



LEWISTON - AUBURN

Lewiston-Auburn USBC Association Operations Manual

INTRODUCTION

This operations manual is a guide full of ideas that have been gathered over the years of this association. It is suggested that if changes need to be made in these guides that they go through the president and the Board Of Directors. In most cases these guides work very well.

The Constitution and the By-Laws can be changed only by the Council Of Delegates with the proper notification to the delegates.

All USBC rules apply and will be followed

ANNUAL BUDGET

JOSEPH MIZDA SCHOLARSHIP FUND	\$250.00
ROGER PERREAULT SCHOLARSHIP FUND	\$250.00*
ASSOCIATION MANAGER	\$850.00
DIRECTOR-TREASURER	\$250.00
ASSOCIATION MANAGER-SUPPLIES	\$150.00
AWARDS NIGHT AWARDS	\$1,800.00
**ALL EVENTS CHAMPION CITY TOURNAMENT:	
OPEN DIVISION—SCRATCH & HANDICAP	\$150.00**
WOMEN’S DIVISION—SCRATCH & HANDICAP	\$150.00**
EQUIPMENT INSURANCE	\$175.00
ASSOCIATION OPEN TEAM CHAMPIONS	\$ 75.00***
ASSOCIATION WOMEN’S ALL STARS AND RISING STARS	\$150.00***
BOWLER OF THE MONTH	\$175.00
TECHNOLOGY UPGRADES	\$300.00
USBC Delegate	\$100.00*****

This association will donate yearly \$250 to the Joseph C. Mizda Scholarship fund. No other requests will be honored from the State Association.

* This association will donate \$250 to the Roger Perreault Scholarship Fund as needed.

** The actual amount of this disbursement may be higher or lower than the amount listed since it is based on the entry fee of the State Tournament.

*** The actual amount depends upon the entry fee assessed by the local Association for the City Tournament.

***** The USBC Delegate will receive \$100 towards expenses at the USBC National Convention. The delegate will receive the expense money after presenting a report on the convention.

ASSOCIATION BOARD OF DIRECTORS

PRESIDENT

VICE PRESIDENT

DIRECTOR-ASST. MANAGER

DIRECTOR-TREASURER

DIRECTOR-PUBLIC RELATIONS

DIRECTOR A

DIRECTOR B

DIRECTOR C

DIRECTOR D

DIRECTOR E

DIRECTOR F

DIRECTOR G

DIRECTOR H

DIRECTOR I

DIRECTOR J

DIRECTOR K

DIRECTOR L

DIRECTOR YABA-1

DIRECTOR YABA-2

DIRECTOR YABA-3

DIRECTOR YABA-4

TERMS OF OFFICE

PRESIDENT	3 YEARS
VICE PRESIDENT	3 YEARS
DIRECTOR-ASST. MANAGER	3 YEARS
DIRECTOR-TREASURER	3 YEARS
DIRECTOR-PUBLIC RELATIONS	3 YEARS
DIRECTORS	3 YEARS

INITIAL TERMS OF OFFICE

PRESIDENT	3 YEARS
VICE PRESIDENT	2 YEARS
DIRECTOR-ASST. MANAGER	3 YEARS
DIRECTOR-TREASURER	2 YEARS
DIRECTOR-PUBLIC RELATIONS	3 YEARS
DIRECTOR A	2 YEARS
DIRECTOR B	1 YEAR
DIRECTOR C	3 YEARS
DIRECTOR D	2 YEARS
DIRECTOR E	1 YEAR
DIRECTOR F	3 YEAR
DIRECTOR G	2 YEARS
DIRECTOR H	1 YEAR
DIRECTOR I	3 YEARS
DIRECTOR J	2 YEARS
DIRECTOR K	1 YEAR
DIRECTOR L	1 YEAR
DIRECTOR YABA-1	3 YEAR
DIRECTOR YABA-2	2 YEARS
DIRECTOR YABA-3	1 YEAR
DIRECTOR YABA-4	1 YEAR

AWARD PINS

AWARDS FOR ALL USBC MEMBERS:

- A. 175-200-225-250 scratch game score pins.
- B. 475-500-550-575-600-625 scratch series score pins.
- C. 175 game and 475 and 500 series awards will be limited to bowlers with a 139 average or below. 550 series awards will be limited to bowlers with 149 averages or below. The 575 will be limited to bowlers with an average of 159 and below. The 200 game award will be limited to bowlers with an average of 165 or below. All other awards will be available to all USBC members without regard to average.

SPECIAL AWARDS

BOWLER OF THE YEAR

Qualification: The bowlers who qualify for bowler of the year tournament will be those individuals that have achieved the highest average having bowled a minimum of 75 games in any USBC sanctioned league in the L.A.U.S.B.C.A. for the current season and is a member in good standing with the L.A.U.S.B.C.A. Bowlers that only have a valid sport bowling compliant average (with no regular league average), from a sanctioned sport bowling compliant league in the L.A.U.S.B.C.A., can use this average if, and only if, no regular league average is available. The average scale adjuster available from the USBC will be used to determine the bowlers' equivalent regular league average from the sport bowling average attained (minimum 75 games). Bowlers who qualify with more than one league average will use only their highest average (minimum 75 games) for high average consideration and seeding into the Bowler of the Year Tournament. The Bowler of the Year Tournament will commence within 30 days of the conclusion of the most recent fall league season (most likely May or June), at a time set by L.A.U.B.C.A and Spare Time Recreation. All bowlers who qualify for the tournament will be notified in advance and asked to reply promptly. If a bowler is unable to attend, the next highest average bowler (male or female) that meets the qualifications listed above will be contacted to fill the spot. If, at the time of the event, all six spots are not accounted for (i.e. last minute no show), the tournament will proceed by reseeding the entrants who are present and continuing with the same format listed below until a champion is crowned. Once a tournament date has been set it will only be rescheduled for serious extenuating circumstances.

Tournament: There will be 12 bowlers seeded into the tournament, 6 male and 6 female. The top 5 "seeds" will be the 5 highest averages from the most recent bowling season, in order from highest average to lowest average, based upon the qualifications listed above. The sixth "seed" will be reserved for the bowlers (male and female) that won the Association City Tournament scratch all events title for the current season, as long as that bowler (male and female) meets all the criteria listed above. If the City Tournament winner was one of the 5 highest averages, then the 6th highest average for the current season will take the 6th seed into the tournament, based upon the qualifications listed above. The 1 and 2 seeds will have automatic "bys" into round two of the tournament. The two first round matches will have the 3 seed vs. 6 seed and the 4 seed vs. 5 seed. All matches will consist of a best 2 out of 3 scratch alternating shot match play format, with the winner(s) advancing into round two to face either the 1 or 2 seed(s). The 1 seed will face the lowest seeded player to advance from round one, with the highest seeded player from round one to face the number 2 seed in round two. The second round will also be a best 2 out of 3 alternating shot scratch match play format, with the winner(s) from round two to face each other in the final round. The two bowlers that reach the championship match will bowl the same best 2 out of 3 scratch alternating shot match play format, with the first bowler who beats their opponent twice winning the tournament and the Bowler of the Year title.

Awards: The bowlers (male and female) who earn the title of Bowler of the Year will have the Bowler of The Year jacket awarded to them at the Annual Bowlers Dinner. The jacket will have the bowlers name, the association logo and the words, "Bowler Of The Year".

There will also be a framed certificate presented to the bowlers (male and female) who were the highest averages from the past season, based upon the qualifications listed above. If the same bowler(s) that were Bowler of the Year also had the highest average, then those bowler(s) will have both awards presented to them at the bowlers' dinner and dance.

PRESIDENT'S AWARD

1. The President shall choose and recognize the Director of the Year at the annual Awards Night.
2. The director must have shown interest in the association by **actively** participating in association activities.
3. A framed certificate will be presented to the director at the annual Awards Night.

SPONSOR OF THE YEAR

1. To qualify, a sponsor must have sponsored a team in a sanctioned league for at least five years.
2. A master plaque will be maintained and an individual plaque will be given to the sponsor at the annual Awards Night.
3. The Awards Committee will vote on the Sponsor of The Year.

HALL OF FAME

HALL OF FAME QUALIFICATIONS

1. The purpose of the Lewiston-Auburn USBC Association Hall of Fame is to honor, pay tribute to and perpetuate the names of those members who have displayed outstanding ability in the sport of American Tenpins and/or have contributed meritorious service to the reputation and progress of bowling in the area served by this Association and thus, maintaining the high integrity of the sport.

2. There shall be three categories in which a nominee may be inducted:

A) **Achievement** - A bowler who demonstrates a consistently superior degree of proficiency at the sport and integrity on the lanes in both league and local tournament play.

B) **Meritorious service** - A bowler who shows leadership by holding office at the league or Local Association level.

C) **Honorary** - Promoters and/or supporters of ten pin bowling that may not meet the membership requirements listed but have been instrumental in the growth and vitality of the sport within this Association.

(Induction into the Hall of Fame posthumously will be allowed so long as all necessary criteria are met.)

3. ***Candidate Qualifications:***

A) Except for candidacy in the Honorary category, the candidate must have been a member of the Lewiston-Auburn USBC Association (or its predecessor Associations) for five (5) uninterrupted, or ten (10) interrupted years. In the event that a candidate has made such an obvious positive impact to the sport of ten pin bowling but does not, through extenuating circumstances, meet this qualification, the selection committee may waive this requirement.

B) A candidate must have outstanding evidence of good sportsmanship, dedicated performance or meritorious service.

C) A candidate to be nominated pursuant to Paragraph 2. B) above must have served as an officer and/or director on a league and/or Lewiston-Auburn USBC Association (or its predecessor Associations) for a minimum of five (5) years.

D) A candidate to be nominated pursuant to Paragraphs 2. A) and B) above must have bowled in a minimum of five (5) Lewiston-Auburn USBC Association (or its predecessor Associations) City Tournaments.

4. (A) A person shall be deemed ineligible for nomination to the Lewiston-Auburn USBC Association Hall of Fame if that person has, at any time, lost the right to hold a valid USBC (or its predecessor) card as determined by an USBC (or its predecessor Association) suspension hearing at which the bowler is found guilty of the charges.

(B) A present Hall Of Fame member may be removed if, through a suspension hearing, that member is found guilty of charges and loses the right to hold a valid USBC card.

(C) Once a suspended member has been re-instated by USBC, the Hall Of Fame Committee may consider that members eligibility for induction to the Hall Of Fame dependent on the severity of the infraction for which the member suspended.

HALL OF FAME COMMITTEE PROCEDURES

1. The selection committee shall be comprised of three (3) active Hall Of Fame members and four (4) current members of the Association Board of Directors, one of whom shall be the Association President. The Association Manager shall be an ex-officio member without voting rights and shall act as the committee chair.

2. Nomination of candidates must be received annually, no later than May 31. Nominations may be submitted by any sanctioned Lewiston-Auburn USBC Association member. Nominations must be submitted on the Lewiston-Auburn USBC Association Hall Of Fame Resume form, with all pertinent information provided. Resumes can be obtained from and returned to the Association Manager or any member of the Association Board of Directors.

3. The Hall Of Fame selection committee will review all submitted nominations and a vote will follow any discussions. In the event that the name of a member of the committee has been submitted for consideration, that member will excuse himself/herself while their application is being discussed. If, after the discussion, that members' name is determined to be otherwise qualified, he/she will not be allowed place his/her name on the ballot but he/she can vote for others.

The format of the vote will be as follows:

(A) All members of the committee will receive a ballot allowing for the placing of five (5) names. Each committee member will place the names of the nominee(s) on that ballot in order of preference, with the most preferred being listed in the first position and the least preferred be placed in the fifth position.

(B) Points for each position on the ballot will be awarded as follows:

Position No. 1: 10 points
Position No. 2: 8 points
Position No. 3: 5 points
Position No. 4: 3 points
Position No. 5: 1 point

(C) A nominee must receive a point total of at least 56 points to be inducted to the Hall Of Fame. Committee members may place names in any position on the ballot and may also leave positions empty if they so choose. If a second nominee also garners 56 points then two nominees will be inducted. The Committee **will not** have the option of inducting a member that does not attain 56 points during the voting process.

4. The Hall Of Fame committee shall select a candidate for the State Hall Of Fame from the members of the local Hall Of Fame during their meeting. It will be the Chair's responsibility to see that the State resume is properly filled out and signed by the Association Manager and forwarded to the State Executive Director by December 1.

5. The newly elected Hall Of Fame inductee will have his/her name engraved on a master plaque where it will be prominently displayed at the bowling center, presented with a personal plaque and a certificate of award from USBC. These awards will be presented to the Hall Of Fame inductee at the annual Bowlers Dinner.

6. The Lewiston-Auburn USBC Association will continue to have and maintain the Hall Of Fame and provide the funds necessary for all related awards. If the selection committee decides that changes to this method are warranted they must submit any changes to the Lewiston-Auburn USBC Association Board of Directors for approval. The Board of Directors reserves the right to make any and all modifications to these qualifications.

7. All Hall of Fame resumes for individuals who are not selected for induction shall be re-submitted for nomination for two (2) consecutive years following their initial nomination. If after three years that person is not elected, such person's resume must be re-submitted for nomination.

BOWLER OF THE MONTH

This association will maintain a William Smith III Bowler of The Month Award program in conjunction with Spare-Time Recreation Center. This award will be presented each month of the bowling season from October through April. A bowler will be selected each month based on the following criteria:

1. Bowling a game that is 40% over average.
2. Bowling a series 20% over average.
3. Displaying good sportsmanship.
4. Must be a member of the Lewiston – Auburn USBC Association.

All bowlers that meet the above requirements will have their scores, both game and series, evaluated to the second decimal place (.00). The bowler that has the highest percentage over average series and/or game will be named the winner. If the calculation does not produce a clear winner then the person achieving the 40% or 20% level more often, someone shooting their first 600, 650 or 700 series would be considered more closely. The prize for this award will be a framed Certificate of Achievement and a check for \$50. The association and Spare-Time Recreation will each provide \$25 toward the monetary award.

ASSOCIATION TEAM CHAMPIONS

This Association will recognize Team Champions in the following two (2) divisions: Five-member teams and Four-member teams.

1. To qualify, the teams must have won first place in their sanctioned league. The team must be from an USBC sanctioned league with four or five members on a team. The league must have competed for at least a 30 week schedule.
2. This will be a self supporting event.
3. Awards will be presented to all team members and the sponsor at the annual Awards Banquet. They will also be given a paid entry into the City Tournament and if the winning teams are eligible to compete in both the Open Division and the Women's Division, that team must decide which Division they will enter.
4. The event will be held on a Saturday and/or Sunday within one month of the close of the winter season.
5. No Make up teams will be allowed.
6. The handicap ratio will be One hundred percent (100%) of the highest average in the association of the just completed season with no maximum handicap.
7. Bowlers of the team must be the original members of the first place team.
8. The winning team will be that team with the highest score with handicap in a three game series.

9. Local Association Awards will apply in this event.

SEASON'S HIGH SERIES AND GAME
MALE AND FEMALE

1. To qualify, the bowler must have bowled 2/3 of the scheduled games in an USBC sanctioned league.
2. This will be an award for winter and summer leagues and will include the local City Tournament games/series.
3. Trophies will be presented at the annual Awards Night.

HONOR SCORE ELIGIBILITY

All 800 series 300 games and other honor scores shot by members of the LAUSBCA in the lanes certified by the LAUSBCA in any certified competition (i.e.: State Tournament, travel League etc..) will be considered for the Season High Game or Series Award as long as that member has competed or will compete in 2/3 of the sessions in a certified league within LAUSBCA during the current season.

All honor scores shot in certified competition by any member of the LAUSBCA in any certified event held within the jurisdiction of LAUSBCA will be eligible to be added to the LAUSBCA Honor Roll and will be commemorated with an appropriate certificate of achievement or other award.

HONOR SCORES OF 300 OR 800

1. Any bowler rolling a 300 game or an 800 series will be presented an award at the annual Awards Night.
2. This will be given to a bowler in a summer or winter sanctioned league, or the local City Tournament.
3. A bowler who shoots a second 300 game will be given a bowling pin with an engraved plate stating the specifics of the game bowled. All 800 series awards will be in the form of plaque mounted certificates.
4. All subsequent 300 games will be awarded a mounted half pin or an award certificate in a plaque, the bowler will be given the option.

HONOR SCORES OF 299 OR 298

1. Any bowler rolling a 299 or 298 game will be presented an award at the Annual Bowlers Awards Dinner.
2. This award will be given to bowlers in either summer or winter league competition, or the local City Tournament.
3. A limit of one 299 or 298 award per bowler per lifetime will be imposed. Previous winners (including from the predecessor Associations) will be honored in another manner.

AWARDS NIGHT

1. This association will run an Awards Night event each year recognizing accomplishments from the previous season.
2. This will be a self supporting event, held in the fall each season.
3. The co-chairs shall select their committee to work on the event.
4. The co-chairs will hire a hall and music as requested by the association. They shall also make plans for the meal at the event.
5. A report on the costs of the event will be prepared and submitted to this association. Those costs should include all the following plus any other incidental costs that may arise.
 - A. Hall
 - B. Food
 - C. Music
 - D. Awards
 - E. Printing
 - F. Tickets
 - G. Door Prizes

6. Appoint a committee and chair for the procurement of door prizes.
7. Include Public Relation's Director for promotions of the Awards Night.
8. Appoint the following:
 - A. A person to handle and distribute tickets.
 - B. Persons to take and sell tickets at the door.
9. Inform the Association Manager as to needs regarding presentation of awards.
10. Invite USBC representatives, National and State to attend.

Wall of Fame & Display Case

1. Award Plaques.
2. Awards display of patches that can be earned.
3. Current events and their results,
4. State activities,
5. Current year's Hall of Fame members.
6. Honor roll, 300's, 700's and 800's
7. High series and games of the season
8. Sponsor Plaque
9. USBC - Announcements, local members,
10. Memorial Plaque

Association Equipment

1. A Lane Analyzer (Cathy Bickford)
2. A Lane Scale and Dial (Cathy Bickford)
3. A 100 ft. tape (Cathy Bickford)
4. A Take Up Device (Cathy Bickford)
5. A Pit End Gauge and Case (Cathy Bickford)
6. A Level & Feeler gauge (Cathy Bickford)
7. HP Pavillion laptop computer (Bob Tremaine)
8. Epsom LQ1070 wide carriage dot matrix printer. (Bob Tremaine)
9. One Four Draw File Cabinet (Bob Tremaine)
10. USBC Related Computer Programs (Bob Tremaine)
11. A Camera (Mark Fortier)
12. A Die Cast for Merit Awards (Held By 'Hrffmeyer and son In Milwaukee, WI.)
13. Video Tapes (Bob Tremaine)
 - a. ABC Teaching Videos
 - b. Bowling instruction Tapes
 - c. Lane certification Tapes
14. Computer (Janine Champagne-TCWBA)

Lane Certification

The Certification and Inspection Committee shall be selected by the President of the Lewiston-Auburn USBC Association.

The Committee function will be to serve as a steering committee and to oversee all function of the Certification and Lane dressing inspections within the defined sanctioning area.

The Committee shall serve within the guidelines set forth under the Local Association Manual for Certification and Lane Dressing Inspections. It shall also abide by Article 16 of the USBC Constitution of the USBC Rule Book.

TOURNAMENTS

ASSOCIATION CITY TOURNAMENT-OPEN DIVISION
ASSOCIATION CITY TOURNAMENT-WOMEN'S DIVISION
ASSOCIATION CITY TOURNAMENT-YOUTH DIVISION
ADULT CHILD TOURNAMENT
B.V.L. TOURNAMENT (ODD YEARS)
MIXED COUPLES TOURNAMENT
ASSOCIATION TEAM CHAMPIONSHIP TOURNAMENT

LEWISTON/AUBURN USBC ASSOCIATION

CITY TOURNAMENT RULES-OPEN DIVISION

1. Entry in this tournament is open to all members of the Lewiston-Auburn USBC Association subject to the following conditions:

- a. Participants must be a member of the L.A.B.A. and ABC in good standing.
- b. Non USBC members may also qualify for entry and receive full ABC services by paying for an affiliate membership card for \$(**AMOUNT**) before bowling.

2. Participation:

a. Unlimited re-entries are allowed in the Team, Doubles and Singles events subject to the following conditions:

1. No more than three players can compete on the same team more than once.
2. Doubles entrants cannot compete more than once with the same partner.
3. A bowler participating more than once in any of the events must count the first series in each event towards the All Events total.

b. No more than three players can be scheduled on a Lane for singles and doubles events.

c. Re-entry in the team and doubles events will be allowed on a space available basis. It is ONLY available to the bowlers who have originally entered the tournament before the cut-off date, (**DATE**), and the restrictions in 2a will apply. The re-entry request must be submitted at least thirty (30) minutes before squad time.

d. The association, by rule, can limit the number of men classified as professional bowlers to two on a five man team and one on a doubles team.

3. No one may bowl in this tournament except those originally entered or such replacements who may be authorized by tournament management. (USBC Rule #305).

4. All team captains must check in with their team members' USBC cards thirty minutes prior to squad times.

5. Entrants will use their highest sanctioned league average, based on a minimum of 21 games from the previous season, unless their current sanctioned league average, based on 21 games or more, is higher. average. Summer league averages can be used only if a bowler has no acceptable regular season average. If there is no average from previous year, use your highest current average based on a minimum of 21 games as of January 1. All others must bowl scratch. Failure to use the proper average shall disqualify your scores if submitted average is lower than the actual average.

a. It shall be the bowlers responsibility to verify the accuracy of their submitted average, whether submitted by the bowler, team captain or anyone else. Failure to use the proper average or to make a correction before or at the time of bowling, shall disqualify scores, if the submitted average is lower than the actual USBC average. Prize winnings will be based on the submitted average if the submitted average is higher. (USBC rule #319a applies)

6. The average of a bowler may be adjusted upward before participation in any event. If the assigned average is not accepted by the bowler, the entry fee shall be returned. (USBC rule #319c)

7. All entrants who have qualified for a prize of \$300 or more in any event or tournament within the previous 12 month period, must report their actual score, position and amounts won at the time of entry and are subject to possible re-rating. Failure to comply with this provision shall be just cause to forfeit tournament entry fees and/or prize money.

It Is the bowlers responsibility to report their scores in any tournament where the prize money has not been made, but in which they have qualified for \$300 or more in any event.(USBC rule #319d & 319e)

8. After an entry has been received, and the dates assigned by tournament management are not refused before preparation of the schedule, the entry fee cannot be refunded.(USBC rule #316).

9. Prize fees shall be returned 100% in each event: with 50% going to handicap and 50% going to scratch.

10. Ratio of prizes shall be at least 1 for 10 in the team, doubles, and singles events, and 1 in 20 in All Events.

11. Champions will be determined on a scratch and handicap basis for Teams, Doubles, Singles, and All Events. In addition, the bowler who bowls the highest All Event score scratch and has paid the optional All Events fee, shall receive a paid entry in All Events of the State Association Tournament. USBC chevrons will be awarded to all champions.

12. Any entrant qualifying for both scratch and handicap awards that are of equal monetary value, shall be awarded the scratch prize.

13. Handicap will be based on 100% of 210 with no maximum.

14. All entrants who have qualified for prize winnings in any event will not receive prize monies until averages have been verified and the prize list is made official. All prize money will be paid within 30 days of the closing date of the tournament.

15. Any player or team arriving late shall begin play with the score counting beginning with the frame being bowled. (USBC rule #322)

16. Any game, or frame within a game, that is irretrievably lost in the scoring process may be re-bowled with the approval of the tournament management, unless prohibited by rule. The decision of the tournament management shall be final, except where an appeal is made to USBC for final consideration. (USBC rule #328)

17. Team USA local qualifying consists of nine games scratch. There must be at least 10 entries to have a qualifying round. The cost is \$10.00 per bowler and this fee must be paid before the first three (3) games are shot.

18. Entries should be paid for by CHECKS, payable to the Lewiston-Auburn USBC Association. DO NOT SEND CASH! Entries can be mailed to the tournament Director or left with the Activities Director Spare-Time Recreation Center.

19. All entrants that have not attained the age of 18 MUST submit a Parental Consent Form prior to the start of competition. Failure to submit this form will result in all scores being disqualified and any prize winnings will be forfeited.

CITY TOURNAMENT RULES-WOMEN'S DIVISION

1. The tournament will be open to women currently sanctioned through Lewiston-Auburn USBC Association (LAUSBCA) or who have an established TCWBA average from the prior season and who sanction as an affiliate member with a minimum of 21 games at the time of the tournament. Every entrant must be a member of USBC.

2. The tournament shall consist of four-women Team, Doubles, and Singles events, and All Events. Three consecutive games shall be bowled in each event and total pins shall decide the winner. The total of nine games bowled shall determine the All Events winner. In the case of a tie, for first place only, a roll-off will be held with total pin fall determining the winner. **NOTE:** Should any winner in any event place in the same position in both scratch and handicap divisions, such winner will be awarded the prize in the scratch division.

3. Entrants shall use their highest league average from the previous winter season of at least 21 games in each league. An entrant without a previous winter season average will use her highest summer league average of at least 21 games. If no winter or summer average, she will use her current league average of at least 12 games as of January 30, 2005.

4. Tournaments entries open January 6, 2005. Entry forms should be submitted by February 20, 2005. Entries submitted after that date will be accepted, but availability of lanes will not be guaranteed.

5. The tournament will be scratch and handicap. Handicap will be 100% of 200 with no limit.

6. Entry fees will be \$16.00 per bowler, per event (Team, Doubles, & Singles).

BOWLING FEE:	\$7.80 per event
PRIZE FUND:	\$8.20 per event
ALL EVENTS:	\$2.00 <u>OPTIONAL</u>

NO ENTRY FEES WILL BE RETURNED. Entry fees must be paid by check or money order. Make checks payable to LEWISTON-AUBURN USBC ASSOCIATION. One check per entry form is requested.

7. Entries will be scheduled according to requests if possible and in the order received. The schedule and lanes for each event will be assigned by the Tournament Secretary except in an emergency. Each event will be bowled on a pair of lanes, 3 sets on a pair of lanes for Doubles and Singles. No bowling will be allowed on assigned lanes 2 hours prior to bowling.

8. ANYONE BOWLING DOUBLES MUST ALSO BOWL SINGLES AND VICE VERSA. NOTE: The option to split Doubles and Singles to different times and/or different days will be available to bowlers who prefer to bowl 3 games at a time. You would still be able to bowl them back to back if you so desire.

9. An entrant may participate in the team event and doubles event more than once; however, not more than three players on one team can place more than once in the prize list for position standing.

10. When a bowler competes more than once, her first appearance in each event shall count towards her All events score which is the total of her Team, Doubles and Singles scores.

11. Check-in time is 15 minutes before each squad.

12. Substitutes shall be allowed in each event. The captain shall notify the Tournament Secretary ½ hour before scheduled time of bowling of such substitution.

13. Any bowler who arrives after the game has started will be allowed to bowl and her score will count beginning in the frame in which she enters the game. No score will be given for frames missed.

14. The Board of Directors of the Lewiston-Auburn USBC Association shall decide any questions and shall have the power to hear and act on all protests arising from or under construction of the rules of the Lewiston-Auburn USBC Association Tournament.

15. The entrants whose names appear hereon or their authorized replacements hereby agree that the Lewiston-Auburn USBC Association, its officers and agents shall be liable only to the extent of returning entry fees if and when these entrants shall be prevented from bowling an event in the tournament through premature termination of the tournament, which may be brought about by war, national emergency or emergencies or causes relating thereto or resulting therefrom, fires, strikes, lockouts, labor difficulties or other causes beyond the control of the Lewiston-Auburn USBC Association.

POINTS OF INTEREST FOR THE ANNUAL CITY TOURNAMENT
THINGS TO DO TO GET THE CITY TOURNAMENT GOING

- A. Obtain the USBC package from the association Manager and review the package to see what USBC requires to get the tournament sanctioned.
- B. Obtain the past years application and rules and discuss with those involved to see if there were any problems.
- C. Start working on the entry form and rules:
 - 1. Establish the dates and times far enough in advance so your package can get to USBC, for approval and returned and printing of the forms can be completed get advertisement going.
 - 2. If a deadline for accepting applications is going to be before the start of the tournament, it must be stated in the rules. The easiest deadline to work with is 15 minutes prior to the last shift of the tournament. This may increase entries as you can take on the spot applications while the tournament is going on.

3. State in the rules about multiple entries -- about cashing -- if you can bowl with the same person more than once in doubles -- if you can bowl more than once in singles.

4. Cover entering averages. i.e.: highest ABC yearbook -- highest winter -- highest summer- highest winter or summer bowled in this association only. With all these options available make sure the rule specifies the correct one for the tournament you are going to run. Also the 10 pins -over average for re-rating.

D. Get someone involved in advertisement at the lanes with signs and notify the league secretaries of the tournament dates and see if they will list them on their standings sheets for the bowlers in their league to see.

E. Check with sponsored teams to see the sponsor is going to enter the team and would they like to donate to the prize fund for the tournament in exchange for advertising their support for the tournament. This could also go for companies that don't sponsor a bowling team.

F. If money is obtained from sponsors early enough -- a guaranteed first place amount for each event could be listed on the entry form and also used in the advertisement.

G. A sign on the door or at the entry way is not the answer to good advertisement for a city tournament.

THINGS TO DO AT THE CENTER

A. Be at the center early enough so that all required paperwork is taken care of before the bowlers start reporting in.

B. Know what lanes are going to be used with an open pair on each side if possible. Have the Lane numbers assigned to the recap sheets. Have a check in list so that when the bowlers check in they will know what lanes to go to. Check to see that score sheets and pencils are at all lanes.

C. Have someone from the association welcome the bowlers over the PA and tell them about shadow balls on each Lane and if they need any assistance a director will be available behind the bowlers.

D. Have at least one non-bowling director available behind the lanes to assist in any problem that may arise. At least one more director should be in the office area to handle any questions someone may have. This way if a director is bowling he does not do tournament work while he is bowling.

E. At squad time if you have teams bowling at the same time as doubles and singles -- have the teams bowling on the lanes on the left. This is if you bowl your doubles and singles at the same squad time. If this is the case the doubles should be bowled on a pair and when you finish you move one pair to right and go directly into singles without any shadow balls.

F. Within a reasonable period of time after each squad has completed their bowling -- the scores should be posted on the appropriate boards. The recap sheets must be checked to see that all addition is correct before any scores are posted.

AFTER THE TOURNAMENT

A. Have at least two people review the recap sheets to verify the scores and the high scores.

B. Make up a payoff sheet listing those that cashed in each category and the amount. If no errors are noted within 14 days after posting the unofficial list, that list will become the final standings.

C. The Tournament Director along with his staff should write a how-goes-it letter to be added to the tournament package. Point out good and bad things that happened -- what errors were made and can be eliminated for the next year. What can be added to the package and any suggestions that will make next year's tournament bigger and better.

D. Review all score sheets for top scores and verify averages for these scores in winners column.

E. Local Award patches will be honored.

F. Post final scores/payoff sheet in a prominent location for fourteen (14) days after end of tournament.

G. If no errors have been noted at the end of the fourteen days, make payoffs.

H. After all scores and payoffs have been finalized, the lanes have been paid, and all expenses established, you may complete the USBC Tournament Financial Report. This must be submitted within thirty (30) days after the last day of the tournament.

I. Turn all records over to the Association Manager for record keeping.

J. The Tournament manager will receive \$125 for running the association tournament.

ADULT/CHILD TOURNAMENT

PRE-TOURNAMENT

- A. Tournament Manager is appointed.
- B. The Tournament Manager with a committee is responsible for the preparation, conduct, and completion of the tournament. (The tournament is not over until awards have been presented and a final report submitted to the Association.)
- C. The tournament committee establishes a date and develops tournament rules.
- D. The committee prepares the entry form to include tournament date, time, entry fee, closing dates of entries, handicap, eligibility, with other pertinent information.
- E. The committee should accomplish the following:
 1. Contact the House Management and/or Activities Director to establish cost of bowling and available lanes. Get all agreements in writing.
 2. Prepare flyers for distribution. This should be done in person, during a week preceding the event, by a Director going to each pair of lanes to pass out fliers and answer questions.
 3. Research and shop around for costs and availability of trophies and other memorabilia to, present as awards. Try to have a pin or patch for all youth participants.
 4. Organize scorekeeper for the event and Directors to assist in running the tournament.

THE TOURNAMENT

1. Set up to collect and document the receipt of money.
2. Assign lanes and scorekeeper. It is preferable that no more than two (2) adults and two (2) youths per score sheet and but **IF** three (3) of each is necessary, it is imperative that they be listed on any score sheet in such a way that they designate who is bowling with whom (to help in correct presentation of awards).
3. Greet the bowlers and present ground rules (i.e., shadow balls, bowling courtesy, where to get help if needed, etc.).
4. Assist in all ways possible for each team to participate and enjoy the event.

POST TOURNAMENT

1. Collect and validate each score sheet (ensure all participants have signed their final score sheets).
2. After all scores have been validated and finalized, post the results as soon as possible.
3. Awards must be established based on total number of participants and available funds, and only to the youth.
4. After awards have been arranged and/or purchased, a financial statement must be prepared to include with the final report to the Association.
5. Arrange for awards presentation in cooperation with the P.R. Director for possible photos, write-up for local paper, etc.

BVL TOURNAMENT
(If Offered)

- A. This Association will hold this tournament every other year (on odd numbered years).
- B. The tournament will be self supporting.
- C. The tournament will be held during league play.
- D. A tournament Manager will be appointed by the Board.
- E. USBC guide lines will be followed.
- F. Reports will be presented to this association by the tournament manager assigned to the tournament.
- G. Post list of winners.

The Association President shall appoint the following:

- 1. Awards Night Co-Chairs
- 2. Audit Committee Chair
- 3. USBC Delegate to National Convention
- 4. Awards Committee Chair
- 5. Association Tournament Manager
- 6. Budget Committee Chair
- 7. BYLAW Committee Chair
- 8. BVL Co-Chairs
- 9. Adult Youth Tournament Manager
- 10. Association Team Champion Tournament Manager
- 11. Mixed Couples Tournament Manager
- 12. State Association Directors and Alternates
- 13. State Association Delegates and Alternates
- 14. Nominating Committee Chair
- 15. YABA Representative to State Association
- 16. Representatives of the Lane inspection committee
- 17. Hall of Fame Co-Chairs

The above positions will be appointed in the month of August each year.

Association Manager Duties

- 1. Maintain an awards inventory of USBC patches. Complete all USBC procedure inventory and order forms.
- 2. Provide a link between the state association Manager, National USBC and the local association for 700 series awards and National 600 Club..

Assistant Association Manager Duties

- 1. Maintain an awards inventory of patches/bars for local honor scores.
- 2. Provide a link between the league secretary and the bowler for awards.
- 3. To assume duties of manager if he/she is unable to do so.

Public Relations Director Duties

The Public Relations Director will perform duties as assigned by the President of the association. The association display case and Wall Of Fame will be maintained by the Public Relations Director. Items that will be maintained in the display case by the P.R. Director are:

1. Awards plaques
 - A. Hall of Fame master plaque.
 - B. Association Presidents master plaque.
 - C. Sponsor of the Year master plaque.
 - D. USBC Service Awards plaque.
2. Awards display of patches that can be earned.
3. Current events and their results.
 - A. Tournaments - local - state
 - B. Association activities
4. State Activities
5. Pictures
 - A. Current Hall of Fame members.
 - B. Current bowlers high game and series
6. Honor roll
 - A. 300's, 700's and 800's rolled to date
7. High series and game of the season
8. Bowler of the Month
9. USBC Announcements
10. Local Association announcement.

The public relations director will make contact with the local media to promote association events.

State Association Responsibility

1. Each association shall appoint two Directors and one Alternates to the State Association Board.
2. Those associations with an officer on the State Board shall be allowed only one director and his alternate.
3. Send names of Directors and Alternates to State secretary by Oct.1 each year.
4. Each association shall appoint two delegates and one alternate for the state annual meeting and for the rest of that bowling season.
5. Send delegates and alternates names to the State Secretary by April 1. each year.
6. Directors, alternates, and delegates must present reports of the meetings that they attend.
7. Representatives attending a State Association meeting will receive, at a non meal meeting, \$5 per person, up to four people. At the annual dinner meeting representatives will receive \$5 per person and the cost of the dinner, for up to four people

State Y.A.B.A Representative

1. The Lewiston-Auburn USBC Association will appoint one representatives to the State USBC-Youth Board.
2. This representatives must prepare a report to the association on each meeting attended.