

INDIANA STATE USBC
WOMEN'S BOWLING ASSOCIATION



CHAMPIONSHIP TOURNAMENT
MANUAL

(Revised – September 2015)

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A. TOURNAMENT RULES AND REGULATIONS

CHAMPIONSHIP TOURNAMENT RULES

1. This is a handicap tournament consisting of a team event, doubles event, singles event and optional 9-game all events, and will be bowled in accordance with USBC and Indiana State USBC WBA rules.
2. **TOURNAMENT ENTRY FEE is \$25.00 per person, per event** (team, doubles and singles). Optional all events fee is \$5.00. Entry fee includes \$8.50 prize fund and \$16.50 tournament expenses. Entries must be accompanied with total fees in the form of a Money Order or Cashier's Check made payable to Indiana State USBC WBA. Refund for overpayment of fees will not be issued for less than \$10.00. Any excess monies received will be used to help offset expenses.
3. **SQUAD LEADER INCENTIVE** – Squad leaders will be recognized on the lanes and receive \$25.00 for entering five (5) or more teams. \$10.00 will be paid for each additional five (5) teams entered. All entries must be mailed in the same envelope.
4. **OPTIONAL SCRATCH EVENTS will be \$5.00 per person/per event.. There is no breakdown by division.** All optional fees will be returned 100%. Participants who have entered and paid the fees for the regular handicap tournament may enter any or all of the optional scratch events (team, doubles, singles and 9-game all events) by payment of the optional fee(s). To be eligible for team scratch all team members must enter. For doubles scratch both partners must enter. Any participant may enter singles or all events scratch.
5. Each entrant (or substitute) must be a member of the USBC and an Indiana local association. **The entrant must also be a member of the Indiana State USBC WBA by having paid her \$1.00 State dues.**
6. **AVERAGES:** Entrants in the tournament shall use their highest USBC summer or winter league average as of the end of the previous season, regardless of whether bowled as a regular or a substitute – minimum of 21 games. If an entrant does not have a previous year's average, she shall use her highest USBC league average AS OF JANUARY 1 provided a minimum of 21 games have been bowled. If an entrant has not established a January 1 average for a minimum of 21 games in the current season, she shall use her highest USBC league average as of the date of her participation in the tournament provided a minimum of 12 games have been bowled. A league standing sheet must be attached to the average certification slip. **ANYONE WITHOUT A VERIFIED AVERAGE AS OF THE TIME SHE COMPETES IN THE TOURNAMENT WILL BOWL SCRATCH.** USBC rules 319a-2 (10 pin rule), 319d (prize winnings), and 319e (entering average adjustment) will not apply.
7. Correction of a bowler's average must be made by the end of the first game. No changes will be made thereafter. Failure to use correct average will result in scores being disqualified and any winnings forfeited if submitted average is lower than correct average. If submitted average is higher than correct average, prize winnings will be based on submitted average. Each bowler is responsible for the accuracy of her average.
8. HANDICAP is based on 90% of the difference between individual average and 220.
9. MULTIPLE PARTICIPATION: **An entrant may participate any number of times in the team and/or doubles events** provided two players are different for team and with a different partner for doubles. Only one singles entry will be allowed.
10. The first score bowled in any event will be used for the individual's all events total.
11. Teams that wish to cross lanes must submit a written request to do so and submit all fees and entry forms in the same envelope.

12. SUBSTITUTIONS may be made in any event, providing a substitution slip with a verified average is presented at the check-in table not later than one (1) hour prior to the scheduled event. If a January 1 or current average is to be used, a league standing sheet must be attached. Participants must bowl as listed on original entry and the substitute must take the place in the lineup of the original entrant. When the average of the substitute changes the classification of an entry, such entry shall be reclassified accordingly. A substitute will not be required to reimburse the entry fee paid, nor shall she be expected to give the original entrant any prize money or award she may win. **A SUBSTITUTE WITHOUT A VERIFIED AVERAGE PRIOR TO PARTICIPATING IN THE TOURNAMENT WILL BOWL SCRATCH.**
13. Paid all events are transferable but only if the transfer is made by the tournament manager or her assistant(s) before either bowler involved has participated in ANY event.
14. Tournament announcements and practice session shall begin 15 minutes prior to the squad time.
15. Any player or team arriving after tournament play has started will receive zero for any frames missed. If a doubles partner does not show when the squad begins, the bowler present may be allowed to bowl her singles event first. If the missing bowler does not show and a substitute cannot be found, the entrant shall be permitted to bowl her doubles event alone for her all events score. Pacers are not allowed.
16. Drinking or eating will not be permitted in the bowlers' area. **Smoking will not be allowed in or outside the bowling center during your competition and will be cause for removal from the tournament.** Electronic cigarettes will not be allowed in the bowling center.
17. The use of talcum powder, resin, etc., on shoes, or any other foreign substance that in any manner alters the normal conditions of the approach, is strictly prohibited.
18. Any scoring errors must be called to the attention of a tournament official immediately.
19. Team captains and doubles and/or singles participants must check in at least one-half hour before scheduled time to bowl and current USBC membership cards must be presented.
20. **TOURNAMENT DRESS CODE: All shirts or blouses must have sleeves. All pants and skirts must be below the knees. No hats will be allowed except for medical reasons. Any apparel with derogatory remarks will not be allowed.**
21. In the event of a tie for first place in any event, scratch or handicap, co-champions will be declared.
22. No change shall be made in the scheduled time or date, except in the case of an emergency, and approved in writing by the Indiana State USBC WBA Tournament Manager.
23. Rules governing the Championship Tournament are made by the Indiana State USBC WBA board of directors. This board shall have the power to hear and act on all protests arising from or under construction of the rules of this tournament.
24. The entrants whose names appear hereon or their authorized replacements hereby agree that the Indiana State USBC Women's Bowling Association, Inc., its officers and agents shall be liable only to the extent of returning entry fees if and when those entrants shall be prevented from bowling an event in the tournament through unexpected yet necessary schedule change or premature termination of the tournament, which may be brought about by war, national emergency or emergencies, or causes relating thereto or resulting from fires, strikes, lockouts, labor difficulties, or other causes beyond the control of the Indiana State USBC Women's Bowling Association, Inc.

(Latest Revision Date: July 2015)

INDIANA STATE USBC WBA TOURNAMENT REGULATIONS

1. A local association wishing to host the Women's Championship Tournament shall submit an invitation to the Indiana State USBC WBA Association Manager no later than July 1 four (4) years in advance. Invitations approved by the Indiana State USBC WBA board of directors at their fall meeting will be presented to the delegates for ballot vote at state annual meeting three (3) years in advance. A minimum of 56 lanes is required - 24 for the team event and 32 for the doubles and singles events. Joint bids with fewer lane beds will be considered on an individual basis as received. *(See Women's State Championship Tournament Invitation Guidelines and Procedure.)*
2. If no invitation is received by the July 1 deadline, the President and Association Manager, with the approval of the board of directors, will select the hostess association(s).
3. If it is found to be inadvisable to hold the Women's Championship Tournament in the city selected by the delegates at the annual meeting, the President and Association Manager, with the approval of the board of directors, shall be empowered to award the tournament to another local association(s).
4. The selection of tournament lanes in the hostess city shall be made by the President and Association Manager no less than 18 months in advance of the opening of the state tournament.
5. Management of centers hosting the tournament are required to furnish USBC approved bowling pins; lane surfaces and dressing must meet USBC specifications. Proof of liability insurance is also required.
6. The opening date of tournament shall be determined each year by the President and Association Manager.
7. No tournament events shall be scheduled on Easter weekend or Memorial Day weekend.
8. All tournament entries must be postmarked by January 15 preceding the opening of the tournament and be accompanied by money order or Cashier's check made payable to the Indiana State USBC WBA. Refund for overpayment of fees will not be issued for less than \$10.00. Any excess monies received will be used to help offset expenses. Entry fees shall not be refunded except when the Indiana State USBC WBA notifies an entrant of dates and times assigned and a refusal has been received by the Association Manager within 15 days of receipt of the confirmation letter.
9. The events of the annual tournament shall consist of a team event, a doubles event and a singles event. A 9-game all events will be optional. Multiple participation is allowed in the team and doubles events. Singles competition is limited to once only.
10. The tournament shall be conducted in two (2) average divisions on a handicap basis as follows:

Team	Division 1 – 601 & Over Division 2 – 600 & Under
Doubles	Division 1 – 301 & Over Division 2 – 300 & Under
Singles/All Events	Division 1 – 151 & Over Division 2 – 150 & Under

11. Three (3) consecutive games shall be bowled in each event and total actual pins shall decide the championship in each event; total pins plus handicap shall decide the handicap championship in each event. The bowler having the highest total pins the first time they participate in team, doubles and singles shall be declared the all events champion; the bowler having the highest total pins plus handicap will be designated the all events handicap champion.
12. The number of practice balls (if any) for each event will be determined by the Tournament Manager.
13. No play shall be permitted on the tournament lanes 30 minutes prior to tournament play or after the lanes have been dressed.
14. In case of a tie for first place in any event – scratch or handicap, the teams or individuals tying shall be declared co-champions. In such instances, first and second place monies will be divided equally and duplicate awards will be given.

(Latest revision date: July 2015)

B. INVITATION GUIDELINES AND PROCEDURE

1. An invitation to host the Indiana State Women's Championship Tournament must be submitted to the Indiana State USBC WBA Association Manager no later than July 1 four years preceding the year for which the association is bidding. The invitation should include letters from the local association and interested bowling centers. The letters from the bowling centers must include the proposed cost of lineage for the tournament events. Letters from other interested parties, such as a convention and visitor's bureau, mayor, etc., should also be included.
2. A minimum of 56 lanes is required - 24 for the team event and 32 for doubles and singles. Joint bids with fewer lane beds will be considered on an individual basis as received.
3. The Indiana State USBC WBA Site Inspection Committee, consisting of the President and Association Manager or their representatives, will visit the city (or cities) and proposed bowling centers to determine acceptability before the invitation is presented to the Indiana State USBC WBA board.
4. All invitations approved by the Indiana State USBC WBA Site Inspection Committee will be presented to the Indiana State USBC WBA board of directors for approval at their fall board meeting following the invitation deadline. Bidding associations will be notified of Indiana State USBC WBA board approval/non-approval. Approved invitations will be presented for vote of the delegates at the Indiana State USBC WBA annual meeting three (3) years in advance of the tournament.
5. It is expected that lanes be available starting the fourth weekend in March and continuing for a period of five to seven weekends, depending upon the number of available lanes and projected entries. Larger centers selected for the tournament will be expected to provide time for a minimum of four (4) squads each weekend, allowing 3-1/2 hours for team event and 4 hours for the doubles and singles events. The doubles and singles center must also have a minimum of 20 lanes available on Friday evenings for a 6:00 p.m. squad. Additional squads may be required when the hosting centers are smaller and can provide only the minimum number of lanes.
6. An association with an approved bid may have a booth and/or hospitality area (in conjunction with their local convention and visitor's bureau if desired) on Saturday morning prior to the Indiana State USBC WBA Annual Meeting at which their invitation will be considered. Such promotion may not continue once the Annual Meeting has begun. The association(s) may provide gifts and/or other promotional items for the delegates, but such items should be kept to a reasonable number and cost. Guidance in this area may be obtained from the Indiana State USBC WBA President and/or Association Manager.

(Latest revision date: July 2015)

C. RESPONSIBILITIES OF HOSTING ASSOCIATION

1. Selection of Bowling Center(s)

The Indiana State USBC WBA Site Inspection committee will visit the bowling centers being considered for the tournament. The local association may recommend which bowling centers to use, but the final decision will rest with the Indiana State USBC WBA President and Association Manager.

The local association President and/or Association Manager will be notified when the Indiana State USBC WBA officers meet with the bowling centers' management to finalize tournament contracts.

2. Housing and Maps

The local association is expected to work with their Convention & Visitors Bureau in developing a lodging list, including rates, and a map of the area with specific directions for reaching each bowling center noted. Rooms should be blocked for the tournament weekends with commitments obtained in writing. Special points of interest and restaurant information may also be included.

Five (5) complimentary hotel rooms shall be required each weekend of the tournament for use by the Tournament Manager and other State workers. The rooms are to be at the same location and the hotel may be named the Tournament Headquarters Hotel or Host Hotel.

The local association or Convention & Visitors Bureau is asked to provide a minimum of 600 tri-fold copies of the lodging list and map to be included with tournament entry confirmations. The copies should be sent to the Indiana State USBC WBA Association Manager no later than September 15 of the year preceding the tournament. A copy shall also be emailed to the Association Manager (gerrismolen1@frontier.com) so it can be posted on the IS USBC WBA website.

3. Photographer

The Indiana State USBC WBA will be responsible for obtaining a photographer to take pictures at the tournament site(s). Any such agreement will be between the Indiana State USBC WBA and the photographer. The local association, however, may be asked to provide help as necessary and the individual(s) will be paid for such services as agreed with the photographer. The photographer shall not be located in the area of the tournament office.

4. Tournament Promotion

The hosting association is expected to promote and solicit local team entries, while making sure entry forms are available at all local bowling centers. The tournament should be advertised by posting banners, making announcements, utilizing a local association newsletter or local media, etc.

5. Local Annual Meeting/Tournament

The hosting local association shall hold their annual meeting at a date and time other than the weekend dates of the state tournament.

The local association tournament shall not be held in the time frame of the state tournament.

6. Tournament Awards

The Indiana State USBC WBA Awards committee is responsible for selecting all awards. Awards are presented to the actual and handicap champions of each tournament event. An award will also be presented for the high actual game and series of the tournament.

7. Substitutes

The local association will be expected to develop and maintain a list of substitutes available to bowl in the tournament. The list should have as many names as possible (25-30 names as a minimum) with dates and times available, phone numbers, etc. An updated copy shall be kept in the tournament office at each bowling center. A contact person should be named and provided to the Indiana State USBC WBA Association Manager to fill requests received prior to dates/times bowled.

Tournament rules allow an entrant to bowl multiple times in the team and doubles events. Only one singles entry is allowed.

8. Tournament Office

The local association is expected to work with the hosting centers to be sure that tournament needs will be met, such as:

- ⇒ Well-lit office workspace (with two rectangular tables at the team house and four rectangular tables at the doubles and singles house)
- ⇒ Electrical outlets available (for computer, printer, etc., at doubles and singles house)
- ⇒ Telephone access
- ⇒ Check-in location for tournament participants
- ⇒ Check-in area for lane monitors
- ⇒ Display area for posting tournament standings
- ⇒ Signs as necessary, such as:
 - > Tournament Office
 - > Tournament Check-In (Team) – Team Captains Only With All Sanction Cards
 - > Tournament Check-In (Doubles & Singles) – Individuals Present Sanction Card
 - > Photographer
 - > Brackets/Pot Games
- ⇒ Area for brackets and pot games – must have electrical outlets, one rectangular table and easel or other location in close proximity for posting scores
- ⇒ Storage for Indiana State USBC WBA tournament supplies and equipment
- ⇒ Someone to run changes and other information between centers each day

9. Tournament Help

The Indiana State USBC WBA Association Manager, in her capacity as Tournament Manager, will advise the number of local persons needed for office help and score monitors for the tournament as soon as possible after the schedule is finalized.

The local association people selected to work in the tournament offices and as head monitors will be paid an hourly wage by the Indiana State USBC WBA (currently \$5.00). The local association is responsible for supplying these persons each weekend of the tournament. Only female association members are to work in the office or check-in area.

The Indiana State USBC WBA Association Manager will have final approval of all persons selected as tournament office workers.

While the number of local persons needed may vary depending upon the size of the bowling centers and the number of tournament entries, the following can be used as a guideline:

Doubles and Singles Center –

- ⇒ Two office helpers to do check-in, substitutions, filing, etc.
- ⇒ One head monitor
- ⇒ Lane monitors (minimum age 16) as needed – one for each six lanes

Team Center –

- ⇒ One office helper to do check-in, substitutions, etc.
- ⇒ One head monitor
- ⇒ Lane monitors (minimum age 16) as needed – one for each six lanes

Jeans or shorts shall not be worn by persons working as office help or head monitor. Tank tops or shirts without sleeves will also not be allowed.

10. Ways and Means

The Indiana State USBC WBA Branded Merchandise Chairman will order state pins and charms to be sold at the tournament. The local association will be advised the selling price of this merchandise which will be provided on consignment to sell as gratis. Monies for all sales and any remaining inventory shall be given to the Tournament Manager at the end of the tournament.

The local association will be allowed to sell branded merchandise (polos, T-shirts, towels) or novelties of their choice at the tournament provided they are in good taste. Any logo(s) used shall include “Women’s Championship Tournament” or “Women’s State Tournament” and the location city.

The local association will be expected to provide the necessary workers to help sell split-pot raffle tickets during each tournament event – team, doubles and singles. No individual amount given away shall exceed \$100.00. When a larger sum is collected, the amount given is to be split accordingly.

Tickets for any bowling ball raffles shall also be sold by the local association. The IS USBC WBA will provide all raffle tickets and bowling balls. No other raffles will be allowed. All raffle monies are to be turned over to the Tournament Manager after each raffle. Any time money is passed from one association to the other, a receipt shall be issued and both parties shall verify the amount by initialing the receipt. A receipt book shall be provided for this purpose.

For selling the tickets for the split-pot raffles and bowling balls at each squad, the local association will be paid 20% of the proceeds after expenses for the cost of the tickets and bowling balls is deducted. Total payment to the local association will be made at the end of the tournament.

11. Brackets and Pot Games

Brackets and pot games will be run by the Indiana State USBC WBA. If local help is deemed necessary at any time, the person(s) will be paid an hourly wage similar to those working in the office.

12. State 500 and 600 Clubs

The Indiana State 500 and 600 Clubs will hold their singles walk-in tournaments in the team house. These tournaments will run concurrent with the state tournament and bowlers will use their team scores. Each club will need a table for check-in and their ways and means. The local clubs (if any) may be asked for assistance.

D. TOURNAMENT OFFICE PROCEDURE

DOUBLES AND SINGLES OFFICE

(Name of Bowling Center)

SCHEDULE:

Workers should be ready to check in bowlers one hour prior to squad time:

Friday - 5:00 p.m. Saturday - 9:00 a.m. Sunday - 8:00 a.m.

IDENTIFYING THOSE ONLY BOWLING DOUBLES AND/OR SINGLES (NO TEAM):

Review original entry forms before check-in starts to identify doubles and/or singles only bowlers. A notation of "D" or "S" in red in the box to the far right of the bowler's name and a "no" indicated in the handicap all events column will indicate the individual is scheduled to bowl doubles and/or singles only. Most of these individuals will have a "no" indicated in red in the handicap all events fee paid box. Place a Red asterisk on the check-in sheet following the names of these individuals. A tournament gift should be given to the bowler at check-in.

CHECK IN:

An alphabetical check-in list will be used and bowlers will check in individually. USBC membership cards are to be presented. If an individual does not have her USBC card and state membership is not indicated as "verified" on the check-in list, she shall be charged \$1.00 for Indiana State dues. Any bowler who does not have a USBC membership card may complete an Associate card application and pay the \$21.00 fee.

SUBSTITUTIONS OR AVERAGE CERTIFICATION – AT CHECK-IN DESK:

1. All changes are to be made with Red pen.
2. Indicate name and/or average change on alphabetical check-in list.
3. Be sure substitution or certification slip indicates the entry number and the event(s) substitution or average change is for – team, doubles and/or singles. *This information is very important.*
4. Indicate the bowler's lane number in the upper left corner of the certification form.
5. Do not return the form to the bowler. Advise her that the change will be forwarded to the team event office if necessary.
6. Changes will be made on the entry form and recap sheet in the tournament office – not at the check-in desk.
7. If a doubles partner does not show when the squad begins, the bowler present may be allowed to bowl her singles event first while a local sub is obtained for the doubles event. If a sub cannot be found, the individual may bowl her doubles event alone for her all events score. A player arriving late will begin bowling in the frame then being bowled and will be given a zero for each frame missed. Be sure to advise/remind the lane monitor of this procedure.

SUBSTITUTIONS OR AVERAGE CERTIFICATION – IN TOURNAMENT OFFICE:

1. All changes are to be made with Red pen.
2. Indicate and circle the new 3-game handicap next to the average on the certification form.

3. Make the necessary changes on the recap sheet. For any changes originating at the doubles and singles center, the lane number should be found in the top left corner of the certification form. Be sure to change the total doubles handicap, and change the division if necessary: *Doubles Div. 1 – 301 & over; Doubles Div. 2 – 300 & below; Singles Div. 1 – 151 & over and Singles Div. 2 – 150 & below.*
4. To indicate that changes have been made to the doubles recap sheet, place a red check mark in the bottom right corner of the certification form. Put another check mark in this corner after the singles recap sheet has been changed.
5. Make the necessary changes on the original entry form and put an additional check mark in the bottom right corner of the certification form.
6. After all changes have been made, give the certification form to the Tournament Manager to make the changes in the computer. When the change has been entered in the computer, the Tournament Manager will put a red check mark in the upper right corner.
7. If changes are to be made for the team event, the forms will be forwarded to the team tournament office. If the change is only for the doubles and/or singles event(s), the form will be filed in the “Changes” file by entry number (low-to-high). *Before filing any change form or average certification, be sure there is a red check mark in the upper right corner. Otherwise, give the form to the Tournament Manager.*

NO SHOWS:

Occasionally, a doubles pair does not show without giving advance notice. In such case, be sure to pull recap sheet(s), indicate “no show” across the top, and give to Tournament Manager along with the original entry form for possible reschedule.

RECAP SHEETS:

Recap sheets are to be given to the head monitor for distribution as soon as everyone has checked in and all changes have been made.

As bowlers complete their competition, lane monitors shall return completed recap sheets to the head monitor. After verifying that all recaps have been received, the head monitor will bring them to the tournament office.

Single-ply recap sheets are used and monitors are responsible for making copies of the recaps when requested. Printer/copiers will be available on the concourse for this purpose.

Office staff will:

1. Retrieve computer printouts available at the counter and put in lane order.
2. Verify scores recorded on the recaps against the computer printouts.
3. Keeping the doubles and singles separate, sort the recaps by recap sheet number and give the recaps to the Tournament Manager for entering scores.
4. After scores have been entered in the computer, the total score shall be written in Red ink at the top right side on each recap. The recaps shall then be filed by event, by division, by high score in one master file.

TEAM RECAPS:

When the team recaps are received from the team house, the Tournament Manager will first enter the scores into the computer. The recaps are then to be filed by event, by division, by high score in one master file.

BULLETIN BOARD POSTINGS:

The Tournament Manager will provide the top five standings for each event in each division on a weekly basis. The standings should be posted in a prominent place for the bowlers to see.

INDIANA STATE USBC WBA AWARDS – 150 GAME, 200 GAME AND 400/500/600/700 SERIES PINS:

Indiana State USBC WBA pins are to be awarded after an individual has bowled all her events. Only one (1) pin of each type shall be given. A bowler must have a 120 average or less to be eligible for the 150 or 400 pin award. Bowlers are to pick up their awards outside the tournament office. A special award will be given for a 300 game or 800 series.

USBC AWARDS – 300 GAMES AND 800 SERIES:

The bowler must complete an application form (available in the tournament office) for these special USBC awards. Make sure all information has been provided along with a signature.

CAREER FIRST 500 OR 600 SERIES:

The Indiana State USBC WBA will pay the membership fees for the Indiana State 500 or 600 Club for anyone bowling a career first score in any sanctioned competition. The bowler must complete a club application before leaving the bowling center. Give all forms to the Tournament Manager. The Tournament Manager will forward all applications to the appropriate club's Secretary-Treasurer upon completion of the tournament. Membership cards will be mailed directly to the individuals.

TEAM HOUSE: *(Name of Team Center & Phone Number)*

TEAM EVENT OFFICE

(Name of Bowling Center)

SCHEDULE:

Workers should be ready to check in bowlers one hour prior to squad time:

Saturday - 9:00 a.m. Sunday - 8:00 a.m.

CHECK IN:

A Team Captain may check in her team only when all the team members are in the bowling center. USBC membership cards are to be presented. If an individual does not have her USBC card and state membership is not indicated as “verified” on the check-in list, she shall be charged \$1.00 for Indiana State dues. Any bowler who does not have a USBC membership card may complete an Associate card application and pay the \$21.00 fee.

SUBSTITUTIONS OR AVERAGE CERTIFICATION:

1. All changes are to be made with Red pen.
2. Be sure substitution or certification slip indicates the entry number and the event(s) substitution or average change is for – team, doubles and/or singles. *This information is very important.*
3. Indicate and circle the new 3-game handicap next to the average on the certification form.
4. Make the necessary changes on recap sheet, including re-adding the new team average and handicap. Enter the new 3-game handicap on the lower right side of recap sheet. Be sure to change the division if necessary: *Div. 1 – 601 & over and Div. 2 – 600 & below.*
5. After changes have been made, do not return the form to the bowler. Advise her that the change will be forwarded to the doubles and singles office if necessary.
6. Indicate all change information on copy of the entry form, including address of any substitute(s).
7. If team captain has moved, make sure to change her address on the copy of the entry form so the Tournament Manager can change this information in the computer. *This is important as the low-to-cash notice and any prize checks will be mailed to the team captain.*
8. If a bowler arrives late, she will begin bowling at the frame then being bowled, taking “0” for each frame missed. Be sure to advise/remind the lane monitor of the procedure.

NO SHOWS:

Occasionally, a team does not show without giving advance notice. In such case, be sure to pull recap sheet, indicate “no show” across the top, and return to the Tournament Manager along with the copy of the entry form for possible reschedule.

RECAP SHEETS:

Recap sheets are to be given to the head monitor for distribution as soon as all team captains have checked in and all changes have been made.

As bowlers complete their competition, lane monitors shall return completed recap sheets to the head monitor. After verifying that all recaps have been received, the head monitor will bring them to the tournament office.

Single-ply recap sheets are used and monitors are responsible for making copies of recaps when requested. A printer/copier will be available for this purpose.

Office staff will:

1. Retrieve computer printouts available at the counter and put in lane order.
2. Verify scores recorded on the recaps against the computer printouts.
3. Verify the addition of each individual's series and team totals both down and across.
4. If any changes were made, verify the correct 3-game handicap is used for the total team handicap series (should be same total as in handicap column).
5. Indicate total team handicap score in Red Ink on upper right side of recap. Initial sheet at top right corner.
6. Keep the recaps separate by squad. Sort the recaps by recap sheet number and transfer to the Tournament Manager at the doubles and singles office so they can be entered in the computer. Be sure to include all substitution and average certification slips along with the recaps. Team recaps will remain at the doubles and singles office.

BULLETIN BOARD POSTINGS:

The Tournament Manager will provide the top five standings for each event in each division on a weekly basis. These should be posted in a prominent place for the bowlers to see.

TEAM ENTRY FORMS:

After all changes have been made and the squad has started to bowl, file copies of entry forms in entry number order in one master file.

INDIANA STATE USBC WBA AWARDS – 150 GAME, 200 GAME AND 400/500/600/700 SERIES PINS:

Indiana State USBC WBA pins are to be awarded after individual has bowled all her events. Only one (1) pin of each type shall be given. A bowler must have a 120 average or less to be eligible for the 150 or 400 pin award. Bowlers are to pick up their awards in the tournament office. A special award will be given for a 300 game or 800 series.

USBC AWARDS – 300 GAMES AND 800 SERIES:

The bowler must complete an application form (available in the tournament office) for these special USBC awards. Make sure all information has been provided along with a signature.

CAREER FIRST 500 OR 600 SERIES:

The Indiana State USBC WBA will pay the membership fees for the Indiana State 500 or 600 Club for anyone bowling a career first score in any sanctioned competition. The bowler must complete a club application before leaving the bowling center. Give all forms to the Tournament Manager. The Tournament Manager will forward all applications to the appropriate club's Secretary-Treasurer upon completion of the tournament. Membership cards will be mailed directly to the individuals.

DOUBLES AND SINGLES HOUSE: *(Name of D&S Center & Phone Number)*

E. HEAD MONITOR AND LANE MONITOR DUTIES

HEAD MONITOR DUTIES

1. Secure dependable people to act as lane monitors for the tournament. Monitors should be at least 16 years of age and have knowledge of the automatic scorers.
2. Inform lane monitors of their pay as set by Indiana State USBC WBA (currently \$10 for team and \$12 for Doubles/Singles).
3. A check for lane monitors' money will be given to the head monitor weekly. It will be her responsibility to cash the check and obtain the appropriate bill denominations to pay each lane monitor. Arrangements have been made to have the bowling center(s) cash the checks which will be payable to the bowling center.
4. Assign dates and squads to lane monitors for tournament in advance, one for every six (6) lanes, based on tournament schedule provided by Tournament Manager. Send out lane monitor schedules well in advance of the tournament and ask that enough notice be given if they cannot meet their scheduled squads. Keep a list of available lane monitors to fill in as needed.
5. Head monitor must be at the bowling center one (1) hour prior to the beginning of the first squad, and remain until the last squad is finished and all recap sheets have been turned into the tournament office.
6. Check in all lane monitors for each squad and advise them of which lanes they will be responsible for monitoring.
7. Provide each lane monitor with printed instructions (as provided by Tournament Manager).
8. Monitors are to check in at least one-half hour prior to start of squad. Make sure lane monitors understand the procedure being followed for the tournament. Lane monitor instructions are provided. Monitors are to make copies of recaps when requested by the bowlers. A printer/copier will be made available for this purpose.
9. Lane monitors are to wear orange vests provided by the Indiana State USBC WBA.
10. A supply of pens (black ink) will be provided for writing in scores. Any incorrect scores should be lined thru and the correct score written above. Maintain a supply of scratch paper for use by lane monitors as needed to help with scores.
11. Recap sheets will be given to the head monitor for distribution after all bowlers are checked in and all necessary substitutions or average changes have been made by the tournament office staff. Distribute recaps to respective pairs of lanes.
12. It is the head monitor's responsibility to see that all recaps are turned in to the tournament office upon completion of each squad.
13. Make yourself available to relieve lane monitors during tournament play for restroom or any needed breaks.
14. Pay lane monitors for each squad. Secure their initials as proof of receiving payment on a summary form provided by the Tournament Manager. Return initialed forms to Tournament Manager at the end of each day.

LANE MONITOR DUTIES

1. Check in with the head monitor at least one-half hour before squad begins. If you are unable to serve as lane monitor on any days/times you are scheduled, please notify the head monitor at least 24 hours in advance, if possible.
2. Review printed lane monitors instructions provided.
3. In the doubles and singles events, three (3) sets of doubles will be scheduled on each pair of lanes. Bowlers must be listed in the automatic scorer as shown on the recap sheets. Sample of how line-up should be entered in automatic scorer for Doubles and/or Singles:

<u>Recaps Will Read:</u>	<u>Line Up In Automatic Scorer:</u>	
<i>Lane 5</i>	<i>Lane 5</i>	<i>Lane 6</i>
Mary Smith	1. Mary Smith	1. Kay Jones
Kay Jones		
Jane Doe	2. Jane Doe	2. Barb Topp
Barb Topp		
Helen Cross	3. Helen Cross	3. May Bowler
May Bowler		

4. If bowling doubles and singles back-to-back, the doubles event will always be bowled first – unless one of the partners does not show, in which case the other player may be allowed to bowl her singles event first while a local sub is obtained for the doubles event. If a sub cannot be found, the individual may bowl her doubles event alone for her all events score.
5. Recap sheets will be distributed by the head monitor during practice session. When you receive the recap sheets, verify that the names in the computer match the order of those listed on the recaps. If they do not match, advise the counter people to make any necessary changes(s) in the computer.
6. It is the lane monitor's responsibility to make any necessary changes in the computer in the event of improper scoring or ball action. Please ask for a tournament official should any questions arise.
7. It is the responsibility of the lane monitor to advise a tournament official if a team is lagging behind the others.
8. Monitors will be paid \$10.00 for each team squad and \$12.00 for each doubles/singles squad. The lane monitor must initial a summary pay form when receiving payment for each squad.
9. Bowlers may enter their own scores on the recaps or a lane monitor may be asked to help do this. After the recap sheets have been completed, be sure to have the team captain (or individuals for the doubles and/or singles events) sign the recap sheets. Lane monitors must also sign the recap sheets. Lane monitors are responsible for making copies of recap sheets when requested. A printer/copier will be made available for this purpose. The lane monitor shall return all recap sheets to the head monitor when completed.

F. STATE TOURNAMENT AWARDS

Following is a list of tournament awards available. The awards are for all bowlers unless an average specification is noted. It is the bowlers' responsibility to come to the office after all her events have been bowled to obtain any awards earned.

INDIANA STATE USBC WBA AWARDS

150 Game (120 avg or less)

200 Game

400 Series (120 avg or less)

500 Series

600 Series

700 Series

300 Game or 800 Series – Special Award

USBC HIGH SCORE AWARDS

300 Game

800 Series