

SOUTHEAST BOWLING ASSOCIATION, INC.

APPENDIX III – REVISED 11/29/2014

ANNUAL TOURNAMENT POLICIES AND PROCEDURES

SECTION I – GENERAL RULES

- A. The Southeast Bowling Association (SBA) will have an Annual Handicap Bowling Tournament each year to be hosted and conducted by a Chartered Local Association of the United States Bowling Congress. The Host Association subject to approval of the SBA Board of Directors will establish dates of the Annual Tournament.
1. In awarding the Annual Tournament, the SBA shall alternate between the two zones as follows: Zone A (North) Virginia, North Carolina, South Carolina, and Tennessee; Zone B (South) Georgia, Alabama, Florida, and Mississippi; beginning with Zone A in 2016. Every third year is open with priority given to losing bidders the last two years.
(Revised 2011)
- B. The Tournament shall be called The ___ Annual Southeast Bowling Association, Inc. Handicap Tournament.
1. All participants must be USBC members.
 2. All games will be on individual handicap basis with two divisions (<180 & 181>. Events to be conducted with total averages determining the division: (Effective with 2015)

5 Person Team Event (<900 & >901)	(3 games)
2 Person Doubles Event (<360 & >361)	(3 games)
1 Person Singles Event (<180 & >181)	(3 games)
Handicap (<1620 & >1621)	(9 games total)
 3. Handicaps shall be ninety percent (90%) of the difference between the bowler's individual average and 230. Bowlers with an average of more than 230 will bowl scratch.
 4. Team event will be bowled on the same pair of lanes. Singles and Doubles will be bowled on the same pair of lanes with no lane change between Singles and Doubles. Singles will be bowled first.
 5. Bowlers who participate in the Annual Tournament shall be dressed in a presentable manner and conduct themselves in a manner not derogatory to the Sport of American Tenpins.
 6. The Tournament will run at least five (5) weekends from the middle of May to the middle of July. The Tournament Structure Committee must recommend the dates at the annual meeting of the SBA Board of Directors for approval.

C. The Annual Tournament shall be awarded only to those associations that can provide two bowling centers with the following minimum number of lane beds:

Teams Event	24 Lanes
Doubles and Singles Event	24 Lanes

Final approval of the specific centers to be used will be the responsibility of the Annual Tournament Site Committee (Executive Director & President).

D. A Local Association, desiring to host the Annual Tournament, must submit an invitation, in writing, by July 31st, three years prior to the Annual Tournament desired. The invitation should be mailed to the Executive Director Certified with a Return Receipt Requested. Each invitation will include the following:

1. A statement of the Local Association's overall capability to successfully conduct the Annual Tournament.
2. Names of recommended centers.
3. Number of lane beds and other facilities available at each of the centers.
4. Assurance from each Center Proprietor that his center will be properly certified by USBC, and that new pins meeting all USBC specifications in effect at the time of the Annual Tournament will be used.
5. Assurance that SBA practice standards will be enforced.
6. Bowling fees to be charged for the Annual Tournament.
7. Full information concerning Motel/Hotel accommodations, pricing, and the recommended Motel/Hotel for Headquarters meeting weekend.

E. In the event no Local Association desires to host the Annual Tournament, the Vice Presidents shall notify the Executive Director in writing. The Board of Directors shall reassign the Annual Tournament.

F. Following the receipt of invitations, the Executive Director will inspect the proposed site and facilities for adequacy and suitability.

G. Local Associations, submitting an invitation, shall have an opportunity to speak on behalf of their invitation, at the next Annual Meeting. The Board of Directors will award the Annual Tournament following presentations. The Annual Tournament will be awarded by a simple majority vote. In case of a tie, the President will cast the deciding vote.

H. After the Annual Tournament is awarded to a Local Association, the Executive Director will coordinate and execute the necessary Contracts for the Annual Tournament.

- I. The Tournament Structure and Improvement Committee shall recommend an entry fee at the Annual Meeting of the Board of Directors for approval. Entry fees may not be refunded in accordance with USBC Rule 316.
- J. The schedule for confirmed entries must be adhered to. Bowlers failing to appear on time per their confirmed schedule may not be rescheduled and will forfeit all entry fees. Upon arrival, they may enter competition as outlined in USBC Rules and receives 0 pin fall for all frames missed. Entrants may bowl only once in doubles and singles. Bowlers must enter both doubles and singles events if entered in either. Bowlers may bowl unlimited teams, but not more than 3 players on the same team can place more than once in the prize list for position standing. The first appearance will count towards all events. No more than two PBA members will be permitted on a five-person team and no more than one on a doubles team.
- K. No unreasonable delay will be permitted in the progress of any game. Team captains will see that every player is ready to bowl.
- L. Trophies/plaques and special awards will be awarded as follows:
 - 1. **TOTAL** for First Place in Handicap Event, ten (10) team trophies, four (4) doubles trophies, two (2) singles trophy, and two (2) all-events trophy. Handicap awards will come from the prize fund.
 - 2. The SBA will pay, out of its general fund, the sum of fifty dollars (\$50) to the Team Captain who puts five (5) to nine (9) teams into the Tournament.
 - 3. The SBA will pay, out of its general fund, the sum of one hundred dollars (\$100) to the Team Captain who puts ten (10) or more teams
- M. All prizes shall be paid and distributed within thirty (30) days, except when USBC has authorized a delay in payments pending settlement of any claim or protest that affects position standing.
- N. An official prize list showing names of winners and the amounts paid, must be published and mailed to all Officers, Directors, and Life Members, all Team Captains, two-person and individual entries who are not entered with a team, and to each local Association Secretary from which an entry is received. The first mailing (advance mailing) is to be made to all Officers, Directors, and Life Members of the SBA. In lieu of a published book, email and the official website may be substituted.
- O. No Local Association hosting the Annual Tournament, or any bowling establishment holding an SBA event, shall use the SBA Logo without written permission of the Executive Director or his duly appointed representative.

SECTION II - DUTIES AND RESPONSIBILITIES
FOR THE ANNUAL TOURNAMENT/MEETING

A. SBA:

1. The Executive Director or his representative shall arrange for suitable meeting rooms for the Annual Meeting.
2. The Contract between the SBA and the establishments awarded the Annual Tournament shall include a firm figure with regards to the bowling fee (including any federal, state or local tax) and this agreed upon fee shall be binding.
3. No later than January 1st of the year of the Annual Tournament, participating proprietors shall post with the Executive Director a bond in the amount of three hundred dollars (\$300) to guarantee fulfillment of contractual obligations. These bonds shall be returned upon written conformation from the Tournament Manager of the Annual Tournament that contractual obligations have been fulfilled to the satisfaction of the SBA President and Executive Director. ***Local Association hosting the Annual Tournament must notify Executive Director that required obligations have been satisfied.***
4. Provide a registration desk and sufficient help to expedite registration for the Annual Meeting at the Hotel.

B. Host Association:

1. The Local Association awarded the Annual Tournament shall be required to name a Tournament Director. The SBA Board of Directors at the Fall Meeting following the awarding of the Annual Tournament must approve this named individual.
2. Shall be responsible for printing and distributing Annual Tournament Entry Forms. *(Special Note: One year prior to the Tournament, the Host Association shall be responsible for distribution of 700 flyers at the Annual Meeting.)*
3. Shall post with the Executive Director a \$300 written guarantee covering all expenses and phases of the Annual Tournament. This guarantee should be posted no later than January 1st of the year of the Annual Tournament. Providing all phases of the Annual Tournament are handled to the satisfaction of the Executive Director and President of the SBA, said guarantee to be returned after the close of the Annual Tournament. ***(Note: An audit of the Annual Tournament records is required at the Fall Meeting following the close of the Annual Tournament.)***
4. Shall make the following arrangements for the Annual SBA Meeting:
 - a. Schedule a speaker if possible (Mayor or other suitable Representative from the area.)

- b. Assist the Executive Director to establish/coordinate procedures for securing reservations with the hotel where the Annual SBA meeting is to be held.
 - c. Cooperate with and assist other Associations competing for future Annual Tournaments, in the event they request hospitality rooms.
 - d. Assist the Executive Director in planning for the Annual Meeting and coordinate the Annual Tournament (e.g.: Scheduling, Hotel Information, Tours, Early Bird Party, Golf Tournament and Special Events.)
- C. Tournament Director: The Tournament Director functioning as the official agent of the Annual Tournament shall be responsible for the following:
1. Make sure that May 1st is the closing date for entries.
 2. Distribution of Annual Tournament Entry Forms.
 3. Any entry blank that is improperly or incompletely filled out will be returned.
 4. Confirmation will be sent to team captains assigning the date and time of bowling.
 5. Designation of an Official Scorer and Assistants for all Annual Tournament play.
 6. Assuring one (1) spare pair of lanes is available in the event of equipment malfunction.
 7. Checking brand, weight, and number of sets of pins to be used in the Annual Tournament
 8. Recording all Annual Tournament scores, in duplicate. Copies of scores shall be furnished entrants, on request. Team Captains will sign team score sheets, doubles contestants will sign their score sheets and singles bowlers will sign his/her score sheet.
 9. Maintaining files of all correspondence, score sheets, and financial records pertaining to the Annual Tournament. These files and records are to be retained by the Local Association pursuant to IRS Codes and available for audit by SBA.
 10. A listing showing the number of Team Entries from each Association will be presented to the SBA Board of Directors at the Annual Meeting.
 11. Arranging for the display of member State flags of the SBA at both Bowling Centers.
 12. Posting the USBC Tournament Sanction Certificate in an area of public view.
 13. Forwarding to the Associations hosting the next two (2) Annual Tournaments a complete Team Captains mailing list.
 14. Preparing an Official Annual Tournament Prize list, to be approved by the SBA Executive Director, in printed form or on the SBA website. He will also issue and mail

checks in accordance with the official prize list. All checks must carry two (2) authorized signatures, one of which will be the Tournament director. ***The Executive Director or the Asst. Executive Director of SBA will co-sign the checks.*** Distribution of the prizes, prize list, and financial statement to USBC will be completed within sixty (60) days of the close of the Annual Tournament. ***Note: Handicap trophies/plaques are included in the prize fund.***

15. Paying all Annual Tournament expenses incurred through the discharge of his duties as Tournament Director.

16. Making Tournament Announcements:

- a. At Team house at the beginning of each shift, the Tournament Director or his representative should welcome the bowlers on behalf of the SBA, the host Association and the host Bowling Center and should ask that members of each team led by its Captain, walk onto the approaches as each Team Name is announced in turn including its Captain, which Association and State the team represents, and remain standing on the approaches as the National Anthem is played. Introduction of SBA officers, directors and Hall of Fame members bowling on the shift is also appropriate.
- b. At the Singles/Doubles center, it is only necessary to welcome bowlers on behalf of the SBA, the host Association and the host Center and to introduce SBA officers, directors and Hall of Fame members, if applicable.
- c. At the Team center, announce that ten (10) minutes of practice bowling will be given. At the Singles/Doubles center announce that six (6) minutes of practice will be given and that singles will be bowled first, followed by doubles on the same pair of lanes.
- e. At both Centers, announce that bowlers must bowl in sequence shown on the recap sheet.
- f. At both Centers, announce that the accuracy of each bowler's average is their own responsibility; each bowler must assure his/her average is correct or notify a Tournament official.
- g. At both Centers, announce that ONE lane courtesy will be granted throughout the Tournament.
- h. At both Centers, announce that the automatic scoring device is the official scorer.
- i. At both Centers, announce the city and state of future SBA Tournaments.

17. Assure that lanes are properly cleaned and conditioned, that USBC Lane Certifications are current, and that the Annual Tournament is conducted in accordance with all other SBA Tournament Regulations. {Note: Lanes are to be reconditioned after every second squad.}

18. Assure that all bowlers comply with the rules of proper attire.

19. Bracket (if offered) will be paid out on site.

SECTION III
ANNUAL TOURNAMENT FISCAL MANAGEMENT AND FINANCIAL RESPONSIBILITIES

- A. All Annual Tournament receipts must be deposited in an *interest* bearing account in a recognized banking institution or credit union within seven (7) days after receipt.
- B. Beginning in 2018 the Annual Tournament expense fees, to include interest earned on these funds, will be distributed on a 65%/35% (Currently 60%/40%) basis between the SBA and the local association, respectively. ***The SBA portion of these funds will be transferred to the SBA Executive Director at the Annual Convention Weekend.***
1. In the event host association incurs excessive unforeseen expenses, the Executive Committee may approve adjustment in the allocation of Annual Tournament expense fees.
- C. Expenses to be borne by SBA:
1. Luncheon - Annual Meeting
 2. Luncheon - Fall Meeting
- D. Expenses to be borne by the Host Association:
1. Arrangements concerning Early Bird Parties (optional after 2014), hotel/motel information, golf tournament, tours and special events. Information must be to Executive Director for mailing 75 days prior to meeting.
 2. Printing and mailing of entry blanks and posters, not distributed at the Fall Meeting.
 3. Confirmation of entry cards, mailings concerning schedule times to team captains, Annual Tournament inquiries and verification of averages to Association Secretaries.
 4. Score re-cap sheets.
 5. All office supplies necessary to conduct the Annual Tournament.
 6. Telephone charges necessary to conduct the Annual Tournament.
 7. Scorekeeper fees, if applicable
 8. Handicap trophies/plaques: ten (10) individual team, four (4) doubles and two (2) singles and two (2) all events to be paid from the prize fund. Preference is plaques in the shape of the state with the host city noted on the plaque. (Paid from prize fund)
 9. Mail prize lists to all SBA Officers, Directors, and Life Members in advance of Team Captains and to every Association Manager from which an entry is received. ***Note: Prize list may be distributed via website.***

E. Expense to be borne by the Host Establishments:

1. Scratch trophies/plaques to be equal or comparable in quality to those chosen by the SBA for handicap winners. There shall be five (5) individual team, one singles, two doubles and one all events trophies/plaques for a total of nine (9).

SECTION IV
ANNUAL TOURNAMENT PROGRAM / PRIZE BOOK STANDARDIZATION
Optional-guidelines must be followed if published

A. Size: Five and one half (5.5) inches wide X eight and one half (8.5) inches high

B. Items to include:

1. Welcome to area by Governor, Mayor or Local Official
2. President's message with picture.
3. Executive Director's message with picture.
4. Assistant Executive Director's picture.
5. President-elect's picture.
6. Vice President's pictures.
7. Tribute to SBA Hall of Fame to include names of members, date of induction and group picture.
8. Last year's winners and scores.
9. Record holders per event.
10. Annual Tournament score form for private use.
11. Previous Annual Tournament sites and number of teams entered.
12. Log of entries by State and of Associations within each State.

C. Front Cover: Must carry the SBA logo and identify the tournament as the _____ Annual Southeast Bowling Association, Inc., Handicap Tournament.

D. The Board may require additional items pertaining to information for the local area, etc.

SECTION V
FALL MEETING PROCEDURES

A. Bidding for the fall meeting shall follow the same rotation as bidding for the Annual Tournament Zones as defined in Appendix III, Section 1, Paragraph 1A beginning with Zone in 1996. Associations bidding for the fall meeting will:

1. Mail their bids by September 1 to Corporate Headquarters, one (1) year in advance so as to comply with Article III, Section 4 of the Constitution and By-Laws;
2. Arrange for a Local Official to welcome guests at the meeting and/or luncheon.

3. Assure the Headquarters hotel/motel has adequate lodging, meeting and dining facilities; provides three (3) complimentary rooms one of which shall be a suite available from Wednesday to Sunday;
4. Advise as to the estimated cost of rooms; plans for Friday activities such as a golf tournament and tours; cost of the Saturday Luncheon; and provide any additional information pertinent to the weekend.
5. If no Association bids for the Fall Meeting, the Executive Director will try and schedule the meeting in a central location.

SECTION VI – A HANDY MEMORY JOGGER

For or Action	Send To:	Deadline for Receipt
Preliminary Nominations	Executive Director & Committee Chair	15 days before Fall Meeting
Final Nominations	Executive Director & Committee Chair	April 15
Director of the Year	Executive Director	April 15 (Award at Fall Meeting)
By-Law Amendments	Executive Director	60 days before Fall Meeting
Hall of Fame Nomination	Executive Director	Sept 1 (Award at Annual)
Budget Change or Fund Requests	Executive Director	September 1
Bid for Tournament	Executive Director - Return Receipt Requested	Jul 31 - 3 Yrs Before Tournament Year
Bid for Fall Meeting	Executive Director	Sept 1 - 1 Year Before Fall Meeting Invitation Date
Officer's Reports for Tournament Program Book	Tournament Director for Current Year	Feb 1 of Tournament Year
Tournament - \$300 Bond		
Host Association	Executive Director	Jan 1 of Tournament Year
Team Center	Executive Director	Jan 1 of Tournament Year
Singles/Doubles Center	Executive Director	Jan 1 of Tournament Year