



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 \$50.00 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 175-200 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 needed.

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 chair 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 Chair shall be supplied to the state office not later than December 1st. Ticket sales to Hostess Association members should be opened thirty (30) days prior to the party date.
4. The local committee will be allowed up to \$150.00 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 p.m. to no later than 10:00 p.m. 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 ISUSBCWBA 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 ISUSBCWBA Association Manager after the last credential report is given.

This committee shall consist of seven (7) or eight (8) members plus the chair.

TELLERS COMMITTEE

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

This committee shall consist of a minimum of five (5) members plus the chair.

USHERS COMMITTEE

This committee will seat guests and assist the Sergeant-at-Arms, and shall consist of four (4) to six (6) members. Hostess Association delegates may serve as committee members.



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 \$2,000.00 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 (4) lanes.
2. Doubles center - one score monitor to six (6) 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 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 managers no later than November 1st. 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.

The American flag will always be to the speaker's right, audience left.



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 (2) years in advance by a majority vote of registered delegates. The ISUSBCWBA Association Manager shall receive invitations from local associations desiring to host the tournament and Annual Meeting.

The Bid Package is to be postmarked by July 1st 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 ISUSBCWBA 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 ISUSBCWBA President and ISUSBCWBA 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 CHAIR

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

GET ACQUAINTED FRIDAY NIGHT ISUSBCWBA PARTY

FRIDAY NIGHT PARTY COMMITTEE CHAIR

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

LOCAL TOURNAMENT COMMITTEE

The Hostess Association president shall appoint a local tournament chair 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 chair 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 ISUSBCWBA Association Manager within seven (7) days following the entry closing date.

OFFICE ASSISTANTS

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

OFFICE COORDINATOR FOR DOUBLES/SINGLES CENTER

Manages operation of the Doubles and Singles events.

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 August 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 ISUSBCWBA Association Manager shall supply data concerning number of entries, etc. and send this information to the local publicity chair.
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 ISUSBCWBA 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 chair in the Hostess Association to conduct this school.

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



SCOREKEEPER COMMITTEE CHAIR

The scorekeepers/score monitors chair and co-chair shall be in charge of the scorekeepers/monitors and shall obtain an adequate number of accurate and dependable scorers.

1. If the tournament is held in two bowling centers there shall be a chair and co-chair for each center.
2. Official chair and co-chair of scorekeepers shall be on duty not less than one-half (1/2) 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 chair shall work up a schedule with the co-chair, setting definite times they will be on duty.
3. The scorekeeping chair 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 (3) game series. The ISUSBCWBA Association Manager or Scorekeeping chair may assign other duties.

TICKET CHAIR

Refer to page 2.

YOUTH COORDINATOR

Refer to page 18.

Regular or monthly meetings should be held by the Hostess Association Board of Directors with all committee chairs, so all are 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 ISUSBCWBA 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 ISUSBCWBA President and 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 Fairfax, 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 ISUSBCWBA Association Manager will arrange to have the tournament lanes inspected prior to the opening and at mid-tournament.

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 chair or association president shall send the ISUSBCWBA Association Manager and the ISUSBCWBA President a copy of the completed program by January 15th preceding the opening of the tournament.

The Hostess Association shall extend invitations to all ISUSBCWBA 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 ISUSBCWBA 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 ISUSBCWBA 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 someone to act as emcee if she desires.

The ISUSBCWBA 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 ISUSBCWBA 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 ISUSBCWBA 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.

The Hostess Association shall submit the net receipts from the 50/50 raffle to the ISUSBCWBA Association Manager weekly.

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 four (4) 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.



BRACKETS

If brackets are conducted during the tournament, it shall be subject to the following conditions:

- A. All prize money must be distributed to the winning entrants either in person or by mail within seven (7) days.
- B. Entry cost and divisions will be at the discretion of the hosting organization.
- C. ISUSBCWBA will not be responsible for the financial aspects or operation of the brackets.
- D. All questions concerning the operation of the brackets will be addressed to the bracket operators.



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 15th of the current season with a minimum of nine (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.
6. ISUSBCWBA will present 1st, 2nd, and 3rd place awards to the highest handicapped series in the two divisions (Girls Division and Boys Division). In case of a tie, duplicate awards will be presented. Awards 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 commemorative medallion.
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 (2) 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 ISUSBCWBA 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. Three (3) flags, standards and flag case
2. Podium cover
3. Memorial Pyramid w/case, extension cord, extra bulbs and long nose pliers
4. Five (5) milk glass vases, two (2) milk glass plates
5. Garment bag, gloves, memorial cloth, and clip-on light
6. Gold Pin and case
7. Wooden name holders
8. Nine (9) teller baskets, four (4) red buckets, and one (1) clear bucket with lid
9. Gold bell and case, crystal gavel

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