however scorekeepers will be asked to cover at least two pairs of lanes.

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VI. Emergency Procedures

- A. Weather related emergencies.
 - 1. The Tournament Manager shall have the authority to postpone the conduction of a tournament as required in the event of severe weather and to reschedule the affected squads at the earliest possible convenience of the center.
 - a. Notification shall be accomplished by using any of the following means:
 - 1) Personal phone calls to those affected.
 - 2) Email and posting on Association Web Site.
 - 3) Local Radio Stations
 - 2. The Tournament Manager may also grant to individuals/teams the ability to reschedule their designated times to bowl in the tournament based on weather emergencies to another available time within the current tournament schedule.
- B. Center related emergencies. The following arrangements will be made in case a center has to be closed during an event.
 - 1. If the center can re-open within one week, the affected squads shall be rescheduled as soon as possible, but not more than two weeks from the original scheduled dates of the tournament, in which case follow item number 2.
 - 2. If the center cannot re-open within one week, the next center in line to host the tournament shall be contacted to continue the tournament, provided terms of the bowling fess can be accepted. The Tournament Manager shall continue down the list until a center agrees to host the tournament. This will not affect the tournament rotation schedule as outlined in this manual.
- C. Bowler related emergencies: The following actions should be taken in case of a medical emergency during an event.
 - 1. The proper 911 notifications should take place to help the individual.
 - 2. Bowling in the affected area should be relocated to other available lanes or be suspended to allow proper medical attention to be implemented.
 - 3. The affected bowlers should also be given the opportunity to reschedule their event to another time. All scores at the stoppage of play would be kept, and scoring would resume from the point where scoring was stopped.

VII. TOURNAMENT MANAGERS WORK SCHEDULE

- A. This chronological work schedule is provided to assist the Tournament Director in completing the tasks associated with the conduction of the Annual Tournament on a timely basis.
 - 1. AUGUST
 - a. Distribute entry forms to all leagues using the league kit distribution system.
 - 2. DECEMBER-BEGIN
 - a. Distribute entry forms and publicity posters to centers.
 - b. Mail entry forms to captains of teams from previous tournament(s) and Board members.
 - c. Prepare draft of entry form for next years tournament
 - 3. FEBRUARY-MID
 - a. Contact management of center(s) that are scheduled to host the next tournament to confirm dates, squad times, bowling price, etc. Have tournament contract signed.
 - b. Meet with the host center(s) to review tournament plans, procedures and what will be expected of them.

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4. MARCH-BEGIN
 - a. Send draft of entry form, along with sanction application to USBC for approval.
 - b. Inventory supplies and order those needed for next year.
5. MARCH-MID
 - a. Note closing date of entries, prepare tournament schedule.
 - b. Provide host center(s) with printed tournament schedule.
 - c. Beginning with opening of tournament through close, maintain contacts with host center(s) and make immediate adjustments necessary to cope with potential problem areas.
 - d. Report on tournament progress to date to Board.
6. MAY - MID
 - a. Complete tournament prize list and checks.
 - b. Complete and file with USBC and the Association Manager all required tournament reports.
 - c. Draft publicity poster for next years tournament and present to Board at next meeting.
7. JUNE - BEGIN
 - a. Report to the Board of Directors the Tournament Results, report on any problems associated with the conduction of the tournament.
8. JUNE - END
 - a. Have printed final copies of entry forms and publicity posters.