



## **SENIOR WOMEN’S STATE TOURNAMENT**

Assistants to conduct the tournament in the Host Association will be appointed by the President and Tournament Director.

### **SENIOR TOURNAMENT COMPENSATION SCHEDULE**

Compensation for the Tournament Director, assistants and scorers will be determined by the ISUSBCWBA Board of Directors.

#### **OFFICE WORKERS**

Office workers (non-ISUSBCWBA Board Members) in the Tournament City shall be paid \$3.00 per hour, with time to begin one hour before scheduled start of first squad of the day.

## **ISUSBCWBA SENIOR WOMEN’S STATE TOURNAMENT RULES**

### **THE TOURNAMENT**

1. All entrants must be 55 years of age or older on or before May 1, and must be a member of the Iowa State USBC WBA, Inc. for the current season. Only members of sanctioned leagues or substitutes whose membership dues have been paid in accordance with the USBC and ISUSBCWBA By-laws may bowl in the ISUSBCWBA Senior Women’s State Tournament. Bowlers need NOT belong to a Senior League to be eligible to enter this tournament.
2. The Senior Women’s Tournament rules will be adopted by the ISUSBCWBA Board of Directors.
3. Control of the tournament shall be vested in the ISUSBCWBA, with actual details of scheduling, supervision of tournament, compiling of prize list, selection of awards, issuing checks, etc., to be performed by the ISUSBCWBA Association Manager who is the Tournament Director.
4. The tournament will be scheduled only in centers with twelve (12) or more lanes. The tournament site shall be selected by the ISUSBCWBA Board of Directors at the fall meeting two years in advance of the tournament. The ISUSBCWBA Association Manager must receive a bid letter from the proprietor or manager of the bowling center desiring to host the women’s senior state tournament not later than July 1st prior to the fall meeting. The bid letter should include description of the facilities and equipment, and the bidding amount for the tournament lineage.
5. If no invitations are received by the deadline, the ISUSBCWBA President, with the approval of the ISUSBCWBA Board of Directors, will select the site.
6. The tournament shall consist of a doubles event and a singles event with an optional All Events. The annual tournament shall be a handicap tournament based on 100 percent (100%) of the difference between the bowler’s average and a scratch figure of 225.
7. Entrants shall participate only once in each event. Bowlers entering doubles must also enter singles; bowlers entering singles must also enter doubles.



**ENTRY POLICIES**

8. Tournament entries open February 1, and close April 1. Entrants will be scheduled only when **completed** entry form, signed by the local association manager and full fees are received by the Association Manager.
9. Notification of scheduled date and time will be sent to person submitting the entry form, who is then responsible for notifying all entrants submitted by her.
10. No refunds or changes in scheduled dates or times will be made after seven (7) days following the closing date of April 1. When the state Association Manager notifies the entrant of dates and times assigned and a refusal has not been received within seven (7) days of this notice, the entry fee shall not be refunded.

**ENTRY FEES AND PRIZE FUNDS**

11. Entry fees shall be paid by post office money order, express money order, certified check, or draft. **NO PERSONAL CHECKS, BUSINESS CHECKS, OR CASH WILL BE ACCEPTED.** All remittances must be in the form of guaranteed funds.
12. The total entry fee shall be \$13.00 per person, per event. Doubles is one event, and Singles is a separate event.
13. Any entrant may pay the \$2.00 All Events fee and be eligible for the All Events prize fund. All Events fees must accompany the Entry Form and must be paid by April 1, and are not refundable.
14. The Prize fund shall be paid on the basis of one prize for every five entries (1:5) in each division in doubles and singles. The number of prizes for all events shall be paid on the basis of one prize for every twenty entries (1:20).
15. The Board of Directors of the ISUSBCWBA shall establish the amount to be allocated to the prize fund annually. A proposed prize list will be posted at the tournament center throughout the tournament.
16. All prize funds shall be distributed within thirty (30) days following the close of the tournament except when USBC has authorized delay in payment.

**AVERAGES**

17. All references to averages shall apply to averages established in Iowa State USBC certified leagues and associations in the following order:
  - a. Entrants must use highest average of not less than twenty-one (21) games in any league at the end of the previous season. (This is to apply whether a regular, substitute, or dropped average.
  - b. Any member who did not have an established average the previous season shall use her highest average of not less than 21 games in one league including league play of November 30th of the current season.
  - c. If no 21-game average as of November 30th, the bowler will use her average as of January 31st of at least 21 games in one league.
  - d. If no 21-game average on any of the above dates, the bowler may bowl with an established average in an ISUSBC league of at least 12 games as of the first date of tournament participation.
  - e. Previous summer league average of at least 12 games will be used only if the member has no other established average.
  - f. If bowler does not meet any of the previously listed average requirements, she may enter the tournament with a 250 average.



18. The local association manager shall be responsible for verifying the average of the individual entrant. It shall be the responsibility of the entrant to verify the accuracy of her average, whether submitted by the bowler or others. If an entrant carries a higher average in another city, that local association manager must also verify the average. **All verifications must be submitted with the entry.** All winners’ averages are subject to further verification by the ISUSBC tournament manager. Failure to use the correct average shall disqualify score if submitted average is lower than correct average thereby resulting in a lower classification or more handicap. Prize winnings shall be based on the submitted average if it is higher than the correct average. However, corrections in averages may be permitted up to the completion of the first game of a series.
19. A multiple member from another state association will be permitted to bowl in the ISUSBCWBA state tournament, provided she meets the age, average and membership requirement.
20. The tournament rules shall be governed by the USBC General Playing Rules and Sanctioned Tournament rules, with the exception of rules 300b, 301a, 302, 303, 304, 308, 310, 312c, 318, 319a-e, 325b, and 323, which are hereby waived. Rule 301b will not apply with the exception of Item 1, Affiliate Membership.

**DIVISIONS**

21. The tournament shall be divided into two divisions based on entrants age, as follows:

<b><u>Singles Event</u></b>			
Division 1	Ages 65 and over	Division 2	Ages 55 to 64 inclusive
<b><u>Doubles Event</u></b>			
Division 1	Combined Ages of 130 and over	Division 2	Combined ages of 110 to 129 inclusive

All Events are in the same division as the entrant’s singles event.

**SCHEDULING**

22. No bowling shall be scheduled on Mother’s Day. However, doubles and singles may be scheduled the Saturday before Mother’s Day.
23. Three sets of doubles and singles will be scheduled on each pair of lanes whenever possible. Doubles entries must be complete. No rearranging of line-up for doubles will be permitted.

**SUBSTITUTIONS**

24. If a duly scheduled entrant is unable to bowl, another bowler who is qualified under the tournament eligibility requirements may be substituted. Substitutes must provide a substitute form that has been verified by the local association manager to the tournament officials prior to bowling. The Tournament Management will obtain **substitutes only in case of emergency.**
25. Any bowler who arrives after the game is started will be permitted to bowl at the discretion of the tournament director or the tournament assistant in charge. Her score to count beginning with the frame then being bowled. No score will be given for any missed frames.

## Section B – Senior Women’s State Tournament



26. After a game has started, a substitute will be allowed in case of a disability, if one is available, and her scores are to count beginning with the frame being bowled when she is ready to start, with no unnecessary delay of the game. This shall apply to the doubles event only. If a substitution is made in the doubles event, the substitute must take the place of the absent bowler in both events.
27. If one bowler is late for the doubles event, the bowler present will bowl her singles first. If her partner has not arrived by the time her singles event is finished, and a substitute cannot be found, she will be permitted to bowl her games in the doubles event in order to qualify for All Events.
28. Scores bowled through the efforts of more than one individual player shall not qualify for any ISUSBCWBA or USBC Awards nor shall the score be included in the All Events.

### **AWARDS**

29. “On the Spot” awards shall be given to any tournament bowler who bowls a game of 199 and 200 or over in any event. Awards limited to one per tournament.
30. Senior Women’s State Championship award emblems, pins, and plaques (designating division), shall be awarded to the doubles, singles and All Events champions in each division. Cost of these awards shall be paid from the tournament expense fund. Entrants will also be eligible for any USBC awards.

### **USBC SENIOR CHAMPIONSHIP TOURNAMENT ENTRY**

31. The All Events champions in the Iowa Senior Women’s State Tournament shall have their entry fees paid for the USBC Senior Championship Tournament for the following year. In addition, the cost of the official blouse worn by the entrants and \$50 in expense money will be provided by the ISUSBCWBA.
32. If the ISUSBCWBA All Events champion in any division declines to attend the national event, only the second place finisher from that division will have the option of attending.

### **TIES FOR CHAMPIONSHIPS**

33. If a tie for first place occurs in any event in any division, co-champions will be declared. Prize money will be combined and divided equally, and duplicate awards will be presented. If a tie exists for the championship of the All Events divisions, co-champions shall be declared. For purposes of determining who shall be eligible for the USBC Senior Championships, the player with the highest singles event score with handicap will be used.

### **PROTESTS**

34. Any protest regarding scores must be submitted in writing to the Tournament Director/ISUSBCWBA Association Manager not later than seventy-two (72) hours after the games have been bowled. Protests regarding divisions must be made to the tournament director before or at the time of bowling. The action of the Tournament Director shall be final unless an appeal is made to the ISUSBCWBA Board of Directors or to USBC.
35. The ISUSBCWBA Board of Directors shall have the power to hear and act on all protests arising from or under constructions of the rules of the Iowa Senior Women’s State Tournament.



**MISCELLANEOUS RULES**

36. All entrants must report to the tournament check-in office 45 minutes before the scheduled time to bowl.
37. Each entrant in the doubles and singles must have her own bowling ball.
38. Food and beverages are allowed but must be kept out of the settee area. Entrants will not be allowed to smoke during tournament play. Smoking will be permitted in the lounge area only, at the proprietor's discretion.
39. Entrants must remain in the bowlers' area during each event. If abuse occurs, which slows the bowling or causes objections by other entrants, the offending bowler may be disqualified.
40. Misconduct, offensive behavior or attire will not be permitted. An offending entrant, or entrants, may be prevented from beginning or continuing to bowl. She shall forfeit those games and shall be dismissed from the bowling establishment. The decision of the Iowa Senior Women’s State Tournament Director, ISUSBCWBA Association Manager, President, any ISUSBCWBA Board Member, or the Association Manager’s assistants shall be final in these matters.
41. In the event the doubles partners are unopposed on a pair of lanes, each frame shall be completed on one lane before the next frame is started on the adjoining lane. This rule shall also apply to the singles events. Pacers will not be allowed in this tournament.
42. The ISUSBCWBA reserves the right to move entries if squads cannot be filled.
43. ISUSBCWBA is concerned about maintaining the privacy of all members’ social security numbers. Your number will be protected against unauthorized use. IRS Code Section 6109 requires the taxpayer to give their correct TIN “Taxpayer Identification Number” to persons who must file information returns with the IRS to report income paid. Without a social security number, the following will apply:
  - a. U.S. citizen teams will have all prize checks delayed until all social security numbers are collected.
  - b. In the event an entrant refuses to provide ISUSBCWBA with a social security number, ISUSBCWBA is required to withhold 31% of the proceeds as backup withholding and remit that amount of money to the Internal Revenue Service.

## IOWA STATE USBC WBA “Bowl for the Cure®” Mail-in Singles Tournament

### THE TOURNAMENT RULES

1. The Iowa State USBC WBA will conduct a mail-in singles tournament for all current Iowa adult USBC members in support of the “Susan G. Komen for the Cure” and “Bowl for the Cure®.” The Susan G. Komen for the Cure Promise: To save lives and end breast cancer forever by empowering people, ensuring quality of care for all and energizing science to find the cures. For more information on the Komen Foundation, please contact them at 5005 LBJ Freeway, Suite 250, Dallas, TX 75244, visit [www.komen.org](http://www.komen.org) or call 1.800.I’m.Aware® (1-800-462-9273).
2. This tournament will be conducted by the Iowa State USBC WBA for its members and members of the Iowa State USBC BA. An ISUSBCWBA board member will be the Tournament Director (or an appointee at the discretion of the Board).
3. An entrant must be a current member of USBC, and the entrant must also be a PAID member of the Iowa State USBC WBA or BA.
4. This tournament will carry its own certification and will be certified through USBC. All awards will be issued through leagues/local association tournaments.
5. The entry fee will be \$5.00 (\$2.00 prize fund, \$2.00 “Susan G. Komen for the Cure®”, 75¢ expenses, and 25¢ tournament director fee). Checks should be made payable to ISUSBCWBA “BFTC” Tournament. Guaranteed funds are preferred; however personal checks will be accepted. If a check is returned for insufficient funds, the entry will be cancelled immediately. Entries are not refundable or transferable.
6. The Iowa State USBC WBA will donate 100% of net proceeds of the prize fund equally to the Iowa Komen affiliates. Presently there are 4 Iowa Komen affiliates (1/4 – Des Moines Affiliate, 1/4 – Quad Cities Affiliate, 1/4 - Sioux City, and 1/4 – Southeast Iowa Affiliate.)
7. This tournament will be handicapped at 100% of 240, and will have three (3) divisions for WBA members (averages 135 and below; averages 136 through 155; averages 156 and above), and two (2) divisions for BA members (men, and women that are members only of the BA) (averages 175 and below, and averages 176 and above). Cash prizes will be paid on a ratio of 1:5 entries.
8. There are two forms which must be used. The entry form must be returned to the Tournament Director postmarked no later than January 17th. The score verification must be postmarked no later than March 1st.
9. This tournament will be conducted by submitting USBC certified league and local association tournament scores bowled during the week of “Bowl for the Cure®” which is generally the second week in February. In the event that scheduled league or local association tournament bowling is postponed, or you are unable to bowl due to illness, etc., scores bowled the following week will be accepted. **ONLY USBC CERTIFIED LEAGUE/LOCAL ASSOCIATION TOURNAMENT SCORES WILL BE ACCEPTED.** Substitutions will not be allowed. If unforeseen circumstances, please call Tournament Director for clarification.
10. Entrants will use their previous season’s highest final certified league average based on a minimum of 21 games (for ALL certified associations/leagues). If the previous season average is less than 21 games, the highest current season’s certified league average of 12 games or more as of January 1st will be used. All others will use an average of 240.

## Section C – Bowl for the Cure® Tournament



11. USBC rules 319a-e will be waived (exception: rule 319a, item 3, will be enforced). All other USBC rules and regulations shall remain in effect. The Tournament Director retains the right to verify and correct incorrect averages.
12. Multiple entries may be submitted for each USBC certified league or local association tournament in which the participant is bowling. Photocopies of the entry form and of the score verification form will be accepted. Entrant may cash only once.
13. All scores must be bowled in USBC certified leagues or local association tournaments. An entry will be declared ineligible if the score verification form is returned without a copy of the league or tournament recap sheet.
14. Any protest regarding scores must be submitted in writing to the ISUSBCWBA Association Manager not later than seventy-two (72) hours after the games have been bowled. Protest regarding divisions must be made to the ISUSBCWBA Association Manager prior to the date bowled. The action of the ISUSBCWBA Association Manager shall be final unless an appeal is made to the ISUSBCWBA Board of Directors or to USBC.
15. The ISUSBCWBA Board of Directors shall have the power to hear and act on all protests arising from or under construction of the rules of the Iowa State USBC WBA “Bowl for the Cure®” Mail-in Singles Tournament. The tournament rules will be adopted by the ISUSBCWBA Board of Directors.
  - a. If a tie for first place occurs in any event in any division, co-champions will be declared. Prize money will be combined and divided equally.

## IOWA STATE USBC WBA “BVL” Mail-in Singles Tournament

### THE TOURNAMENT RULES

1. The Iowa State USBC WBA will conduct a mail-in singles tournament for all current Iowa adult USBC members in support of the Bowlers to Veterans Link (“BVL”). The BVL raises approximately one million dollars each year for the nation’s veterans in need, as well as supporting hundreds of other therapeutic and recreational programs at VA Medical Centers, Vet Clinics and Out-Patient Clinics. The BVL, founded in 1942, is located in Metropolitan Washington, D.C.
2. This tournament will be conducted by the Iowa State USBC WBA for its members and members of the Iowa State USBC BA. An ISUSBCWBA board member will be the Tournament Director (or an appointee at the discretion of the Board).
3. An entrant must be a current member of USBC, and the entrant must also be a PAID member of the Iowa State USBC WBA or BA.
4. This tournament will carry its own certification and will be certified through USBC. All awards will be issued through leagues/local association tournaments.
5. The entry fee will be \$5.00 (\$2.00 prize fund, \$2.00 to the BVL, 75¢ expenses, and 25¢ tournament director fee). Checks should be made payable to ISUSBCWBA “BVL” Tournament. Guaranteed funds are preferred; however personal checks will be accepted. If a check is returned for insufficient funds, the entry will be cancelled immediately. Entries are not refundable or transferable.
6. The Iowa State USBC WBA will donate 100% of net proceeds to the BVL.
7. This tournament will be handicapped at 100% of 240, and will have three (3) divisions for WBA members (averages 135 and below; averages 136 through 155; averages 156 and above), and two (2) divisions for BA members (men, and women that are members only of the BA) (averages 175 and below, and averages 176 and above). Cash prizes will be paid on a ratio of 1:5 entries.
8. There are two forms which must be used. The entry form must be returned to the Tournament Director postmarked no later than November 1st. The score verification must be postmarked no later than December 1st.
9. This tournament will be conducted by submitting USBC certified league and local association tournament scores bowled during the week that Veteran’s Day generally falls. In the event that scheduled league or local association tournament bowling is postponed, or you are unable to bowl due to illness, etc., scores bowled the following week will be accepted. **ONLY USBC CERTIFIED LEAGUE/LOCAL ASSOCIATION TOURNAMENT SCORES WILL BE ACCEPTED.** Substitutions will not be allowed. If unforeseen circumstances, please call Tournament Director for clarification.
10. Entrants will use their previous season’s highest final certified league average based on a minimum of 21 games (for ALL certified associations/leagues). If the previous season average is less than 21 games, the highest current season’s certified league average of 12 games or more as of November 1st will be used. All others will use an average of 240.
11. USBC rules 319a-e will be waived (exception: rule 319a, item 3, will be enforced). All other USBC rules and regulations shall remain in effect. The Tournament Director retains the right to verify and correct incorrect averages.
12. Multiple entries may be submitted for each USBC certified league or local association tournament in which the participant is bowling. Photocopies of the entry form and of the score verification form will be accepted. Entrant may cash only once.

## Section D – BVL Tournament



13. All scores must be bowled in USBC certified leagues or local association tournaments. An entry will be declared ineligible if the score verification form is returned without a copy of the league or tournament recap sheet.
14. Any protest regarding scores must be submitted in writing to the ISUSBCWBA Association Manager not later than seventy-two (72) hours after the games have been bowled. Protest regarding divisions must be made to the ISUSBCWBA Association Manager prior to the date bowled. The action of the ISUSBCWBA Association Manager shall be final unless an appeal is made to the ISUSBCWBA Board of Directors or to USBC.
15. The ISUSBCWBA Board of Directors shall have the power to hear and act on all protests arising from or under construction of the rules of the Iowa State USBC WBA "BVL" Mail-in Singles Tournament. The tournament rules will be adopted by the ISUSBCWBA Board of Directors.
  - b. If a tie for first place occurs in any event in any division, co-champions will be declared. Prize money will be combined and divided equally.



## ***ANNUAL MEETING***

The Annual Meeting of the Iowa State USBC WBA, Inc. will begin Saturday at 1:00 p.m., recess not later than 5:00 p.m., and reconvene on Sunday at the discretion of the presiding officer.

Officers and directors shall be elected and the tournament association selected at the Sunday session.

The Memorial Service is under the direction of the ISUSBCWBA appointed committee. This committee may request assistance from the Hostess Association in securing a florist, musicians, etc. for the service. An amount not to exceed \$50 shall be allowed for memorial music, singers, instrumental, etc. to be paid by the ISUSBCWBA.

Smoking will not be permitted in the meeting room.

The ISUSBCWBA President:

1. Shall arrange to have ice water and glasses for each person at the speaker's table.
2. Shall see that sufficient space is available in the credential area for use of inviting associations, affiliated clubs and organizations.
3. Shall arrange to have a raised platform with long, skirted tables and chairs for the Board of Directors and guests (if any).
4. Will determine seating arrangements at the speakers' table.
5. Shall arrange for a large room with a seating capacity for at least 300 people. This may be at the headquarters or another suitable location. The ISUSBCWBA will pay for all meeting room expense incurred.
6. Arrange for a piano to be in the meeting room, if possible.

The ISUSBCWBA Sergeant-at-Arms shall:

1. See that there is a public address system in good working order, with one microphone on the speakers' table by the presiding officer, and two or more, if possible, on the floor for use by the delegates.
2. See that the delegates are seated together and that sufficient chairs are available for visitors.



## ***ANNUAL MEETING RELATED FUNCTIONS***

### **AFFILIATED CLUBS AND ORGANIZATIONS**

Arrangements for all functions of the following affiliated clubs and organizations are the responsibility of the club officers or committee members.

1. Iowa 20 Year Club Luncheon
2. Iowa 500 Club
3. Iowa 600 Club
4. Iowa 700 Club
5. Iowa Women Bowling Writers

### **GET ACQUAINTED FRIDAY NIGHT PARTY**

1. This dinner party is under the direction of the ISUSBCWBA President, with the local association chairman handling details.
2. The ISUSBCWBA President will select the menu, and when feasible, the ISUSBCWBA will absorb a portion of the dinner price.
3. The Hostess Association will handle printing of the tickets and ticket sales. The name and address of the Ticket chairman shall be supplied to the state office not later than December 1. Ticket sales to hostess association members should be opened 30 days prior to the party date.
4. The local committee will be allowed up to \$150 if needed, for decorations and entertainment for the party, to be coordinated with the theme selected by the hostess association.
5. The ISUSBCWBA President will determine who will receive state guest invitations; the Hostess Association will be given a list of state guests so they can determine their own guest list without duplications. Local guest list should be limited to those local people who have been helpful to the association in their invitation, etc. ISUSBCWBA will pay for tickets for the ISUSBCWBA guests; Hostess Association will pay for tickets for their guests.
6. Cost of printing the tickets will be assumed by the ISUSBCWBA if not provided by the Hostess Association. Reimbursement will be made for postage and envelopes used.

### **HOSPITALITY FUNCTIONS**

1. Associations wishing to host any hospitality room or function in conjunction with the ISUSBCWBA Annual Meeting must receive permission and approval of activities from the ISUSBCWBA President. Hours may be from 6:00 PM to no later than 10:00 PM on Saturday only. These functions should not interfere with the annual meeting proper.
2. Local associations shall request outside groups hosting such affairs to adhere to these hours also.
3. Arrangements for hospitality rooms are the responsibility of the bidding association and should be made directly with the hotel facility.



## ***ANNUAL MEETING COMMITTEES***

### **ISUSBCWBA COMMITTEES:**

#### **CREDENTIAL COMMITTEE**

This committee shall register all officers, directors, delegates or alternates attending the annual meeting and make a report to the convention body upon request of the president. These reports are usually made at the first business session and the last business session.

A delegate, or alternate serving as a delegate, should be prepared to show her USBC card or other form of identification before she will be given her badge and delegate materials.

The registration book and any unclaimed registration materials must be returned to the Association Manager after the last credential report is given.

This committee shall consist of 7 or 8 members plus the chairman.

#### **TELLERS COMMITTEE**

This committee shall distribute and collect all written ballots, count them, and give a report to the president. If at all possible, this committee will be composed of non-delegates.

This committee shall consist of 10 or 12 members plus the chairman.



## **CONTRACT COMPENSATION**

The ISUSBCWBA will consider the hostess association as the contracted provider of services for the championship tournament.

The hostess association will provide an adequate number of workers necessary to assure that all tournament operations and procedures be handled in a timely and efficient manner. The workers will be under the direction of the Tournament Director. Compensation for all workers provided shall be made to the association prior to the beginning of the tournament. Rate of compensation shall be 50¢ per entry (T/D/S), which the hostess association may distribute at their discretion, and they shall be responsible for any taxes that may be due.

The ISUSBCWBA will advance \$2,000 of the funds to the hostess association on October 15th and the balance will be paid to them on February 1st.

### Tournament Score Monitors:

The hostess association shall provide score monitors as follows:

1. Team center - one score monitor to four lanes.
2. Doubles center - one score monitor to six lanes.

### Score Monitor's Duties:

1. Enter bowler's names into the scoring system.
2. Make all scoring corrections.
3. Monitor machine operations, and immediately report problems to the control counter.
4. Record and tally all scores.
5. Provide entrants with proper forms indicating earned USBC traditional awards or pin points and/or ISUSBCWBA 199 and 200 awards.
6. Provide copy of the recap to the entrant.



## ***COURTESIES***

Courtesies vary widely; much depends upon financial situation of the Hostess Association.

The following examples of what can be done are merely suggestions and entirely optional:

### OPENING:

- Host coffee hour preceding opening ceremonies
- Luncheon or snack following opening ceremonies

### ANNUAL MEETING:

- Gift for delegates
- Hospitality room for delegates (arrangements must be cleared with the ISUSBCWBA President)
- Host members of Local and State Boards' of Directors at a dinner on Thursday evening preceding the ISUSBCWBA Annual Meeting.

### TOURNAMENT ENTRANTS:

- Some associations also provide a small gift for each tournament entrant. The number of entrants can be secured from the ISUSBCWBA Association Manager on or about December 15th.



## ***DELEGATES***

The ISUSBCWBA Association Manager shall forward delegate and alternate credential forms to the local association secretaries no later than October 1. Properly completed forms must be returned to the ISUSBCWBA state office by January 15th prior to the Annual Meeting.

A delegate or alternate serving as a delegate, should be prepared to show her USBC card or other form of identification to the Credential committee when registering before she will be given her badge and delegate materials. An ISUSBCWBA officer must authorize any deviation from these requirements.

If a delegate is unable to serve after registering and receiving her badge, said badge must be returned to the Credential committee before an alternate will be permitted to serve. If the badge has not been returned because of an emergency, the ISUSBCWBA President and/or Association Manager may grant permission for the alternate to serve.



## ***FLAGS***

The American flag, Iowa flag, USBC flag, and the Youth flag (if any) shall be displayed at all Annual Meetings. The ISUSBCWBA banner(s) shall be displayed in the bowling center(s) hosting the ISUSBCWBA tournament if space permits.



## ***FUND RAISERS FOR INVITING ASSOCIATIONS***

1. How Raised:
  - a. Many cities charge a hotel/motel tax, some of which may be designated for tourism. The association may make application for some of those monies.
  - b. Scorekeeping for men's tournaments or any other tournaments.
  - c. Some associations hold card parties, rummage sales, bake sales, style shows, dances and tournaments to raise funds. This is left to the discretion of the Hostess Association.
  - d. In many areas, the local Chamber of Commerce is capable and willing to give assistance.
  
2. Disposition of Funds:
  - a. Monies received from donations, concessions, etc. shall be kept separate from association funds (not necessarily in a separate account, may be accomplished through bookkeeping), with itemization of each receipt and deposit of such funds, as well as disbursements of monies
  
3. Financial Report:
  - a. A detailed financial report on the tournament (form supplied by ISUSBCWBA) is to be submitted to the ISUSBCWBA office at the conclusion of the tournament.



## **GUIDELINES FOR INVITING ASSOCIATIONS**

The tournament hostess association shall be selected at the annual meeting two years in advance by a majority vote of registered delegates. The Association Manager shall receive invitations from local associations desiring.

The Bid Package is to be postmarked by July 1 prior to the annual meeting. This package should include:

1. Letters from
  - A. Association
  - B. Bowling centers
    1. Description of facilities and equipment
    2. Current lineage and projected lineage at the time of tournament
  - C. Mayor or city officials
  - D. Convention/visitors bureau
  - E. Chamber of Commerce
  - F. Hotel/Motels listing facilities, dining, entertainment, etc.
  - G. Optional -- other bowling family such as a Bowling Council
2. Other
  - A. Special activities and/or attractions

### **COMPLIMENTARY HOTEL/MOTEL ROOMS:**

- It is imperative that a complimentary room for the state Association Manager be committed for each weekend of this tournament (Friday, Saturday and Sunday nights) and the weekend of the scorekeeper/office assistants school (Friday, Saturday and Sunday nights). All complimentary rooms are to be committed in writing at the time of the invitation.
- Every effort shall be made to obtain complimentary rooms for the ISUSBCWBA President for the weekends of the Opening Program and the Annual Meeting.

It is imperative that the proprietor be willing to charge a reasonable lineage price for tournament bowling. The hostess association should visit with the proprietors before submitting the invitation, so that they are sure the proprietors are not only willing to host all or a part of the tournament, but are willing to work with the ISUSBCWBA officers on a price.

The Board of Directors has authority to award the tournament to another association if satisfactory terms cannot be secured from the association selected by the delegates to host the tournament.

If there is any doubt as to the ability of a bidding local association to entertain the state tournament, the state president and state association manager shall be empowered to inspect facilities and submit a report to the board of directors at the fall board meeting.

The ISUSBCWBA President shall see that sufficient space is available in the credential area and the meeting room for the use of associations inviting the ISUSBCWBA tournament.



Associations will be allowed ten (10) minutes on Saturday afternoon for a presentation. Five (5) minutes on Saturday and Sunday will be allowed to distribute any gifts. In the essence of time, names should be drawn in advance.

Bidding associations are responsible for removing all posters, signs, etc. from the hotel/motel premises.

Mailing lists of delegates or team captains will not be released without the approval of the ISUSBCWBA Board of Directors.

Hospitality functions - see "POLICIES AND PROCEDURES FOR HOSTESS ASSOCIATION AND ANNUAL MEETING," SECTION ANNUAL MEETING - RELATED FUNCTIONS, HOSPITALITY FUNCTIONS, for this information.



## ***HOSTESS ASSOCIATION POLICIES***

The ISUSBCWBA Board of Directors approved specific requirements contained in this manual for any local association interested in inviting the ISUSBCWBA Annual Meeting and Tournament.

Copies of the "Policies and Procedures for the Annual Meeting" shall be made available to those associations considering inviting the state tournament.



## **HOSTESS ASSOCIATION COMMITTEES**

The Hostess Association President shall make the following appointments, subject to the approval of the ISUSBCWBA President and Association Manager:

The local association president shall appoint all convention committees carrying out the duties of the hostess association. A listing of these committees will be provided to the ISUSBCWBA President and Association Manager by November 1st.

### **CONCESSIONS**

The ISUSBCWBA Board of Directors shall have full control of any and all concessions, photographer booths and/or other related activities. The ISUSBCWBA Board of Directors grants permission to the local hostess association to operate concessions if they choose.

The ISUSBCWBA's share of monies from concessions is to be used at the discretion of the ISUSBCWBA Board of Directors.

### **CONCESSIONS COMMITTEE CHAIRMAN**

1. The Hostess Association could have one over-all chairman or one chairman for each bowling center.

### **GET ACQUAINTED FRIDAY NIGHT ISUSBCWBA PARTY**

#### **FRIDAY NIGHT PARTY COMMITTEE CHAIRMAN**

1. See "Annual Meeting Related Functions, Get Acquainted Friday Night Party for particulars.

### **LOCAL TOURNAMENT COMMITTEE**

1. The hostess association president shall appoint a local tournament chairman to act as liaison between local association president and board of directors and all committees to see that committees are functioning properly and that there is no duplication of efforts.

### **LOCAL TOURNAMENT ENTRIES COMMITTEE**

1. Committee should consist of a chairman and several members
2. Duties:
  - Visit leagues to promote local entries
  - Assist in completing entry forms and collecting entry fees
  - Assist in obtaining substitutes for tournament
  - Have available list of names and telephone numbers of those hostess association members who will substitute.



3. Hostess association entries must be in the office of the state association manager within seven (7) days following the entry closing date.

### **OFFICE ASSISTANTS**

One office assistant must be on duty 2 hours before the first squad of each day.

### **OFFICE COORDINATOR FOR DOUBLES/SINGLES CENTER**

### **PARTICIPATION CHARM**

1. Designs or suggestions must be submitted by the local association for approval by the ISUSBCWBA board.
2. Must be submitted to the state office postmarked no later than September 1st.

### **PUBLICITY COMMITTEE**

1. This committee should make personal contact with the newspapers, radio and television stations in order that the state tournament will be sufficiently publicized.
2. The state Association Manager shall supply data concerning number of entries, etc. and send this information to the local publicity chairman.
3. If possible, this committee shall arrange to have "WELCOME" posters in store windows and at the headquarters. (Sometimes the local Chamber of Commerce will furnish these signs.)

### **SCOREKEEPERS/SCORE MONITORS**

The ISUSBCWBA shall furnish vests for the official scorekeepers and badges for the Association Manager's assistants to be worn while on duty.

The ISUSBCWBA Association Manager shall have complete charge of the official scorekeepers. The ISUSBCWBA Association Manager shall arrange for a school of scorekeepers in the Hostess Association prior to the opening of the tournament, or appoint a Chairman in the Hostess Association to conduct this school.

All errors in scoring, etc., shall be referred to the State Association Manager or her assistant in charge of the office in her absence.

### **SCOREKEEPER COMMITTEE CHAIRMAN**

1. The scorekeepers/score monitors Chairman and Co-chairman shall be in charge of the scorekeepers/monitors and shall obtain an adequate number of accurate and dependable scorers.
2. If the tournament is held in two bowling centers there shall be a Chairman and Co-chairman for each center.



3. Official Chairman and Co-chairman of scorekeepers shall be on duty not less than one-half hour prior to the start of the first shift of the day and remain on duty until all scoreboards have been turned in to the tournament office after the final shift of the day. The chairman shall work up a schedule with the Co-chairman, setting definite times they will be on duty.
4. The scorekeeping chairman shall appoint official scorers for the annual tournament. It shall be their duty to have the captain of each team and each doubles and singles entrant sign the official score sheet upon completion of the three game series. The state association manager or scorekeeping chairman may assign other duties.

### **TICKET CHAIRMAN**

### **YOUTH COORDINATOR**

Regular or monthly meetings should be held by the Hostess Association board of directors with Committee Chairmen, so all is advised of progress on all of the tournament activities.



## ***HOSTING THE IOWA STATE TOURNAMENT***

### ***BOWLING CENTER REQUIREMENTS***

The annual tournament shall be bowled across thirty-two (32) or more lanes on one floor unless the tournament is held in two bowling centers. If held in two bowling centers, one center shall have at least sixteen (16) lanes on one floor and the other at least twenty-four (24) lanes on one floor.

In the event it is found advisable to hold the tournament in two bowling centers, all Team events shall be scheduled in one center and all Doubles and Singles events in the other.

### ***BOWLING CENTER SELECTION***

Selection of the tournament center shall be made by the state president and Association Manager during the summer following the annual meeting at which the association was selected to host the tournament.

An authorized representative of the bowling center(s), the state president and the state association manager shall sign the tournament contract.

### ***BVL FUND***

The yearly contribution to the BVL Fund shall be the amount received from tournament donations. This amount shall be sent to the BVL Fund Headquarters in Arlington, Virginia.

### ***LANE ASSIGNMENTS***

Teams shall be scheduled on the lanes according to team averages. Teams wishing to compete together may do so by special request. If one center is used, doubles and singles shall be scheduled so that they will not repeat on the same lanes on which their team event was bowled if at all possible.

### ***LANE INSPECTION***

The state association manager will arrange to have the tournament lanes inspected prior to the opening and at 30-day intervals.

### ***OPENING PROGRAM***

The program shall be arranged by the hostess association with the approval of the ISUSBCWBA President and the Association Manager.



The local tournament chairman or association president shall send the state association manager and the state president a copy of the completed program by January 15th preceding the opening of the tournament.

The hostess association shall extend invitations to all state board members to attend the opening of the tournament. (State office will provide names and address.) The local association may invite any other guests they deem appropriate.

The opening program shall be held at the team center (when the tournament is held in two bowling centers) and shall be completed at least 15 minutes before the first squad is scheduled, starting time to be cleared with the state association manager. A short opening program may be held at the doubles/singles lanes at the discretion of the ISUSBCWBA President and Association Manager. The state president and association manager must approve any change in this procedure.

The local association president usually acts as Master of Ceremonies. However she may appoint a radio announcer, newspaper sports editor, or anyone else to act as MC if she desires.

The state president is introduced and she in turn introduces other members of the ISUSBCWBA Board of Directors present. Local association officers shall also be introduced.

The state president and/or association manager shall officially open the tournament. The hostess association decides whether or not they want a ribbon-cutting ceremony, and who rolls the first ball.

### ***RAFFLE (50/50)***

The local WBA shall be responsible for obtaining the necessary license(s) and permit(s) to hold the 50/50 raffle, file the necessary reports and tax returns in a timely manner, and follow all current Iowa state laws. It is advised that a special committee be appointed to perform the necessary duties.

The hostess association shall report the gross receipts from the 50/50 raffle to the ISUSBCWBA Association Manager weekly. The 50/50 funds, when applicable, should be remitted to the ISUSBCWBA office within 7 days after the end of the tournament for prize fund calculations.

After taxes and expenses, the split is - 50% will be given to the winning ticket holder(s); 25% going to the local WBA and the other 25% will be put in the state tournament prize fund in the five divisions. Nothing connected with the 50/50 raffle should be conducted during tournament competition.

The ISUSBCWBA will purchase a gambling license in order that the association may hold 50/50 at senior tournament, convention and workshops.



## ***YOUTH INVITATIONAL SINGLES TOURNAMENT RULES***

1. This shall be a Youth Certified Tournament. The tournament will consist of one squad of singles event only of 3 games. This tournament will be held prior to the ISUSBCWBA State Tournament Opening Squad at the team center. There will be two (2) bowlers scheduled per lane.
2. Entrants will become eligible through league membership in the local hostess Youth Association. Any Youth certified member, 12 years and older, is eligible to enter the tournament only once. Entry shall be made through youth leagues; the local hostess Youth Coordinator is in charge of entries.
3. Entries closing date is the date of the opening squad.
4. Tournament is a handicapped event, using 100% of the difference between the bowler's average and 240. Bowlers will use their highest certified league average as of January 15 of the current season with a minimum of 9 games. All others to bowl scratch. Average and handicap verification will be the responsibility of the local hostess Youth Coordinator.
5. There will be no entry fee for this tournament. All expenses will be the responsibility of the ISUSBCWBA. All awards fee will be returned 100% as trophies.
6. ISUSBCWBA will award 1st, 2nd, and 3rd place trophies to the highest handicapped series in the two divisions (Girls Division and Boys Division). In case of a tie, duplicate trophies will be awarded. Trophies will be presented immediately following the conclusion of the tournament, during the opening ceremonies of the ISUSBCWBA State Tournament, which is held at the team center. Each entrant shall receive a youth membership emblem, to be worn during the competition.
7. Scorekeepers and/or score monitors will be provided by the local association to keep the official score. No food or beverages allowed in the bowling area. No hats or caps may be worn by any of the entrants during the tournament competition.



### **PRE-TOURNAMENT MEETINGS**

1. A meeting of the ISUSBCWBA President and Association Manager with the local association President and Association Manager and selected members shall be held prior to the fall board meeting during the summer following the annual meeting at which the association was selected to host the tournament.
  - a. At this time, the bowling centers and motel/hotels inviting the tournament and annual meeting shall be inspected. The Hostess Association should check with the hotels/motels and Chamber of Commerce to ascertain if they have any other conventions scheduled for the possible dates of the ISUSBCWBA Annual Meeting.
  - b. Selection of the headquarters motel/hotel and host bowling center(s) shall be determined by the ISUSBCWBA President and the ISUSBCWBA Association Manager.
  - c. Contracts shall be signed with the bowling center(s) and firm commitments made with the headquarters site for the Annual Meeting dates and room arrangements.
  - d. The opening date of the tournament shall be decided at this meeting.
  - e. The Hostess Association shall be provided with at least two copies of the manual "Policies and Procedures for the Annual Meeting and Tournament Rules".
  
2. A Meeting of the ISUSBCWBA President and Association Manager with the local association President and selected members shall be held during the summer preceding the opening of the tournament.
  - a. At this time, the President of the Hostess Association is to announce her appointments, and the ISUSBCWBA President and Association Manager shall approve these.
  - b. Duties of the Hostess Association will be discussed in detail.



## **HOTEL OR MOTEL ROOMS**

It shall be the responsibility of the ISUSBCWBA President to make all arrangements with the headquarters hotel or motel for the weekend of the Annual Meeting, including any room accommodations for ISUSBCWBA Board Members and special guests, and meeting rooms for the convention, board of directors and committees.

The Hostess Association shall make every effort to obtain gratis rooms for the ISUSBCWBA President for the weekends of the Opening Program and the Annual Meeting. In the event the Hostess Association cannot obtain these accommodations without charge, the ISUSBCWBA will be responsible for payment.

A complimentary room must be provided for the state Association Manager each weekend of this tournament (Friday, Saturday and Sunday nights). This is to be committed in writing at the time of the invitation

Brochures for the headquarters hotel/motel only, may be included with the mailing to each team captain from the ISUSBCWBA office. All other hotel/motel information may be listed on the sheet with the map provided by the Hostess Association to the state office.



## **ISUSBCWBA PROPERTY TRANSFERAL**

The hostess association shall be prepared to transport the following items from the previous Hostess City each year:

1. Four (4) flags, standards and flag case
2. Podium cover
3. Memorial Pyramid w/case, table, cloth, extension cord, extra bulbs and long nose pliers
4. Five (5) milk glass vases, two (2) milk glass plates
5. Garment bag, gloves, and clip-on light
6. Gold Pin and case
7. Wooden name holders
8. Nine (9) teller baskets
9. Gold bell in case

These articles are to be delivered to the ISUSBCWBA workroom at the headquarters hotel by Thursday preceding the annual meeting.