

IOWA STATE USBC

Guidelines for Hosting a Tournament

SECTION A: Advance Planning for Bid/Proposal Submission

1) Local Association Board Advance Planning

A 100% commitment from all board members to support the hosting and operation during the entire tournament is required. Local board should be ready to commit working weekends for the duration of the tournament (3-5 weeks for Mixed, Women's Senior and Youth State, 3-4 months for Open and Women's Championship). Ask yourselves: can you get the volunteers needed to assist with running a tournament, will the proprietors commit to lane availability for this duration of time, are there enough hotel/motel and restaurant accommodations, will the local Convention and Visitors Bureau (CVB) and/or Chamber of Commerce (CC) be involved in assisting? To be eligible to host the Youth State Tournament your association must have a minimum of four (4) teams participating in the three (3) previous consecutive years.

2) Drafting the Bid/Proposal

Local associations that wish to host an Iowa State USBC tournament MUST submit the following information by February 1 two (2) years in advance. Note Championships: Open and Women's are on a rotation schedule; Mixed, Women's Senior and Youth Championship are selected from qualified bids.

- Names of eligible and interested bowling centers: must be handicap accessible and well maintained
- Number of lanes in each center: note the requirement for each tournament
Mixed – 16
Open – 36 for one center or 24 and 16 when using two (2) centers
Women's – 28 for one center or 16 and 12 when using two (2) centers
Women's Senior – 8
Youth State – 24 for one center or 20 and 12 using two (2) centers
- Guaranteed cost per line of bowling, including sales tax, negotiable using hosts' previous three (3) year average

It is recommended the local CVB and or CC be involved in assisting the local association with obtaining center information as well as commitment to sponsor dollars being offered in the proposal. In addition, they can provide valuable information related to city activities, hotel/motel information and prices, restaurants etc., which should be included in the proposal. Hotel/motel information should be available electronically for printing. Complimentary hotel room for the Youth Coordinator/Tournament Director is required on Friday and Saturday for the duration of the Youth State tournament.

3) Submission of Final Bid/Proposal

The final bid (Mixed, Women's Senior and Youth) or proposal (Open and Women's Championship) must be postmarked by February 1 two (2) years prior to the tournament year and sent to the Iowa State USBC Association Manager and Youth Coordinator for Youth Championship. Include all above required information and signatures from the host Board President, Association Manager, and the CVB and/or CC showing total support from the association and community. The site of Mixed and Women's Senior will be selected by the Iowa State USBC Board of Directors from qualified bids submitted. Selection of the Open and Women's' tournament center(s) shall be made by the Iowa State USBC President and Association Manager. Selection of the Youth Championship site will be made by the Youth Committee with approval of the Iowa State Board of Directors.

SECTION B: Hosting Preparation Guidelines

1) Organize the Local Association Board

It is necessary to organize your core workers, usually local board members, and appoint a Tournament Manager. The Tournament Manager is responsible for ensuring:

- Qualified volunteers are recruited to carry out the operations of the tournament
- Check-in bowlers and make last minute substitutions
- Enforce rules and answer questions
- Report scores weekly to the Tournament Director (ISUSBC Association Manager or Youth Coordinator)
- Distribute and maintain inventory of on-site awards provided by Iowa State USBC.

Decide what committees are necessary and appoint chairpersons for each. Determine how many volunteers will be needed for each squad. Arrange for optional Opening Ceremony. Complimentary motel rooms are requested for the Iowa State USBC President and Association Manager when having an Opening Ceremony.

2) Meet With Iowa State USBC Tournament Representatives

This meeting will be scheduled by Iowa State USBC after the proposal is approved. Required in attendance are Tournament Manager, Association President, CVB and /or CC reps as well as bowling center proprietors to discuss contract requirements. Eligible bowling center(s) will be inspected for required tournament office and check-in space, lineage, lane dressing, adequate parking and handicap accessibility. The bowling center(s) will be the contracted provider of lanes for the tournament. The local association will be the contracted provider of all needed tournament services. The Iowa State USBC Board of Directors has the authority to award the tournament to another association and/or center(s) if satisfactory terms cannot be secured from the association or center(s).

3) Communicate With Bowling Center Proprietors

Discussions with the proprietors involved in the tournament is vital to ensure the success of the tournament. Include designation of office space with the ability to lock to ensure the safety of computer and valuable data. Hosting the Youth and Women's Championship requires space for photographer and storage of the equipment. Will a Pro Shop be available as a service to the bowlers? Does the center(s) have adequate staffing for running each squad? Can they provide conditions compliant with USBC lane dressing requirements and consistent with the tournament contract? Are they willing to provide complimentary shoes as a courtesy to youth needing shoes (Youth State only)?

4) Decide on Potential Fund Raisers

There are various ways for local associations to benefit financially from hosting a state tournament. Popular fund raisers include but not limited to cash raffles, bowling ball raffles, merchandise sales, and brackets. The Iowa State USBC will not be responsible for the financial aspects or operation of any fund raisers. Note: Raffles and brackets are not allowed at Youth Tournament.

- Raffles – Any association running a raffle MUST obtain a gambling license as a non-profit organization. Contact the Iowa Department of Inspections and Appeals. Sales tax is due on the gross sales of raffle tickets. Applicable tax is determined by state and local tax combined. Note that the state of Iowa requires 75% of the net profits from raffles to be distributed to entities other than the local association.
- Merchandise – shirts, towels, koozies etc. State and local sales tax is applicable also for merchandise sales.
- Brackets – May be scratch and/or handicapped the same as the tournament. Cost is at the discretion of the host. Results are to be posted after each game. Payouts will be paid at the conclusion of each squad. Signatures should be required. Exceptions may be made in case of delays occurring beyond the control of the host, then winnings should be mailed within seven (7) days. Any unclaimed funds will be donated to a bowling charity of the host's choosing. Bowlers should be made aware of these policies before signing up for brackets.

5) Contact Local Media

Talk to local media (radio, TV, newspaper) about the magnitude of hosting a tournament. Provide as much information as possible weekly, including honor scores and current leaders.

SECTION C: Tournament Operation

It is a good idea to train volunteer workers prior to the start of the tournament. Iowa State USBC is available to assist in this training as needed. Compensation of \$.20/line will be provided by the Iowa State USBC which the hosting association may distribute at their discretion (with exception of Youth State).

1) Bowler Check-In at Tournament Office

Qualified volunteers are needed as office helpers. The Iowa State USBC Association Manager and Youth Coordinator will furnish a roster list for each squad. Team captains are required to check-in for their team. Care must be taken to ensure accuracy of any changes made, substitutions, averages, and memberships. Forms are provided for making these changes as well as instructions for inputting them in the computer.

2) Lane Monitors

Volunteers are needed for making changes on the scoring systems and fielding questions. One (1) for every six (6) lanes is adequate. Accuracy is important. Watch for any unusually slow bowlers and report to the tournament office if intervention is needed. Report any mechanical issues to the appropriate center staff. Score monitors are used to record bowlers scores for the Youth State, usually provided by the proprietor and/or association as needed.

3) Handling Bowler Complaints

It is recommended that the Tournament Manager or designated official, be available at every shift in case a ruling needs to be made on a complaint or a bowler becomes unruly to the point he or she interferes with other bowlers. The tournament office should handle the situation as best they can, then report to the Iowa State USBC Tournament Director as soon as possible to follow up with any action that may be necessary.

4) Submission of Weekly Results

The Tournament Manager is responsible for transmitting electronically weekly updates to the Tournament Director.

Section D: Conclusion of Tournament

1) Recognition of Volunteers and Sponsors

Every effort should be made to thank volunteers and sponsors publicly for their time, support, and effort in running this tournament.

2) Relax and Celebrate the Conclusion of a Success Tournament!!