

TOURNAMENTS

The Iowa State USBC will sponsor the following adult tournaments annually.

- Bowl for the Cure Mail-in Tournament
- BVL Mail-in Tournament
- Mixed State Tournament
- Open Championship Tournament
- Women's Championship Tournament
- Women's Seniors Tournament

TOURNAMENT DIRECTOR – OPEN

The Tournament Director – Open shall be selected/appointed by the Iowa State USBC Board of Directors. The Tournament Director shall be accountable to the Board for the operation of the Annual Open Tournament.

As the Tournament Director, they shall be responsible for all duties as prescribed by the Board and the USBC Association Policy Manual and the Iowa State USBC Operations Manual.

The compensation rate shall be \$.50 per person per entry. The rate of compensation shall be determined annually.

Duties

The duties and responsibilities of the Tournament Director – Open shall be determined by the Iowa State USBC Board of Directors. Those duties and responsibilities may include but are not limited to:

1. Update entry forms yearly and make them available to members.
2. Ensure that the tournament is certified with USBC.
3. Provide training and guidelines in order to support the local association and their volunteers.
4. Receive and process entries, verify averages and send confirmations to captains as required by the on-line registration process.
5. Schedule squads in cooperation with the online registration process and local association.
6. Provide host association with the weekly schedule including any changes or substitutions at least three (3) days before the date scheduled to bowl.
7. Update and provide the association president and the webmaster the latest scores by Tuesday for posting.
8. Close the tournament, prepare and distribute the prize fund within the USBC required time frame – thirty (30) days after the tournament closing date.
9. Submit the final report to USBC within thirty (30) days of the completion of the Open Tournament as required.
10. Submit a summary of the awards given to the Iowa State USBC and the chair of the Awards Committee within thirty (30) days after the tournament closing date.
11. Order award plaque for all winners within thirty (30) days of the tournament closing date.

TOURNAMENT DIRECTOR – WOMEN’S/MIXED/SENIORS

The Tournament Director – Women’s/Mixed/Seniors shall be selected/appointed by the Iowa State USBC Board of Directors. The Tournament Director shall be accountable to the Board for the operation of the Women’s Championship Tournament, the Mixed Doubles Tournament, and the Seniors Tournament which will be conducted annually by the Iowa State USBC.

As the Tournament Director, they shall be responsible for all duties as prescribed by the Board and the USBC Association Policy Manual and the Iowa State USBC Operations Manual.

The compensation rate shall be \$.50 per person per entry. The rate of compensation shall be determined annually.

Duties

The duties and responsibilities of the Tournament Director – Open shall be determined by the Iowa State USBC Board of Directors. Those duties and responsibilities may include but are not limited to:

1. Update entry forms yearly and make them available to members.
2. Ensure that the tournament is certified with USBC.
3. Provide training and guidelines in order to support the local association and their volunteers.
4. Receive and process entries, verify averages and send confirmations to captains as required by the on-line registration process.
5. Schedule squads in cooperation with the online registration process and local association.
6. Provide host association with the weekly schedule including any changes or substitutions at least three (3) days before the date scheduled to bowl.
7. Update and provide the association president and the webmaster the latest scores by Tuesday for posting.
8. Close the tournament, prepare and distribute the prize fund within the USBC required time frame – thirty (30) days after the tournament closing date.
9. Submit the final report to USBC within thirty (30) days of the completion of the Open Tournament as required.
10. Submit a summary of the awards given to the Iowa State USBC and the chair of the Awards Committee within thirty (30) days after the tournament closing date.
11. Order award plaque for all winners within thirty (30) days of the tournament closing date.

TOURNAMENT MANAGERS – ON-SITE

The host association(s) shall appoint a qualified individual to function as the Tournament Manager, typically the local association manager, to work under the discretion of the Tournament Director in running the tournaments. Compensation to the host will be \$.20/line per person to be used at their own discretion. If two associations are co-hosting, the compensation will be divided based on entry numbers. Compensation for the Mixed and Seniors Tournaments will be issued at the beginning of the tournaments. Compensation for the Open and Women's Championships host(s) will be issued on March 31 in the amount of the actual attendance up to that date and the remainder to be issued at the completion of the tournaments.

Tournament Manager Duties

Responsibilities determined by the Iowa State Board of Directors and include but not limited to:

1. Recruit qualified volunteers to conduct operations of the tournament.
2. Check in bowlers and make last minute substitutions.
3. Enforce rules and answer questions.
4. Report scores weekly to the Tournament Director.
5. Distribute on-site awards (provided by the Iowa State USBC).

Tournament Floor Monitors Duties

1. Enter the bowler's name or identification into the scoring system.
2. Make all needed score corrections.
3. Monitor the operation of machines and immediately report problems to the control counter.

4. Collect official recap sheets.
5. Direct any bowler to the tournament office for on-site awards.