



TOURNAMENT MANUAL



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TOURNAMENT MANUAL OF THE WEST VIRGINIA STATE USBC BOWLING ASSOCIATION

The Board of Directors of the West Virginia State USBC Bowling Association shall direct and control the annual tournaments of the association, which is under the supervision of the State Association Manager, who shall hereafter be referred to as the Tournament Director.

The rules and regulations of the annual tournaments shall be enacted by the State Tournament Committee.

A representative of the West Virginia State USBC or local association will discuss the tournament with the center. Lineage price, dates and squad times will be agreed upon. Before entry forms are printed, a signed copy of the contract must be received by the State Association Manager.

For all adult tournaments, as well as the youth Team & Doubles tournaments, entrants will use their highest previous season league average of 21 or more games. Highest average is from any certified USBC league, no matter if the average was bowled in WV or another state. Both summer and winter average are included. If no average for the previous season, each tournament will clearly define in the rules what average will be used. For the youth open tournament, current season average will be used. For the youth scratch tournament, bowlers must have bowled in a minimum number of games in a certified WV league.

When current season average is used, a copy of the standings sheet must be provided. If a bowler does not have a previous or current season average, then they either will bowl scratch, or not be eligible to bowl in the tournament. This will be defined as the tournament rules.

If a substitute bowler is needed, it is between that bowler and the team they are bowling for if the substitute must pay for the entry or not. Tournament management, local association and WV State USBC is not responsible for this in any manner.

The Tournament Director will check with the local association board first for assistance at the tournament. If additional assistance is needed, they will check with the WV State USBC Board of Directors. The closest state board members will be called on first to assist. Additionally, the closest association(s) will be asked to provide assistance if needed. The hosting association will be responsible for reimbursement of hotel rooms for anyone traveling to assist with the tournament.

This Tournament Manual is only a guide for the operation of the West Virginia State USBC Championship Tournaments. The Tournament Director shall have the authority to make any changes in the Manual as needed during the tournament when it becomes

evident that such changes are needed for the successful conduction of the tournament. Before being implemented, all such changes shall be discussed with the President and any officers/directors.

REQUIREMENTS

1. The association where the tournaments will take place must attend 2 consecutive state meetings before the tournament takes place, and 2 consecutive state meetings after, or you will be skipped in the next rotation. No exceptions. If the President or Association Manager cannot attend, they must send a representative in their place.
2. The tournaments will be held on a rotation basis. Depending on the tournament, the state Association Manager may assign another person to act as the Tournament Director. If this takes place, a document will be signed by both parties, with the roles and duties identified in the document.
3. To hold a tournament, the minimum lane requirement for a team event will be 12 lanes. The minimum lane requirement for a doubles/singles event will be 12 lanes. If a smaller house wishes to host a tournament, the request will be reviewed on a case-by-case basis, especially for youth open and all adult tournaments.
4. **The center must supply a printed copy of the scores after the events have been bowled. This will allow the Tournament Director to verify scores on the recap sheets.**
5. Tip envelopes will be put on each lane. Scorekeepers must stay at the lanes they are covering. Scorekeepers must know how to operate the scoring machines. They are to introduce themselves to the bowlers and let them know where they will be sitting.
6. The host association must furnish a Master Scorekeeper that is responsible for getting scorekeepers for each event.
7. Office personnel, selected by the Tournament Director, will be responsible for checking in the squad, making substitutions, auditing score sheets, determining standings and posting the standings in the bowling center(s) for all participants to see. The Tournament Director shall be responsible for selecting a computer operator for entering all scores for the tournament.
8. In the event of any disagreement, rule violation, discrepancy, average issues, etc. during the tournament, the Tournament Director must be notified immediately. Any decision with regard to rules or procedure will be ruled upon by the Tournament Director, State Association Manager and members of the Tournament Committee.
9. Any fundraising project (50/50, bowling ball raffle) is up to the host association. All money earned for fundraising in this manner goes to the host association.

10. Each local association may purchase a bracket program if they choose to use at the tournament. \$5 will be made from each bracket. If the local association uses their own bracket program, they will be permitted to keep all monies, \$5.00 of each bracket entry. The local association has the option to use WV State computer with bracket program; however, the WV State Association will keep \$1.00 of each bracket and the local association will keep \$4.00.
11. All averages will be verified, either using WinLabs or on bowl.com. Prior to paying out the prizes, the top 5 places in each handicap event will have their averages verified and checked to ensure their average at the time of bowling was not 10 pins higher. In the case that a bowler is found to have been 10 pins or higher and it was not reported, the scores of that bowler will be disqualified and no refund will be given.
12. West Virginia State USBC will be responsible for paying all prize funds. The requirements for deposits and payments for both the West Virginia State USBC and local associations will be listed for each tournament. The WV State USBC Association Manager is responsible for payments of prizes, both in the form of checks for adults and in the SMART fund for youth. Another person may assist with the SMART fund, if agreed to by the tournament committee.
13. All checks for adult tournaments will be mailed to the team captain's address.
14. For each tournament, a prize list will be prepared and MUST be approved by the Tournament Committee before it is official.
15. Confirmation and contract will be sent to the bowling house site(s). The house duties will be included in the letter.
16. The WV State USBC reserves the right to assign duties to the host association as deemed necessary.

WV STATE USBC OFFICERS' AND DIRECTORS' DUTIES DURING THE ANNUAL TOURNAMENT

THE OFFICERS AND DIRECTORS

1. The Tournament Director is required to attend the tournament each weekend or designate an assignee to act as Tournament Director in their absence.
2. Any West Virginia State USBC officer or director may attend the tournament each weekend, either as their choice, or if asked by the WV State USBC President, to assist with the tournament.

THE ASSOCIATION MANAGER/TOURNAMENT DIRECTOR

1. The State Association Manager shall be responsible for making copies of the entry forms for all tournaments. They shall also be responsible for mailing a copy of the entry form to all team captains from adult tournaments from the previous year's tournament, and mailing copies of the entry form, both adult and youth, to all bowling establishments. They will e-mail a copy of the entry form to the West Virginia State USBC Board of directors, local association managers and presidents. They shall also be responsible for posting the entry form to social media platforms.
2. The tournament director will accept entries properly filled out and accompanied with full payment. Entries not properly filled out or not fully paid will be returned to the entrant at the discretion of the tournament director. No entries will be accepted after the deadline stated, unless approved by the Tournament Committee. Entries shall be recorded as received.
3. A minimum of three hours should be allowed for each Team Squad and three hours for each Doubles and Singles squad. A maximum of 2 teams will be assigned to a pair of lanes. A minimum of 2 and a maximum of 4 sets of doubles, ONLY if necessary, will be on each pair of lanes. For the doubles event, the first player of each team will start on one lane and the second player on the alternate lane. Players will alternate lanes after each frame.
4. Each entry form will have a section for the confirmation letter to be mailed or e-mailed. If no selection is made, the entry form will be mailed. Any additional rules will be provided with the confirmation letter. No changes may be made in the schedule except at the discretion of the Tournament Director.
5. Any new averages or changes to averages must be provided upon check-in. A valid printed proof of the average must be provided. A current league standings sheet will be sufficient. Printed or online standings sheets are acceptable.
6. All score sheets must be checked after each squad.

7. Post standing sheets in a prominent place, preferably a bulletin board furnished by the bowling center, including a notation advising the participants the low score still in the money in each event.
8. The State Association Manager will prepare an official prize list. Prize checks must be distributed within 30 days after the close of the tournament, unless a protest appeal has been made. A printed prize list must be distributed to the West Virginia State USBC Board of Directors, Local Association Presidents and Association Managers. The official prize list will also be posted on our website and any other applicable social media platforms. The last place paid for each event will be at least the entry fee for that event.
9. The West Virginia State USBC youth director will be responsible for collecting entry forms for all youth tournaments. The hosting association will be responsible for collecting entry forms for all adult tournaments.

Senior Tournament

Senior Tournaments Age Classifications

The following list shows the senior age classifications for the current tournament year:

Ages will be determined as of 7/01/2026.

Division 50-54 will consist of bowlers whose birthdate is 7/1/1976 thru 6/30/1970.

Division 55-59 will consist of bowlers whose birthdate is 7/1/1970 thru 6/30/1965.

Division 60-64 will consist of bowlers whose birthdate is 7/1/1965 thru 6/30/1960.

Division 65-69 will consist of bowlers whose birthdate is 7/1/1960 thru 6/30/1955.

Division 70-74 will consist of bowlers whose birthdate is 7/1/1955 thru 6/30/1950.

Division 75+ will consist of bowlers whose birthdate is 7/1/1950 and older.

Senior Open Tournament

West Virginia State USBC will run the Senior Open Tournament in October with the hosting associations' assistance. The tournament will be on a rotation basis.

Rotation:

2017 – Central WV USBC	2024 – Parkersburg USBC	2030 – Parkersburg USBC
2018 – Charleston USBC	2025 – Beckley USBC	2031 – Beckley USBC
2019 – Parkersburg USBC	2026 – Mon/Preston USBC	
2021 – Parkersburg USBC	2027 – Charleston USBC	
2022 – Charleston USBC	2028 – Bluefield USBC	
2023 – Bluefield USBC	2029 – Central USBC	

The payouts for the senior tournament will be 1 in 5 for team, doubles, and singles and 1 in 10 for all events.

The Senior Open Tournament will take place in the same area as the Women's Senior Tournament. They will be held in two different houses, or if possible, one house.

The first place all events winner will be invited to represent West Virginia at the national senior tournament. They will also be given a shirt, and \$100 to help with expenses. If the first place winner elects not to go, then the second place winner will be given the invitation.

The age determination for each division will be determined by July 1st of the following year.

Senior Women's Tournament

West Virginia State USBC will run the Senior Open Tournament in October with the hosting association assistance. The tournament will be on a rotation basis.

Rotation:

2017 – Charleston USBC	2024 – Parkersburg USBC	2030 – Parkersburg USBC
2018 – Charleston USBC	2025 – Beckley USBC	2031 – Beckley USBC
2019 – Parkersburg USBC	2026 – Mon/ Preston USBC	
2021 – Parkersburg USBC	2027 – Charleston USBC	
2022 – Charleston USBC	2028 – Bluefield USBC	
2023 – Bluefield USBC	2029 – Central USBC	

The payouts for the senior tournament will be 1 in 5 for team, doubles, and singles and 1 in 10 for all events.

The Senior Women's Tournament will take place in the same area as the Senior Open Tournament. They will be held in two different houses, or if possible, one house. WV State USBC will run the brackets for this tournament.

The first place all events winner will be invited to represent West Virginia at the national senior tournament. They will also be given a shirt, and \$100 to help with expenses. If the first place winner elects not to go, then the second place winner will be given the invitation.

The age determination for each division will be determined by July 1st of the following year.

Senior Open Host Association Duties

The Host Association must review the Tournament Manual Procedures adopted by the WV State USBC Board of Directors and be prepared to abide by these procedures. If at any time you feel you are unable to abide by these procedures, you should notify the West Virginia State Association Manager immediately. Please see the agreement listed below, which must be signed by the host association and returned to the WV State USBC Association Manager.

The State Association will keep:

100% of ball raffle sales

100% of 50/50 sales

100% bracket sales

100% of any other fundraising sales to support the seniors in the national tournament.

Check and verify the scores written on the recap sheets. The center will be asked to give us a printout of the scores for each squad. Need to verify the scores on the recap sheet match what is in the computer.

Please make sure that the approaches are cleaned before each squad.

Introduce all state board members and state hall of fame members present at each squad.

The national anthem needs to be played before each team squad.

Youth Tournaments

Youth Tournaments Age Classifications

The following list shows the youth age classifications for the current tournament year:

Ages will be determined as of 8/01/2025.

U8 will consist of bowlers whose birthdate is 8/1/2017 or later.

U10 will consist of bowlers whose birthdate is 8/1/2015 thru 7/31/2017.

U12 will consist of bowlers whose birthdate is 8/1/2013 thru 7/31/2015.

U14 will consist of bowlers whose birthdate is 8/1/2011 thru 7/31/2013

U16 will consist of bowlers whose birthdate is 8/1/2009 thru 7/31/2011.

U18 will consist of bowlers whose birthdate is 8/1/2007 thru 7/31/2009.

Youth Team & Doubles Tournaments

The Youth Team & Doubles will take place the first two weekends of November. The tournament is open to youth bowlers only. The tournament will be on a rotation basis.

Rotation:

2016 – Parkersburg USBC
2017 – Huntington USBC
2018 – Weirton USBC
2019 – Mon/Preston USBC
2021 – Parkersburg USBC
2022 – Central WV USBC
2023 – Gr Charleston USBC
2024 – Beckley USBC
2025 – Parkersburg USBC
2026 – Bluefield USBC
2027 – Mon/Preston USBC
2028 – Greenbrier USBC
2029 – Parkersburg USBC
2030 – Central USBC
2031 – Gr Charleston USBC

Youth Open & Scratch Championship (YSC)

The Youth Open & Scratch Championship presented by SMART will take place for two weekends in March. The tournament is open to youth bowlers only. The tournament will be on a rotation basis.

Rotation:

2017 – Beckley USBC
2018 – Mon/Preston USBC
2019 – Greenbrier Valley USBC
2020 – Parkersburg USBC
2021 – Central WV USBC
2022 – Bluefield USBC
2023 – Gr Charleston USBC
2024 – Parkersburg USBC
2025 – Bluefield USBC
2026 – Mon/Preston USBC
2027 – Beckley USBC
2028 – Central USBC
2029 – Gr Charleston USBC
2030 – Parkersburg USBC
2031 – Bluefield USBC

The YSC tournament must take place at a USBC approved house. USBC maintains a list of centers that are eligible to host the YSC tournament.

Each bowler may bowl in only 1 YSC tournament and may only bowl on 1 squad.

Youth Tournaments Host Association Duties

The host association will be responsible for getting a master scorekeeper, as well as additional scorekeepers. Recommend having 10 scorekeepers available for each day. Scorekeepers can rotate in and out as needed, and do not need to stay for all shifts. One scorekeeper should be able to handle 4 lanes.

Scorekeepers must stay at the lanes they are covering. Scorekeepers must know how to operate the scoring machines. They are to introduce themselves to the bowlers and let them know where they will be sitting.

Check and verify the scores written on the recap sheets. The center will be asked to give us a printout of the scores for each squad. Need to verify the scores on the recap sheet match what is in the computer.

No alcohol is to be served at any youth tournament. No exceptions.

Make sure the house has a flag and the national anthem. The national anthem will be played before each team squad, each open squad, and each Scratch squad.

Youth Tournament State Association Duties

WV State USBC will run the Youth Tournament.

WV State USBC will ask the local association for assistance during the tournament.

Open Tournament

Open Tournament

The Open Tournament will take place in March and April. The tournament will be on a rotation basis.

Rotation:

2010 – Huntington USBC	2025 – Parkersburg USBC
2011 – Bluefield USBC	2026 – Bluefield USBC
2012 – Parkersburg USBC	2027 – Central USBC
2013 – Greater Fairmont USBC	2028 – Beckley USBC
2014 – Charleston USBC	2029 – Mon/Preston USBC
2015 – Weirton USBC	2030 – Gr Charleston USBC
2016 – Beckley USBC	2031 – Parkersburg USBC
2017 – Central WV USBC	
2018 – Huntington USBC	
2019 – Parkersburg USBC	
2021 – Beckley USBC	
2022 – Bluefield USBC	
2023 – Mon/Preston USBC	
2024 – Gr Charleston USBC	

The payouts for the Open tournament will be 1 in 10 for team, doubles, and singles and 1 in 15 for all events.

Open Tournament Host Association Duties

The Host Association must review the Tournament Manual Procedures adopted by the WV State USBC Board of Directors and be prepared to abide by these procedures. If at any time you feel you are unable to abide by these procedures, you should notify the West Virginia State Association Manager immediately. Please see the agreement listed below, which must be signed by the host association and returned to the WV State USBC association manager.

All monies must go into your existing bank account. You are not allowed to open a new bank account just for the tournament, per USBC rules.

An agreement will be signed before the tournament begins, as to what the local association will pay the state association at the end of each tournament.

The host association will submit a check to West Virginia USBC for the following:
100% of the expense fees
100% of the youth scholarship fund
100% of the prize fund
\$1 of the \$5 that is made from each bracket entry, only if WV state computer is used.

The host association will keep:
100% of ball raffle sales
100% of 50/50 sales
100% of any other fundraising sales
\$4 of the \$5 that is made from brackets, if WV State computer is used. If local association uses their own computer and bracket program, they may keep all profit (\$5.00) from each bracket entry.

They should prepare a list of hotels/motels having acceptable accommodation and, where possible, include their rates. This information must be furnished to the WV State USBC association manager by December 1, and it will be posted on our website, and sent out with the entry forms.

The West Virginia State USBC Association Manager will appoint a member of the local association to act as tournament director. The tournament director is responsible for taking entries, entering and verifying scores in WinLabs, and taking care of any issues. They will delegate someone to be in charge of the brackets. Recommend having a minimum of 2 people assigned to do brackets.

When doing brackets, you need to do doubles and singles all at once. The bracket program combines the doubles and singles squads. Additionally, once the brackets have been paid out, they are final. If an entering average was found to be incorrect, it can only be corrected before payouts are made, and on any further brackets in the tournament.

The host association is responsible for paying the cost of the bowling balls for the raffles.

The tournament manager will export a copy of the tournament at the start of the tournament, and each week after the scores have been entered and send it to state association manager.

If squads are full, and the host house agrees, a later squad may be added to support additional bowlers only. Local bowlers may be asked to be moved to an earlier squad.

According to the squad size, it would be best to have a minimum of 1 scorekeeper for every 4 lanes. If the scorekeeper needs to leave the area, please notify the master scorekeeper so that they may keep an eye on your lanes until you get back.

West Virginia State USBC will approve the prize fund after the second week of the tournament.

You must use a minimum 2 part carbon paper for all recap sheets. The white copy will be kept by the tournament manager. The color copies will go with the bowler(s). Recap sheets must be purchased/supplied by the local association.

Check and verify the scores written on the recap sheets. The center will be asked to give us a printout of the scores for each squad. Need to verify the scores on the recap sheet match what is in the computer.

Introduce all state board members and state hall of fame members present at each team squad. The National Anthem must be played at the beginning of each team squad.

Women's Tournament

Women's Tournament

The Women's Tournament will take place in May. The tournament is open to women only. The classification of a woman bowler will be based on USBC's Gender Policy. The tournament will be on a rotation basis.

Rotation

2016 – Beckley USBC	2025 – Huntington USBC
2017 – Huntington USBC	2026 – Parkersburg USBC
2018 – Parkersburg USBC	2027 – Mon/Preston USBC
2019 – Mon/Preston USBC	2028 – Gr Charleston USBC
2021 – Charleston USBC	2029 – Beckley USBC
2022 – Central WV USBC	2030 – Central USBC
2023 – Beckley USBC	2031 – Bluefield USBC
2024 – Bluefield USBC	

Awards to be given will be presidents awards for series for all events.

The awards will be engraved as follows:

[DATE] [TYPE OF AWARD] [HANDICAP]
[SCORE]
[WINNER'S NAME]

President's Award - High actual 9 game series in tournament

It is recommended that the score be engraved in larger figures than the date so it will stand out.

In the case that one bowler receives multiple awards, the awards can be combined on one plaque.

No engraving is to be done until a form has been filled out via e-mail by the winners stating how they want their name(s) engraved.

Women's Tournament Host Association Duties

The Host Association must review the Tournament Manual Procedures adopted by the WV State USBC Board of Directors and be prepared to abide by these procedures. If at any time you feel you are unable to abide by these procedures, you should notify the West Virginia Association Manager immediately. Please see the agreement listed below, which must be signed by the host association and returned to the WV State USBC association manager.

All monies must go into your existing bank account. You are not allowed to open a new bank account just for the tournament, per USBC rules.

The host association will submit a check to West Virginia USBC for the following:

- 100% of the expense fees

- 100% of the youth scholarship fund

- 100% of the prize fund

- \$1 of the \$5 that is made from each bracket entry, only if WV state computer is used.

The host association will keep:

- 100% of ball raffle sales

- 100% of 50/50 sales

- 100% of any other fundraising sales

- \$4 of the \$5 that is made from brackets, if WV State computer is used. If local association uses their own computer and bracket program, they may keep all profit (\$5.00) from each bracket entry.

They should prepare a list of hotels/motels having acceptable accommodation and, where possible, include their rates. This information must be furnished to the WV State USBC association manager by December 1, and it will be posted on our website, and sent out with the entry forms.

The West Virginia State USBC Association Manager will appoint a member of the local association to act as tournament director. The tournament director is responsible for taking entries, entering and verifying scores in WinLabs, and taking care of any issues. They will delegate someone to be in charge of the brackets. Recommend having a minimum of 2 people assigned to do brackets.

When doing brackets, you need to do doubles and singles all at once. The bracket program combines the doubles and singles squads. Additionally, once the brackets have been paid out, they are final. If an entering average was found to be incorrect, it can only be corrected before payouts are made, and on any further brackets in the tournament.

The host association is responsible for paying the cost of the bowling balls for the raffles.

The tournament manager will export a copy of the tournament at the start of the tournament, and each week after the scores have been entered and send it to state association manager.

If squads are full, and the host house agrees, a later squad may be added to support additional bowlers only. Local bowlers may be asked to be moved to an earlier squad.

According to the squad size, it would be best to have a minimum of 1 scorekeeper for every 4 lanes. If the scorekeeper needs to leave the area, please notify the master scorekeeper so that they may keep an eye on your lanes until you get back.

West Virginia State USBC will approve the prize fund after the second week of the tournament.

You must use a minimum 2 part carbon paper for all recap sheets. The white copy will be kept by the tournament manager. The color copies will go with the bowler(s). Recap sheets must be purchased/supplied by the local association.

Check and verify the scores written on the recap sheets. The center will be asked to give us a printout of the scores for each squad. Need to verify the scores on the recap sheet match what is in the computer.

Introduce all state board members and state hall of fame members present at each team squad. The National Anthem must be played at the beginning of each team squad.

House Duties for All Tournaments

House will provide a printout of the scores bowled, so that the tournament manager can verify the scores. They only need to print the game totals and not frame by frame.

Doubles partners will bowl across from each other. The first bowler on a doubles team will bowl on the left lane and the second bowler will bowl on the right lane in the same position.

No music is to be played during the tournament. The only exception is for the national anthem.

No alcohol is to be served while any youth tournament is being held.

House will provide a check in and office area.

Local association can ask the house for a discount on food for the tournament workers.

Local Tournament Contract

WV STATE USBC CONTRACT WITH _____ ASSOCIATION

This agreement is made and entered into this contract on _____ between WV State USBC and

_____, to host the WV State _____ Championships on the dates _____ total of ____ weekends. To be held in _____. Association agrees to follow these guidelines for the duration of the tournament.

One hundred percent (100%) of the Expense Fee will be paid to the WV State Association, this is used for operating expenses, you will be provided with a state computer with tournament set up, a printer, printer ink, entry forms will be mailed out to the last year's team captains, and forms sent to all houses and a bracket computer if you do not have one.

ALL ENTRIES MUST BE ENTERED IN WINLABS BEFORE THE TOURNAMENT START DATE. Lane assignments should also be completed at least 1 week in advance and provided to the house so they can prepare their staffing. Confirmations should also be sent out as soon as possible after they are entered, either by email or regular mail. CONFIRMATIONS MUST NOW INCLUDE A COPY OF THE DRESS CODE, AND IT SHOULD STATE IT WILL BE ENFORCED. Refer to the tournament manual for dress code.

PRE TOURNAMENT MANDATORY (6 months):

Ball Raffles- Your association will need to decide how many balls to order and where you will store them when they arrive. For the Open, you will use Hammer, Brunswick, Radical, Ebonite, Dv8, and Track. For the Women's, you will use Storm gift certificates. To place an order or if you have questions, please call Dave Varner at 304-276-8968; he will be able to answer questions about the balls and pricing.

Two to three months before the tournament, your association will need to ensure that you have a working bracket program (two if using two houses and two computers) and at least three to four volunteers who agree to work the bracket program and be present during the tournament. This will be done at a separate table for brackets; bowlers should sign up, pay, and pick up their winnings all at the same table. The State has a bracket program you can use. If you use the state computer for brackets, the state will receive \$1 from each bracket.

4 to 6 weeks before the tournament, you will need to have your volunteers in place who will be helping with ball raffles, 50/50, check-in, and sales (if you are selling shirts, towels, etc). Volunteers should be aware of their responsibilities at each station. It usually helps to have a bank bag for each with some starting cash. At the end of the day, the tournament director should take out all money, count out starting cash, and

replace it in a bag ready for the next day. The tournament director keeps a record of how much is made on each item, so the association knows how much they are making. This also includes brackets, as they all have starting cash each day. All sales from ball raffles, 50/50, shirts, etc, are profits for the association, and yours to keep.

After each squad, the house will print out the scores, which will then need to be verified with what is written on the score sheet and then entered into WinLabs. Please make sure all scores match before entering WinLabs. After scores have been entered, please go over and double-check that they are correct.

Squads will need to have a minimum number of teams, usually 6 to 8. If you need to move bowlers to a different squad, you will need to call them asap and see when they can do it. Sometimes they cannot bowl at a different time, work with bowlers and the house to see what can be arranged.

If a bowler needs to bring a payment to the center for any reason, they will be given a paper receipt signed by both the bowler and the person collecting the money. WVS highly recommends a carbon-copy receipt/ duplicate receipt given. A copy of the receipt will be given to the bowler and a copy kept for the association as confirmation of payment.

If bowler changes are made before bowling, the new bowler's information needs to be entered into WinLabs, average verified, and a new score sheet printed out.

Two-part score sheets will be used for all squads; the bowler is to receive the carbon copy. These score sheets are to be purchased by the hosting association.

RECOMMENDED

You will need a master scorekeeper; this person will be responsible for having the required number of scorekeepers present at each squad, making a schedule, and ensuring that there is enough to cover all squads. This person is also responsible for making sure all scorekeepers are trained in how to change a score, reset pins or contact the counter if needed. They will also need to make sure ALL scorekeepers know how to fill out the score sheet properly and be legible. Scorekeepers must have the bowlers sign their score sheet AFTER scores are written down. Youth may be used as scorekeepers (they must be aware that this is an adult tournament and alcohol WILL be served during this tournament).

Ball raffles should be done with playing cards, sold as 3 cards for \$10. A single card can be sold for \$5 if a bowler wishes to purchase one. (This is highly recommended as best practice.)

A list of Local hotels, maybe even a host hotel with a discounted rate (most hotels do not want to give a discount but may hold a block of rooms). A list of things to do and places to eat would be a great addition to send out with confirmation letters.

Hosting Association agrees to abide by all these items to the best of its ability.

Signed by _____ (name) President of _____ USBC
Association, on _____ (Date).

