



California USBC Championship Tournament Hosting Manual

*The following procedures are intended to serve as a guideline for hosting the State Championships (open, women and youth). **The selection of the host association for the Championship Tournament is announced at the CUSBC Annual Meeting one year prior to the event.** This manual is designed to help with the management and organization of the Championships as well as information to assist the local associations and individual bowling centers in the bidding process and their role in the running of the Tournament.*

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Introduction

The California USBC (CUSBC) Association services all bowlers; men, women and youth in the great state of California. The CUSBC Tournaments, Annual Convention and other associated events are under the direction and control of the California USBC Board of Directors.

The three Championship tournaments require the cooperation and assistance of a hosting local USBC association. **This handout will help explain what criteria is needed for hosting a Championship event as well as what is expected once it has been awarded. *This information is to be used only as a guideline.***

The Open Championships is open to all California USBC certified adult bowlers; the Women's Championships is open to all California USBC certified adult women and the Youth Championships is open to all California USBC certified youth bowlers aged 5-20.

The tournament shall be conducted on weekends only (Saturday and Sunday) with exception to a Queens squad that may be held one weekend of the Women's Championships. Squad times shall vary per tournament and location.

- Open Championships – May to July (± 10 weeks) Approximately 1,000 teams of 4 persons
- Women Championships – May to July (± 8 weeks) Approximately 600 teams of 4 persons
- Youth Championships – June to July (± 5 weeks) Approximately 250 teams of 4 persons

Open Championships:

Shall be awarded to the South in even numbered years and to the North in odd numbered years.

Women's Championships:

Shall be awarded to the North in even numbered years and to the South in odd numbered years.

Youth Championships:

Shall be awarded to the South in even numbered years and to the North in odd numbered years.

CUSBC Events

- **California State Open Championships**
- **California State Women's Championships**
- **California State Youth Championships**
 - Youth Queens & Masters
 - Youth Prince & Princess
 - Youth Dukes & Dutchess
 - Coaches Relief Tournament
- Pepsi Youth Championships
- State Queens Tournament
- State Masters Tournament
- Prince & Princess Tournament
- Women's Senior Tournament
- State Scratch Youth Tournament

Are You Ready to Host?

Interested local USBC Associations can bid on hosting any of the Championship Tournaments two years in advance. A checklist is provided to help determine if your association meets the minimum requirements. **Is your area suitably equipped to entertain and comfortably house the entrants?** It is *extremely important* to consider questions like this before the intent to bid is submitted for consideration. (See Exhibits).

1. Does your association have two (2) or more USBC certified bowling establishments with one (1) center having a minimum of twenty-four (24) lanes and the other with a minimum of thirty-two (32) lanes? If so, contact the proprietors from eligible centers and gather the following information:
 - a. Determine if they would be interested in submitting a bid to host the tournament
 - b. Do they have the squad room space and tournament office space available?
 - c. Is the internet accessible either with a data line to the center or with wi-fi?
 - d. Determine how much would they offer for lineage?
2. If you find at least two centers in your local association that meet the criteria, present the idea to your board members for their support and approval.
 - a. Discuss and decide how you will finance your bid and expenses for the tournament should it be awarded to your association.
 - b. Do you have enough board members and volunteers to help work each weekend of the event?
3. Get approval from your members at the local annual/open meeting.
4. Have sufficient local hotels to house approximately 400 people each weekend (less for the women and youth event respectively).
5. **Youth Only:** The center must have participated in the Championship tournament the prior year and a current USBC Youth program must be in progress during the hosting year of the tournament.

★ **Submit a written notice of intent to bid with the State Association Manager no later than FEBRUARY 1, two years prior to the hosting year.**

After bids have been received, the CUSBC Tournament Committee will inspect the facilities in your area and will report to the State Board their assessment and recommendations. You will be notified of the committee's findings. If the intent to bid is approved for consideration by the CUSBC Board of Directors, the location of the Championships will be announced at the annual convention. All bids submitted will be notified of the final decisions.

<p style="text-align: center;">IF YOUR LOCAL ASSOCIATION IS SELECTED TO HOST, THE NEXT STEPS TO FOLLOW ARE THE HOSTING GUIDELINES.</p>

Bid Requirements

BOWLING CENTER REQUIREMENTS

- **LANES:** Team event and Doubles/Singles will be hosted in two (2) different centers from the same local association jurisdiction. There is a requirement of twenty-four (24) lanes minimum for the Team center and thirty-two (32) lanes minimum for the Doubles/Singles center. There is also the option of a single hosting center for all events if two centers cannot be obtained.
- **USBC CERTIFICATION:** The center must hold current USBC Lane Certification for the duration of the event. At least one (1) mechanic must be on duty at all times. The provisions of the USBC Constitution concerning lane conditions shall be strictly adhered to when maintaining the lanes. All lanes must be stripped and oiled daily. The bowlers and spectators areas shall be cleaned before each squad. USBC approved foul detection devices will be provided. Automatic telescores, or in their absence, score sheets for manual scoring will be provided. Management agrees to maintain visual score projection in good working order at all times. Scoring printouts are required after each squad for score verification.
- **BOWLING PINS:** The center shall furnish new United States Bowling Congress approved bowling pins for exclusive use in the tournament. Said pins shall weigh not less than three pounds, six ounces or more than three pounds, ten ounces per pin, in sets. Enough pins shall be furnished for two full sets per lane, and approximately three hundred (300) lines shall be bowled against them before being used in the tournament. The pins shall be rotated each weekend and cleaned between uses.
- **LANE MAINTENANCE:** The Center shall be responsible for proper maintenance of lanes, pin setting equipment and foul detecting equipment, and all provisions of bowling equipment specifications of the United States Bowling Congress shall be strictly adhered to in said maintenance. The Center shall have in its possession a current valid USBC Regulation Bowling Lane Certificate. The surface of the lanes shall be repaired and, if wooden, be resurfaced just prior to the issuance of said certificate. Lanes shall be recoated with thirty (30) days prior to the start of the tournament and, if deemed necessary by the Tournament Director, shall be recoated at the halfway point of the tournament, approximately June 15th. Approaches shall not be coated during the course of the tournament without the approval of the Tournament Director. There shall be no modification of lanes or equipment during the course of the tournament other than that necessary to correct conditions to bring them into compliance with USBC specifications.
- **LANE USAGE:** All lanes as contracted will be available for scheduling. Management agrees to accept bowlers for all or any part of these lanes. There shall be at least two (2) dark pairs (4 total lanes) between tournament play and open play or other center activities. On the day the participants are scheduled to bowl in this tournament, they cannot practice on the lanes which they are scheduled. All desk personnel shall be instructed on this rule.
- **LINEAGE:** Lineage fees must be quoted for the bid process. Any changes in fees must be submitted in writing at least one month prior to the annual meeting as it may affect the voting decision. The lineage price contracted shall be effective for the entire length of the event. The price shall include practice balls prior to competition before each squad. Full lineage fees (3 games per participant per event) will be paid only for participants that complete at least one game of the tournament.
- **MERCHANDISE:** The management agrees that no merchandise, and/or commodities of any description, shall be offered for sale without the consent of the Tournament Director. The

exception to this is any such merchandise and/or commodities that are customarily stocked and offered for sale by the management, unless the consent of the CUSBC is first given in writing.

- **SQUAD ROOMS***: The management shall provide a squad room with adequate seating space for all bowlers attending the Team and Doubles/Singles squads. **The Tournament Director may waive this requirement.*
- **TOURNAMENT OFFICE**: The management shall make available a private office for the sole use of the tournament committee. The office shall be furnished with a desk, at least two large worktables, and adequate storage space for tournament supplies. The office shall be ventilated with air-conditioning/heating, have proper lighting for working conditions and can be locked for security. The internet shall be accessible either with a data line or wi-fi on the center's network. If no network is available, the center shall agree to let the CUSBC set up their own network system in order to get internet access.
- **CENTER MANAGEMENT**: Preliminary contract agreements must be signed at least six months after the approval of the hosting association/centers. Center management agrees that the proprietor and all representatives shall be acquainted with the tournament contract and authorized to see that its terms and conditions be fulfilled. Management agrees that should the establishment or any associated facilities be sold or leased, this Contract shall be included in the escrow or lease agreement.

HOTEL REQUIREMENTS

Once tournament sites are selected, one or more hotels may be contracted with the Championship tournament in order to get special rates for the duration of the event. Due to the large number of participants coming into town for the event, comped rooms may be contracted by hotel management depending on the number of the rooms that can be held each weekend for the Tournament Director and State Officials. A headquarters hotel is not always provided to the participants, but is selected whenever possible.

A selection of sufficient hotels within a reasonable distance from the bowling centers, with enough rooms available for 400 bowlers each weekend (less for the women and youth event respectively) shall be selected. Guaranteed rates must be provided with no demands for two nights lodging. The list shall be sent to the tournament entrants along with their entry confirmations and will include pertinent hotel information.

★ **This listing should be given to the CUSBC Association Manager and Tournament Director by SEPTEMBER 1, the year prior to the tournament.**

Hosting Association Guidelines

IF YOUR LOCAL ASSOCIATION IS SELECTED TO HOST THE STATE CHAMPIONSHIPS, USE THE FOLLOWING GUIDELINES FOR HELP.

DUTIES OF THE HOSTING ASSOCIATION PRESIDENT

First and foremost—the hosting Association President, Association Manager, State Tournament Director and CUSBC Association Manager must work hand in hand.

1. The hosting association President shall be the point person to the CUSBC.
2. Select your chairs carefully and with consideration as to their interests and capabilities. Request each chairman to confer with you in their selection of co-chairs and workers.
3. Work closely with the Chamber of Commerce, area merchants, and center proprietors, letting them know your expectations, any fundraising expected/needed and marketing to the visitors coming into town.
4. It is your responsibility to know what funds are available from your Association for the functioning of your Committees. It is the local association's responsibility to conduct fundraising projects if they are needed. **The CUSBC will not reimburse any expenses incurred by the Hosting Association.**
5. Plan several meetings of all committee chairs and get timely status reports. It may be necessary to call weekly meetings prior to the opening of the tournament.

DUTIES OF THE HOSTING ASSOCIATION MANAGER

The Hosting Association Manager shall work closely the CUSBC Association Manager and State Tournament Director giving whatever assistance is needed.

1. Work directly in the office with the Tournament Director or other State Official. For the Youth Championships, the local Youth Leaders will assist the CYLA with the Saturday evening ancillary events.
2. **Provide replacements at the request of the State Tournament Director.** Use a committee chair to help manage the working lists of available replacements. Be sure to understand the average/membership requirements for the tournament as each tournament has different rules. Copies should be kept at each site so they can be contacted when needed.
3. **DO NOT PROMISE SPECIAL FAVORS.** The Tournament Director schedules all participants and **DOES NOT** grant "Special Favors" to anyone.
4. Compile a list of available hospitals and emergency treatment centers to be posted at each bowling center. Emergencies occurring at the tournament site will be case handled.
5. Help arrange for the Honor Guard, National Anthem and speakers for the Opening Ceremonies. Create a seating chart and agenda/program including all those who will be speaking.

Opening Ceremonies

The hosting association, local President and local Association Manager will work with the CUSBC Association Manager, Tournament Director, President and Vice Presidents on organizing the Opening Ceremonies.

Opening Ceremonies will be held at the Team Event site before the first squad on opening day. The ceremony shall last no longer than twenty (20) minutes. Bowlers in the first squad are requested to check-in no later than 1-1/2 hours prior to their scheduled bowling time and shall be seated in the bowler's area at least fifteen (15) minutes prior to the start of the ceremonies. Guests will be seated at least thirty (30) minutes prior to the ceremonies. CUSBC board members are requested to attend the ceremonies when possible (Southern Directors to attend in the south/Northern Directors in the north).

Opening ceremonies to include: Agenda/Program, National anthem, Color guard, State USBC Officers and Directors, Local USBC Officers and Directors and Local dignitaries

★ **The agenda/program must be sent by JANUARY 31 to the CUSBC Association Manager and President for approval by MARCH 31.**

COMMITTEES

The Championship tournament is a very large event that runs for a long period of time. Committees help break up the responsibilities needed and also help focus on the rotations of tournament workers to ensure a smooth and efficient operation.

Committee chairs should be carefully considered. The hosting association President should consult with the Tournament Director on the duties and responsibilities required. These duties and responsibilities should be explicitly planned and provided to each Committee chair in writing. Committee chairs should also have the opportunity to select or suggest workers on their teams. Timelines and schedules should be created for each committee. Any questions should be directed to the President, which can be discussed with the Tournament Director if necessary.

Suggested committees (one Chair minimum per committee):

1. Publicity
2. Marketing (Ways & Means) Fundraising
3. Tournament
 - a. Lane Monitors
 - b. Replacements
 - c. Check-in
 - d. Courier
 - e. Tournament Program Book – Youth only

DUTIES OF THE PUBLICITY CHAIR

This is one of the most important committees. This chair should have strong writing skills, be experienced, energetic and personable. They should be familiar with all phases of the tournament and work closely with the State to obtain the finest coverage possible.

1. Contact local sports editors, sports casters, radio/television stations and Bowling Writers of all publications. Explain the background of the CUSBC and what the tournament will do for the city. See if they can help with advanced publicity and in turn, how you can assist them.
2. Submit articles to news media (Bowling News, Bowling World, etc) on all phases of the tournament. Furnish photos when possible. Be sure all information is factual and correct — only publish approved tournament standings and statistics from the Tournament Director.

DUTIES OF MARKETING (WAYS & MEANS) CHAIR

The Ways & Means Chair will help with the fundraising of the tournament and will make arrangements with the centers for safe storage for all supplies.

1. Prepare a budget well in advance for purchasing of items to be sold during the tournament. Give serious consideration to the allocation of possible funds derived from hosting the tournament. Keep in mind the best interests and welfare of your entire membership.
2. It is suggested that your association limit the number of items for sale so you do not have a large inventory of unsold merchandise at the end of the tournament.
3. Check with State Board of Equalization regarding sales tax permit.
4. Set up the ways and means table at least one (1) hour prior to the first squad each day of the tournament and close after the last squad is off the floor.
5. There should be at least two (2) committee members at each tournament site. Do not leave the table unattended at any time.
6. Two (2) additional people will be needed in each center to handle the sale of 50/50 tickets (*women/youth only*). (*Open Championships sells patches*).
7. Keep track of all sales and inventory each weekend of the tournament and provide a detailed report to the Local Association Manager.

TOURNAMENT COMMITTEE

Lane Monitors

1. There should be one (1) Head Monitor at each Tournament site working under the direction of the State Tournament Director and State Official.
2. Head Monitors shall:
 - a. Prepare a list of qualified lane monitors – youth or adult (must have neat handwriting)
 - b. Prepare a schedule and lane assignments for each squad using at least one (1) monitor for every three (3) pairs of lanes.
 - c. Contact monitors scheduled for the first weekend at least two (2) weeks in advance.

It is advisable to schedule breaks if a lane monitor is scheduled to work the whole day. Schedule lane monitors at least one week in advance and have it available at all times.

3. All lane monitors should arrive at least one half hour before the squad starts. Stress the importance of notification if they are unable to be present as it is very difficult to obtain monitors at the last minute.
4. The State Tournament Director may have identifying items such as a lanyard or name badge to wear while monitoring and will have instructions to pass on.

Replacements

Under the direction of the Local Association Manager, manage the working list of available replacements. List to include: name, address, phone, USBC membership, average, center/association and dates of availability (*youth also require age; See Exhibits*). Copies should be kept at each site so they can be contacted when needed. Replacement paperwork should be processed at least one hour prior to the scheduled squad time. All replacements must meet the requirements of the tournament (average and membership) and must check-in prior to the start of the squad with their current membership card.

Check-in

The Tournament Director will provide check-in lists for all squads in both centers. At least two people are needed for check-in. Bowlers are asked to arrive at least one-hour prior to their scheduled squad time. Bowlers must show proof of current USBC membership and must be dressed ready to bowl so that the dress code can be enforced. All replacements will be handled by the respective tournament official on-site and at least one hour prior to the scheduled squad time. Turn in final check-in sheets to the Tournament Official for processing.

Courier*

A driver may be needed to transport necessary paperwork between the two centers throughout the weekend. **This position may be waived by the Tournament Director.*

Tournament Program Book – YOUTH ONLY

Advertisements are collected by the local hosting association. Ad space should start selling at least one year in advance. The two hosting centers and all hotels connected with the event should commit to an ad. The Tournament Director is to provide the most updated tournament schedule by the deadline for printing. All sales proceeds go directly to the local association. Books normally sell for \$2-3.

HOSTING ASSOCIATION HOSTING CHECKLIST

PRIOR TO BID

- Do you have approval from your board of directors?
- Do you have approval from your membership?
- Do you meet the two bowling center and hotel requirements?
- Do you have enough board members and volunteers to help work each weekend of the event?
- Do you have local city support? (Chamber of Commerce; Convention/Visitor's Bureau)
- Determine how to finance bid – Will you have the financial backing for hosting this event?

TIMELINE:

<input type="checkbox"/>	February 1	2 years prior to the hosting year	<ul style="list-style-type: none"> • File a written notice for the Championships intent to bid with the State Association Manager
<input type="checkbox"/>	August	2 years prior to the hosting year	<ul style="list-style-type: none"> • Action by CUSBC Board of Directors & Delegates at Annual Meeting
<input type="checkbox"/>	September	1 year prior to the hosting year	<ul style="list-style-type: none"> • CUSBC Site Committee will inspect facilities
<input type="checkbox"/>	September	1 year prior to the tournament	<ul style="list-style-type: none"> • Contracts and Hosting Association Tournament Committee List due
<input type="checkbox"/>	September	1 year prior to the tournament	<ul style="list-style-type: none"> • Map & Housing info due
<input type="checkbox"/>	September	1 year prior to the tournament	<ul style="list-style-type: none"> • Entries ready for distribution
<input type="checkbox"/>	January 31	Year of tournament	<ul style="list-style-type: none"> • Opening Ceremonies info due to the CUSBC Association Manager and President for approval by March 31.

TOURNAMENT HOTEL CHECKLIST

Hotel _____ Date _____

Address _____

Contact (name and title) _____

E-mail Address _____ Phone _____

Room Price negotiated \$ _____ not including tax. *(Fri & Sat night only)*

Total # of beds available _____

Total # of double beds available _____

Total # of single beds available _____

Amenities: Refrigerator Microwave Pull out sofas: _____ available

Roll-away beds: _____ available

of Comped rooms _____ (one for every _____ rooms booked)

Free breakfast offered? Continental Buffet (Timeframe: _____)

Distance from Team Center _____ miles; Distance from D/S center _____ miles

Willing to place full-page ad in program book? Yes No

REPLACEMENT LIST

Team Center _____

Doubles/Singles Center _____

Phone _____ Fax _____

Phone _____ Fax _____

Squad times: _____

Squad times: _____

Name	Address	Phone	Membership #	Date/Time Available	Center or Local Assoc	Average	Age (youth only)
1.							
2.							
3.							
4.							
5.							
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21.							

Duplicate if needed.

HOSTING LOCAL ASSOCIATION GUIDELINES - COUNTDOWN

Month #23 Contact the proprietors of the selected bowling centers, the local city councils and the convention/visitor's bureau and inform them of your association's successful bid in hosting the event. **Contact the current association that is hosting the tournament and offer to send several directors to help them work the tournament.** Your association will gain valuable experience on tournament procedures and may retain relationships for future help from that association.

Month #15 **LOCAL HOTELS:** Contact local hotels near the two bowls. Explain that 90% of the bowlers will book reservations from the information sent to the participants.
FUNDRAISING: Contact the convention/visitor's bureau and solicit support for your hosted event.
PROGRAM BOOK (YOUTH): Contact the mayors of the host cities and request a welcome proclamation to be published in the book.

Month #12 **PROGRAM BOOK (YOUTH):** All association board members should start selling advertisement space for the program book. *Best fundraising effort is with the advertisement sales.*
LOCAL HOTELS: Submit hotel listing and map to CUSBC.
LOCAL USBC ASSOCIATION: Submit committee list to CUSBC.

Month #11 **OPENING CEREMONIES:** Contact the host city and schedule any dignitaries to attend the opening ceremonies. Be sure to invite the convention/visitor's bureau, hotel managers, and other special guests.

Month #8 **FUNDRAISING:** Make arrangements to have tournament souvenir items ordered to sell at the tournament. This is your main fundraising effort. No 50/50's for women's or youth events and only with the approval of the California USBC Association President for the Open Championships.

Month #5 **OPENING CEREMONIES:** Submit the guest list and agenda/program to CUSBC.

Month #2 **PROGRAM BOOK (YOUTH):** Receive electronic schedule from Tournament Director for printing and all ads from local hosting association.

All association members to be trained on check-in, rules, lane monitoring and other tournament procedures.

Month #1 Work schedules and opening ceremonies logistics to be finalized.

GAME DAY! **OPENING CEREMONIES:** Take attendance for introductions. Run down the agenda and procedures to the guests and dignitaries present.

Contact the Association office immediately with any questions or concerns.