



United States Bowling Congress

# TOURNAMENT MANAGERS MANUAL



A **Future** FOR  
THE **Sport**



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# Introduction

This manual is a practical and comprehensive guide to conducting a USBC certified tournament. This all-in-one resource is broken down into eight sections with various topics relating to the section. This manual can be used in many ways. It is an ideal text for anyone who is going to conduct their own tournament. It can also serve as a resource for anyone who wants to research a specific topic or look for a related tournament document to download.

To help you obtain additional information, a topic may refer you to the relevant USBC rule, another section of the manual or it may offer a PDF document that can be downloaded.

Your interest in certifying your upcoming tournaments is greatly appreciated. Certifying a tournament with USBC is a benefit to you and all participating USBC members. Our members realize that USBC tournaments ensure uniformity in the basic tournament rules, entitle them to awards and give them an avenue to settle disputes. Here are the benefits and USBC services available to you and your bowlers:

- Standardized rules
- Guidance on rules for your particular competition
- Expert assistance in resolving misunderstandings and problems if they arise
- Systematic average adjustment procedures
- Special recognition for high scores
- Assurance of equitable distribution of prize funds

Additional resources include:

- [USBC Playing Rules and Commonly Asked Questions](#)
- [The Rules Team](#)
- [BOWL.com](#)
  - Tournament Prize/Award List reports
  - Scholarship/Recognitions/Award reports

Contact the Rules Team should you have questions regarding the enclosed information at:

Email: [rules@bowl.com](mailto:rules@bowl.com)

Phone: 800-514-2695

FAX: 817-385-8260



## Tournament Managers Checklist

This checklist is a quick review of tournament management's operational duties.

### The basics of getting your tournament up and rolling...

- Contact with center
  - Date(s), fees, time, number of lanes, etc.
  - Staffing needs
- Rules (See sample rules)
  - List eligibility requirements
  - Decide fee breakdown, i.e., prize/award fee, expense fee
  - List special prizes
  - Entering Average (See [Rule 319](#))
  - Rules [319a-2](#), [319d](#), [319e](#) apply or waive
  - Handicap, Classified or Scratch
  - Design advertising/entry form
- [Apply online](#) for tournament certification prior to the start of competition
- Set up a schedule/Send confirmations

### The basics of keeping your tournament rolling...

- Check membership cards at registration
- Make announcements prior to each squad
  - Emphasize verification of averages
  - Highlight important rules or rule changes
- Verify averages

### The basics of finalizing your tournament...

- File award applications
- Within 30 days of the tournament ending date
  - Award prizes/ Deposit with SMART
  - Submit financial statement online
  - Submit prize/award list to USBC via mail, fax or e-mail
- Submit participation report (associate cards and participation fees)
- Wrap-up/Review tournament

# Planning

In this section we will go over the basics of getting your tournament up and rolling. We have identified seven key areas management should consider before conducting any tournament.

## 1. Planning Session

Your pre-tournament planning session is one of the most important elements in conducting a successful tournament. Here are some planning tips:

- Start planning well in advance.
- Design a timetable as to when certain things must be done.
- Look for ways to improve your tournament by finding out what the bowlers want, not just what you think they want. Possibly, a survey should be conducted to determine such things as time of the year, amount of entry fee, type of awards, etc.
- Involve your entire tournament staff in the project by appointing them to various assignments. Attempt to assign staff to positions in which they have interests and skills. Once assigned, verify staff meets USBC requirements (Membership and possibly [Register Volunteer Program \(RVP\)](#)).

## 2. Center

Obviously, the ideal situation is to bowl in an environment that allows everyone to enjoy the game of bowling.

Therefore, you should shop around for a center that suits your needs and expectations. Schedule a meeting with center management to reach a mutual agreement on the following issues:

- Dates
- Fees
- Squad Times
- Number of Lanes
- Staffing Needs
- Contract
- Lane Conditions
- Other Amenities

Work closely with the bowling center management to be sure center staff provides a quality experience for your bowlers. Emphasize this is an opportunity to “show off” their center and its operation to bowlers who would not normally be their customers.

## 3. Sponsorship

Commercial sponsorship has helped many organizations improve their special events. Many tournaments have found business sponsorships of their tournaments to be quite beneficial.

- Determine a list of potential contacts. Assignments should be made to make sales calls. Some examples are restaurants, casinos and any local businesses that may benefit. Check with the center, they may have leads.
- Be prepared. Know exactly what your tournament can offer the sponsor as well as what is expected of the sponsor. For example, participants could receive a coupon book with special promotions such as buy 1 get 1 free, 10% off total bill, etc. Tournament management should be willing to negotiate. Don't give up if you don't find the right sponsor immediately.
- The sponsor(s) names can be used on the entry forms, poster, banner or other promotional materials.



- Look for ways to involve your sponsor(s) in such things as the opening ceremonies, awards banquet or photographs with the champions. This will show you appreciated the sponsorship and are interested in making it worthwhile to both parties.
- The sponsor can also be offered space in the promotional literature, yearbook, website, awards banquet program, etc.
- Obtain commissions or sponsorship for rooms booked

#### 4. Entries Promotion

Unquestionably, the best way to obtain entries is personal contact. If possible, don't just drop off entry forms at the bowling center. Ask center management if you can make announcements, or even better visit leagues, shake hands and hand out entry forms. Some tournaments send out two representatives to visit a league. They start on opposite ends and they work their way through the league until they meet in the middle. If you give each rep a color-coded entry form, you can tell who is bringing the most teams into the event. Winning representatives could receive plaques, merchandise or bowling equipment.

Here are some additional promotional suggestions:

- Posters & Banners
- Tournament or Center Website
- Email Blasts, its fast, easy and inexpensive
- Social Media such as Facebook
- Incentives:
  - Group or squad organizers. For example, a free entry or cash bonus to anyone who brings in a specified number of entries or the most entries.
  - Discounts for Early Registration/Payment
  - Prizes for:
    - Strikes in a row
    - Strike out in 10th frame all 3 games
    - Clean game or series award
    - All spare game
    - Strikes in 3-6-9 or designated frames
    - Women 200 games
    - Team strikes in 5th
- Consider "themed" squads:
  - Friendship/Buddy
  - Scratch
  - Beginner
  - Charity
  - Senior
- For non-local or out of state bowlers:
  - Obtain rate guarantee from hotels
  - Obtain discounts at restaurants/local businesses
- Take reservations for next year. If possible, take "down payment" to hold the spots for next year.

#### 5. Training/Instructing Staff

Once you have bowlers competing in your tournament you want to make sure they come back year after year.

One important way to impress your entrants is by having a knowledgeable, cooperative and friendly staff.

Here are some training tips:

- Requirements should be set up by tournament management as to what must be done by lane monitors, registration workers and supervisors.



- A training session should be conducted to provide your staff with the exact areas of responsibility. Do not assume everyone understands their responsibilities.
- Appropriate signage is needed both inside and outside of the bowling center. Assign a staff person the responsibility of obtaining and posting signs. Signs should be visible pointing out important information and areas. For example, inside sign pointing out registration area, brackets, etc.
- Instruct workers how to deliver P.A. announcements before each squad. Use a pleasant and articulate speaker.

## 6. Scheduling

Scheduling a tournament can be a difficult and time-consuming task. In preparing the tournament schedule the following should be observed:

- Begin scheduling squads immediately upon receipt of the first entries.
- In multiple events and multiple entry tournaments, check entries for those bowlers who are entered more than once or in other events.
- Assign lanes
  - Group entries according to times requested, if possible.
  - Group entries according to the entering averages; high average bowlers with high average bowlers, low average bowlers with low average bowlers, etc.
  - Schedule one team alone if you have an uneven number of entries.
- Recheck schedule to make certain all entries are assigned and the same entry is not scheduled more than once for each squad.
- Allow enough "buffer time" between squads:
  - Team:
    - It takes approximately three hours for each five-person team squad.
    - Allow a minimum of three and a half hours to include announcements and practice.
    - Allow four hours per shift if you plan on oiling between squads.
  - Doubles and Singles:
    - Allow a minimum of two and a half hours to a pair of lanes for two sets of doubles and singles (four bowlers). Add approximately 30 minutes if you plan on oiling between squads.
    - Allow a minimum of three and a half hours to a pair of lanes for three sets of doubles and singles (six bowlers). Add approximately 30 minutes if you plan on oiling between squads.
- Notify team captains and/or individual entrants of their scheduled time and date. This could be done by sending out confirmations and posting a schedule.

## 7. Publicity

If your tournament expects to get media coverage, an effort must be made to regularly contact media outlets with results.

- Inform the sports department you are willing to phone in or drop off the results at any time they request.
- Your results should be complete and consistent. You should treat all media outlets equally; don't provide certain special information to one without the other having the same information.
- Invite news media representatives to your opening ceremonies. Perhaps you can get a media representative to take part in the opening ceremony.
- It is important to get coverage of your tournament because it provides recognition for your top performers plus it brings your event to the attention of the community.



## Types of Tournaments

The great thing about bowling is it can be played at any level, as a recreational activity or as a competitive sport.

All tournaments certified by USBC must comply with the following:

- Application is completed prior to the start of the tournament using the Tournament Certification Program on [BOWL.com](http://BOWL.com). USBC will determine the amount of coverage, if any, for tournament applications received after the tournament begins.
- Total pins will decide the champions and other prize winners in each of the events unless another system, based on merit pinfall, is stated in the tournament rules.
- The tournament consists of two or more teams or a singles event of two or more individual entrants.
- Tournament rules and advertising material comply with USBC rules.
- The lanes used are USBC certified for the current season.
- Competition among entrants in an event, except all-events, is held in the same establishment. When an event is divided in two or more divisions, competition in each division is held in the same establishment. Except as provided in [Rule 302](#), Mail-o-Graphic Tournament.
- A tournament certificate may be refused if the tournament does not comply with the USBC rules, and/or the number or value, of the prizes offered or guaranteed, is misrepresented.
- USBC may, at its discretion, require a bond or in lieu thereof, a satisfactory assurance that the prize fund obligations will be met.
- Tournament formats encouraging participants to bowl less than their ability to win prizes are not eligible for USBC certification.

To better serve tournament organizations and our members, USBC certifies the following types of tournaments:

## Standard American Tenpin Tournament

This is the most common type of tournament that covers the widest range of formats. A regular tournament certificate covers mixed, men's, women's, seniors, youth, youth/adult, center, association, etc.

The USBC local or state association championship tournaments fall under the standard Tournament category.

### Youth Tournaments

A Youth Tournament is one in which youth members participate where no cash or bonds are offered and prizes must comply with USBC [Rule 400](#). Competition can be organized by gender, age, division or ability as stated in the tournament rules. All tournament managers will need to go through the [Register Volunteer Program RVP](#).

There are key differences tournament managers must be aware of when conducting a USBC Youth tournament:

- One absentee score is allowed for four- or five-player teams, unless otherwise stated in tournament rules. (See [Rule 322b](#))
- Appeals must be filed in writing within 72 hours (See [Rule 329](#)).
- Youth participants shall not wear apparel or use bowling equipment depicting alcohol, tobacco, gambling, an illegal substance or inappropriate language/gestures during competition. This rule also applies to youth bowling in adult/youth tournaments.
- Any special eligibility requirements pertaining to scholarships must be clearly stated in the tournament rules.



All youth tournaments that pay out scholarship prizes must use the SMART (Scholarship Management and Accounting Reports for Tenpins) program for all scholarship awards. All scholarship funds must be forwarded to SMART at USBC Headquarters within 30 days of the completion of the tournament with a list of scholarship winners.

For information contact SMART at [smart@bowl.com](mailto:smart@bowl.com) or 800-514-2695 ext. 8968.

## **USBC Association Championships**

An annual association championship tournament is one of the greatest benefits of USBC. To allow members this opportunity, associations are required to conduct a championship tournament annually. Not only does a successful, professionally run tournament make your association look good among your participants and members, but also to others within your community.

The USBC local or state association championship tournaments are governed by Chapter 7, Section E of the [USBC Association Policy Manual](#), as well as the [USBC Playing Rules](#). Section E also describes the association requirements for conducting association championship tournaments.

The association manager is responsible for the operation of the association championship tournament(s) and all other association tournaments, either as tournament manager or as supervisor of the tournament manager. However, it is important to involve your entire board of directors and officers in the project by appointing them to various assignments.

The championships can consist of any or all of the following events:

- Five-, four- or three-player teams
- Two-player team (doubles)
- Singles events
- All-events

The following formats are not available for the annual association championships:

- Pro-Am Tournament
- Mail-o-Graphic
- Modified Formats
- Moral Support

If participation has dropped off, the association could offer four person teams instead of the customary five person teams. This makes it easier to put together "pick-up" teams and it eliminates the hassle of finding a doubles partner for a fifth bowler. Another option, conduct three person teams or just run doubles and singles or any combination of the above and you can still conduct an all events.

If you change your format, beat the bushes for entries and your association is still having difficulty filling squads, you could consider consolidating your tournament with another association. Local associations adjacent to each other may consolidate their annual association championship tournaments provided the boards of directors of the adjacent associations approve such consolidation. This may be more appealing to people who like the idea of a better chance to cash and larger payout.

Occasionally there are instances which make hosting the annual championship tournament excessively demanding on the association and its volunteers. Because of this, USBC Headquarters has allowed for exceptions to hosting the annual association championship tournament(s) in the following instances:

1. If special permission is granted by USBC Headquarters, Rules, or;
2. If the USBC national or a state association championship tournament is held in the association's jurisdiction. The decision to do so is made by the board, and should be reviewed carefully before deciding which, if any, of the local tournaments the association does not run. All associations must provide equal opportunity for all of their members – thus, it is advised if one local tournament is cancelled, all would be cancelled.



## Moral Support

Moral Support is competition type conducted by a single civic, fraternal, benevolent, military service, union or religious organization. Or, international competition provided it is for bowlers not served by USBC and the equipment conforms to USBC equipment specifications.

Here are some of the benefits of Moral Support:

- All participants affiliated with the organization can bowl regardless if they are a USBC member or not. The exception, if anyone is under suspension from, or who has been refused membership in USBC or CTF.
- USBC award recognition is automatically extended to USBC members. Nonmembers may qualify for USBC award recognition by paying USBC associate membership dues before participation.
- The rules can also allow immediate family to participate. Immediate family includes mothers, daughters, sisters, wives, husbands, sons, brothers, fathers, stepsisters, stepbrothers, stepmothers, stepfathers and in-laws.

Examples of some tournaments that would qualify:

- Civic (City, State or Federal Employees, Police, Firefighters, Postal Workers)
- Fraternal (Moose, Eagles, Legion, etc.)
- Charities (Susan G. Komen Bowl for the Cure, BVL, March of Dimes, etc.)
- Military service (US Military branches)
- Union (Teamsters, Auto Workers, etc.)
- Religious organizations
- Senior Olympics
- Special Olympics
- National Senior Games Association
- State Games
- International competition
- Other groups or organizations can request consideration by contacting the USBC Rules department

## Pro-Am

Pro-Am's are fun and interactive experience for all involved and give participants the chance to share the lanes and go one on one with some of the very best at their sport. It's even possible they may receive a tip on how to improve their game, get autographs or swap bowling stories.

Traditionally, this is how it works. The amateurs are assigned to a pair of lanes. The participants who are identified as professional alternate lanes, so each pair has a different professional for each game of the series. The score of the professional is then added to the score of the amateur to determine the amateur prize list.

Here are some additional requirements if you are considering a Pro-Am:

- It must be conducted for a charitable organization, or in conjunction with a USBC tournament.
- Participants who are identified as professionals by tournament management may not share in the amateur prize distribution.
- The score of the professional or organization member counts with the score of each designated amateur.
- Pin count cannot be conceded either to the amateur or person identified as professional.

USBC Youth members may participate in Pro-Am's as long as they bowl in a separate division and youth awards comply with [Rule 400](#).



## **Mail-O-Graphic**

This competition type is similar to fantasy football or baseball. However, instead of drafting a team of professional football or baseball players, the tournament uses the real-life performances of the participating bowlers.

Here is how it works, the contestants pay a supplemental fee and they are allowed to use their tournament or league scores from a separate or the same competition. All scores are submitted to the tournament manager who enters the scores and determines team and/or individual standings. The scores are then compared to qualify for prize consideration in one common prize list.

Here is some additional information you should know:

- All scores used are from certified competition.
- All USBC equipment specifications apply.
- All rules for USBC the tournaments shall apply insofar as applicable.
- Application must designate tournament as a mail-o-graphic tournament.
- As the scores used in mail-o-graphic competition are already recognized in the certified competition in which they are actually bowled, they are not eligible for USBC national awards.
- Scores can come from one or multiple centers, tournaments, or leagues.
- This type of format can be conducted as team, doubles or singles.



## Modified Formats

Modified formats offer many alternatives to traditional tournament bowling. Some of the formats such as Baker System or Scotch Doubles require the bowlers to interact much more, thereby creating a more social atmosphere. With today's fast paced lifestyles, modified formats allow the game to move along faster, thereby reducing the time a person would have to devote to his/her bowling.

Here are some key requirements:

- With the exception of bumpers, all USBC equipment specifications shall apply to such competition and all USBC rules shall apply insofar as practical.
- Only award scores bowled using the Standard American tenpin scoring system as described in [Rule 2a](#) and meeting USBC equipment specifications qualify for USBC awards.
- In order for the High Score Recognition to be in effect, tournament management must maintain a scoring system whereby both the natural and artificial pin counts are kept on a score sheet. A copy of the score sheet must be submitted with all high score award claims.

If you're looking to give your bowlers a new bowling experience, try some of these modified formats:

### No-Tap Tournament

There are two types of no-tap formats commonly used, and tournament management must determine by rule which procedure will be followed.

- A strike is recorded when an individual knocks down a designated number of pins or all 10 pins on the first delivery. For any other pin count, the individual receives the actual value and a second delivery is required.
- A strike is recorded when an individual leaves a specific pin(s) (such as a 5-pin or a 7-pin) or knocks down all 10 pins on the first delivery. If any other pin(s) remain standing, the bowler receives the actual value and a second delivery is required.

### 3-6-9 Tournament

In a 3-6-9 tournament, each bowler automatically receives a strike in the third, sixth and ninth frames of each game as designated by tournament rule.

### Baker System

In the Baker Scoring System the play is fast paced. The format places emphasis on the team effort rather than individual accomplishments of team members. Teams of two or more bowlers participate like this:

- All team members follow each other in order, each bowling a complete frame, until a complete game is bowled.
- Ten frames are combined to calculate a team game.
- The order of bowling is set by the team captain and may be adjusted at the conclusion of any game unless the tournament rules state otherwise.

For a 5-player team, Player #1 bowls frames 1 and 6; #2 bowls 2 and 7; #3 bowls 3 and 8; #4 bowls 4 and 9; and #5 bowls the 5th and 10th frames.

The Baker Scoring System also is very popular for doubles competition. Player #1 bowls frames 1, 3, 5, 7 and 9. Player #2 bowls 2, 4, 6, 8, and 10th frames.

Most of the rules are the same as in regular tournament bowling; however, instead of each player having their own score, the combined effort of the team constitutes a game/series.



## Scotch Doubles Tournament

In Scotch Doubles format, two players are required to bowl for score each game. There are several methods for bowling Scotch Doubles, and the tournament must determine, by rule, which method will be used. Here are some options:

- The leadoff player makes the first delivery in each frame, with the second player executing the second delivery, if necessary. Players then alternate, the leadoff position for each succeeding game in the series. Since the second player only bowls if pins remain standing after the leadoff bowler's delivery, it is possible that the leadoff player could bowl the entire game without the second player participating in the game.
- The leadoff player makes the first delivery in the first frame, with the second player making the second delivery, if necessary. Players then alternate making the first delivery each succeeding frame until the game is completed.

## Best Ball Tournament

The common format is doubles, but singles or team best ball can also be conducted.

For doubles, a combination of any two bowlers is allowed. Each bowler rolls one ball each frame. The better of the two balls rolled is the score entered for the doubles team. There are no spares recorded since the pins are reset after each ball thrown. The exception to this is the 10th frame where scoring is regulation for each bowler; i.e., if a strike is bowled on the first ball, the bowler would then roll two extra balls.

For team, any combination of bowlers is allowed. Each bowler rolls one ball each frame. The best count per team is entered for the team. There are no spares recorded since the pins are reset after each ball thrown. The exception to this is the 10th frame where scoring is regulation for each bowler; i.e., if a strike is bowled on the first ball, the bowler would then roll two extra balls.

For singles, each bowler rolls 10 complete frames but only count the first ball. The exception to this is the 10th frame where scoring is regulation for each bowler; i.e., if a strike is bowled on the first ball, the bowler would then roll two extra balls.

## Headpin Bowling Tournaments

The most common version requires the player to hit the headpin on each delivery for scores to count. If the headpin is hit, the bowler receives the resulting pinfall. For example, if the bowler hits the headpin and strikes, the bowler is credited with 10. If the bowler hits the headpin and leaves three pins standing, the bowler is credited with seven. If the bowler does not hit the Headpin, the bowler receives zero for that delivery.

As an alternative, the tournament does not have to insist upon the individual actually hitting the headpin. As long as the headpin is knocked down, the particular frame is considered legal. If the head pin is knocked down, the bowler is credited with the resulting pinfall. If all 10 pins are knocked down, the bowler is credited with 10. If seven pins including the head pin are knocked down, the bowler is credited with seven. If the headpin is not knocked down, the bowler receives zero for that delivery.

There are also several methods of scoring a game. One method of scoring, the entrants count 100 as the highest possible score, allowing the rolling of 10 balls to a game, or one ball to a given frame, with no extra ball being allowed in the 10th frame. The highest per frame score is 10 if a bowler rolls a strike.

Another method of scoring a game is to count 120 as the highest possible score, allowing the rolling of 12 balls for a perfect game of 120. In the first nine frames, one ball is permitted for each frame. In the 10th frame, three balls may be bowled provided the player scores a strike on his first two attempts. The highest per frame score is 10 for the first nine frames and 30 for the 10<sup>th</sup> frame.



## Side Events, Brackets and Gambling

It is permissible for a tournament to conduct a high game or high series jackpot or brackets. With this method, members pay an optional fee to have their own scores considered for special scratch or handicap prizes. In other words, bowlers can be rewarded for skill or ability based solely on merit pinfall. Youth members may participate in side competitions/brackets, provided that all the entries are returned 100% and in the form of scholarships only and awards comply with [Rule 400](#).

Since the person bowling the best score would be the winner, there would be no violation of USBC [Rule 15](#).

However, it is a violation of USBC [Rule 15](#) when a tournament uses a format or gambling scheme during tournament play which is in violation of any local, state or federal law.

Participating in, or accepting funds, from a Calcutta pool violates Federal Law and USBC [Rule 15](#). A Calcutta is a form of auction pool wherein individuals bid on the competitors with each successful bidder wagering the amount he/she has bid on the competitor he/she has 'purchased'; at the conclusion of the underlying event the pool of wagers placed on all competitors is awarded to the individual(s) who has 'purchased' the winners. Calcutta pools, in addition to being illegal, threaten the integrity of the game and can entice a player to bowl beneath their ability.

Tournament managers and bowlers should recognize the dangers involved with this type of gambling scheme. Anyone conducting or participating in a Calcutta pool in connection with a tournament certified by USBC is in violation of USBC [Rule 15](#). The rule provides a penalty of suspension or denial of membership to anyone who is a participant or involved in the violation of this rule. Additionally, there could be serious legal consequences for violation of antigambling statutes.

### The relevant Federal Law:

The Professional and Amateur Sports Protection Act ("PASPA"), prohibits gambling/betting/wagering on the performance or outcome of competitive games in which amateur or professional athletes compete. PASPA also makes it illegal for states to authorize/operate/promote such gambling/betting/wagering and also makes it illegal for individuals to authorize/operate/promote such gambling/betting/wagering pursuant to state law.

If you have any questions concerning this, please feel free to contact the USBC Rules Department.

### Questions and Answers

#### 1. I am conducting a house tournament for bowlers who only participate in leagues at our center. Would this qualify for a moral support certification?

No, according to [Rule 301a](#) a moral support tournament is one in which the tournament is conducted by a single civic, fraternal, benevolent, military service, union or religious organization. This would include groups such as Firefighters, Elks, Eagles, Lions, Moose and Military. Participation must be limited to members of these groups. At the discretion of USBC, a tournament may be granted moral support status when it meets all of the requirements of [Rule 300b](#) such as:

- Participation is restricted to those affiliated with the organization conducting the tournament.
- International competition is provided for bowlers not served by USBC, as long as the equipment conforms to USBC equipment specifications.

#### 2. I plan on conducting a youth tournament and want to award scholarship prizes. Is this okay?

All youth tournaments that pay out scholarship prizes must use the USBC SMART (Scholarship Management and Accounting Reports for Tenpins) program for all scholarship awards assigned to USBC Youth members from USBC certified tournament competition. All scholarship funds must be forwarded to SMART at USBC Headquarters within 30 days of the completion of the tournament.



# Tournament Rules

Having a clear, concise and complete set of rules is one of the most important things for tournament management. The tournament rules that are necessary can be broken into three main categories:

1. Eligibility
2. Fees and Payout
3. Averages

There are also sets of sample rules for you to use at the end of this section.

## Eligibility

Eligibility defines who can compete in the tournament. All entrants in a certified tournament must qualify under the rules of the tournament. The tournament rules shall require all participants to be USBC members or they may establish eligibility as follows:

1. By purchasing membership at tournament site if available. This membership is called an Associate membership.
2. By paying the USBC Adult Participation fee. Payment of the fee entitles the entrant to participate once in the specific tournament only and subjects the bowler to USBC rules and jurisdiction for that tournament.

Participants who pay the participation fee are not eligible for USBC awards.

**Note:** Participation fee is not applicable for moral support, association championship tournaments or youth tournaments.

### USBC Youth Tournaments Only

Youth membership will be required to participate in youth tournament competition.

**Note:** Scholastic or Collegiate competitions may allow non-USBC members to participate.

### Youth Bowlers in USBC Adult Tournaments

Unmarried grade or high school students under the age of 18 must have parental consent to participate in USBC Adult tournaments. A copy of the Consent Form must be filed as stated in [Rule 13](#). USBC Youth members wanting to maintain their youth eligibility:

- Cannot bowl or pace in any team or doubles bowling activity where money is awarded even if they do not cash or refuse the prize. This includes certified and uncertified competition.
- May bowl in adult singles competitions (including side competitions/brackets) offering cash, bonds or merchandise exceeding \$500, provided prior to bowling:
  - The competition agrees to award the youth's prize in the form of a scholarship; or
  - The youth signs a form waiving his/her rights to any prize in violation of [Rule 400](#).

### Additional Eligibility Rules

In addition to USBC eligibility requirements each tournament may adopt its own eligibility restrictions. These may be based on age, gender, average or ability, or other restrictions.

Here is a list of common eligibility restrictions:

- Women/Men only
- Mixed teams, one person of the opposite gender may be required by rule
- Senior tournaments
- Youth tournaments could be either a membership, or age restriction or both
- Average based, either a minimum or maximum average is required



- Other organization requirements

## Professional Membership Organizations

If a tournament seeks to place limitations on entrants based on membership or affiliation with professional or semi-professional bowling organizations, such limitations should be clearly explained and understanding of the following regarding the most well-known professional bowling organizations:

**PBA – Professional Bowlers Association:** As the PBA offers multiple levels of membership, any limitations you may seek to apply should clearly define which levels would be affected. Please click [here](#) for more information on PBA membership levels.

**PWBA - Professional Women’s Bowlers Association:** The PWBA does not have a membership program. Therefore, any limitations placed on affiliation with PWBA should be based on participation in PWBA events, earnings or titles. Please click [here](#) for more information on the PWBA.

## Multiple Participation

Up to this point we have been defining who can participate. If you are allowing multiple participation, you also need to define how many times each entry is eligible to participate.

The USBC default for participation is once per event. In order to place more than once in the prize list for position standings at least two people must be different for a four- or five-person team. One person must be different for a three person or doubles event. For a singles event no person shall cash more than once. The bowler’s first appearance will count towards their all events score.

Again, if you wish to differ from these defaults you must put the new standard into your rule.

## Fees and Payout

### Entry Fees

After you have defined the eligibility the next thing to do is to list how much the fees are. USBC Rules require the fees to be broken down into three categories.

- The combined lineage and expenses
- The prize fees.
- The total fees.

These fees should be listed on a per bowler, per event basis.

### Guidelines for Prize Fund Distribution

When you conduct a tournament, you undertake a moral and legal obligation that all tournament prize money (excluding interest) is held in trust for the exclusive benefit of tournament participants. This prize money cannot be used for any other purpose.

[Rule 308](#) provides the default rules for the minimum payout requirements unless otherwise stated in the tournament rules. For example if you wish to payout less than one prize for every ten entries you must state the prize ratio in the rules. These are the defaults established by [Rule 308](#):

1. The last place prize, including those paid for each last place tie, must be equal to at least the amount of the prize fee in the event, unless tournament rules state otherwise.

**Example:** The prize fee portion of the entry fee is \$10. Based on this rule, the last place position prize would have to be \$10 or greater. Even if you had a tie for last place, the teams or individuals tied would have to receive a minimum of \$10 each.

2. In team, doubles and singles events, there shall be at least one prize for each 10 entries or major fraction thereof unless tournament rules state otherwise.



The key words here are "at least." We recommend they be added to any tournament prize ratio. This allows you to pay more position prizes than the advertised prize ratio.

A prize ratio that locks you in is not recommended. For Example: One prize for every 10 entries or 1-10.

Based on 100 tournament entrants, you would be obligated for 10 position prizes. No more — no less.

**Note:** For reference regarding tournament prize payout see the Sample Payout Chart.

- All prize money collected in an event or division of an event must be returned to the participants in that event or division of that event, except where replacements or correction of averages require a change of classification. In that case, prizes are distributed to reflect the actual number of participants in the event or division of the event.

**Example:** If you have \$1,000 in prize money in the doubles event and \$500 in the singles event, you must return at least \$1,000 back to the doubles participants and \$500 back to the singles participants. You cannot pay out \$750 in doubles and \$750 in singles prizes. Prize money cannot be transferred from one event to another. In other words, you cannot co-mingle prize funds of two or more events.

- If the tournament has 100 or more entries, in an event or division of an event, first place or the amount spent from the prize fund for a first-place prize, shall not exceed 40 percent of the total prize fund.

Second place must be equal to at least one-half of first place or the amount spent from the prize fund for first place.

**Example:** A \$1,000 first place means a total prize fund of at least \$2,500. Total minimum return is 100 percent. An example follows:

|  |         |   |      |
|--|---------|---|------|
| First Place                              | \$1,000 | = | 40%  |
| Second Place (at least one-half of first | \$ 500  | = | 20%  |
| Balance of prizes                        | \$1,000 | = | 40%  |
| Total minimum return                     | \$2,500 | = | 100% |

### Guaranteed Prizes

USBC cautions against the use of guaranteed prizes.

It is recommended that guaranteed prizes not be offered. It is a better procedure to estimate all prizes as being based on a specified number of entries. Then, if the anticipated number of entries is not received, you can pay your prizes on a direct percentage basis to the number of entries received as opposed to the number of entries on which such prizes are based.

Of course, it is tournament management's prerogative to proceed with the guaranteed prizes. However, if you do, you should be aware that you are obligating yourself to pay these prizes in the exact amounts shown in the tournament literature, regardless of the number of entries received in any event.

Remember guaranteed prizes cannot be based on number of entries received in the tournament.

USBC may, at its discretion, require one or more of the following:

- A bond
- A guaranteed prize fund trust agreement
- A satisfactory assurance that the prize fund obligations will be met

### Free

Tournament management may offer free entries. We recommend the free entry and how it is obtained is clearly stated within the entry form or rules. When a free entry is given, an amount equal to the prize fee for such entry must be paid into the tournament prize fund by management.



### **Reduced**

Tournament management may offer reduced entries. We recommend the reduced entry and how it is obtained is clearly stated within the entry form or rules. When a reduced entry is given, an amount equal to the prize fee for such entry must be paid into the tournament prize fund by management, unless tournament rules state a different prize fee for the reduced entry.

### **Late Fees**

In instances where a tournament charges a higher fee for late or walk-in entries, the additional amount charged is designated as a late fee within the rules or entry form. The amount may be added to the prize fund, but must be designated as a late fee or charge in the tournament rules.



## USBC Rule 319a, Item 1 – Entering Averages

For any handicap, classified or divisional tournament, a clear and concise entering average rule is essential. Averages from the previous season are recommended as a first choice, because they are on record with each local association and can be verified on the find a member page of [BOWL.com](http://BOWL.com).

Define the entering average you want the participants to report first, but give an alternative in case they cannot meet the first requirement.

For adult tournaments [Rule 319](#) provides the default for entering averages, average adjustments, reporting of prize winnings, use of tournament averages and more. [Rule 318](#) is used for youth tournaments. USBC Youth entering averages are based on 12 games, unless another rule is adopted.

### The Rule

The following conditions apply to averages in handicap or classified tournaments, unless the tournament rules state otherwise, except that only USBC league averages shall be accepted.

The bowler is required to submit the previous season’s highest average of:

- a) A single USBC league average based on a minimum of 21 games; or:
- b) A composite average of all USBC leagues, including leagues with less than 21 games bowled.

### What does the rule do?

For adult tournaments, this rule establishes the default for entering averages unless tournament rules state otherwise.

### Why use last season average?

Last season’s league average is used as it is easily verified by either the local association or [BOWL.com](http://BOWL.com). Going back further than one year may give a general idea as to the bowler’s ability but does not take into effect recent changes to the bowler’s ability.

### Why use composite averages?

The bowler’s composite average includes every game bowled in every certified league. If the bowler participated in multiple leagues there is a chance that the composite average may be higher than their highest single league average of 21 games or more.

The composite average is computed by adding the total number of pins for all leagues and dividing the result by the total number of games bowled in those leagues. When an average did not include total pins, the average was multiplied by the total number of games to give an approximate number of pins.

### Examples:

#### Bowler: Joe Bowler

| League Name | Average | Number of Games | Total Pins  | Composite Average |
|-------------|---------|-----------------|-------------|-------------------|
| League A    | 210     | 30              | 6300        | 218               |
| League B    | 225     | 4               | 900         |                   |
| League C    | 230     | 15              | 3450        |                   |
| League D    | 220     | <u>18</u>       | <u>3960</u> |                   |
|             |         | 67              | 14610       |                   |



### **Bowler: Jane Bowler**

| <u>League Name</u> | <u>Average</u> | <u>Number of Games</u> | <u>Total Pins</u> | <u>Composite Average</u> |
|--------------------|----------------|------------------------|-------------------|--------------------------|
| League A           | 180            | 90                     | 16200             | 178                      |
| League B           | 175            | 60                     | 10500             |                          |
| League C           | 170            | 90                     | 15300             |                          |
| League D           | 225            | <u>18</u>              | <u>4050</u>       |                          |
|                    |                | 258                    | 46050             |                          |

### **Bowler: Bob Bowler**

| <u>League Name</u> | <u>Average</u> | <u>Number of Games</u> | <u>Total Pins</u> | <u>Composite Average</u> |
|--------------------|----------------|------------------------|-------------------|--------------------------|
| League A           | 125            | 9                      | 1125              | 127                      |
| League B           | 130            | 6                      | 780               |                          |
| League C           | 128            | <u>6</u>               | <u>768</u>        |                          |
|                    |                | 21                     | 2673              |                          |

In the previous examples Joe had multiple league averages of less than 21 games that were higher than his highest single league average of 21 games; this resulted in his composite of all 67 games being higher than his highest single 21 game average.

For Jane, she had multiple averages of 21 games or more. Her 225 average for 18 games did not result in her composite average of all 258 games being higher than her highest single league average of 21 games. Joe would be required to submit his composite average of 218. Jane would be required to submit her League A average of 180.

Bob does not have a 21 game single league average. He did however manage to bowl 21 total games in all three leagues. Bob could therefore enter with his 21 game composite average of 127.

### **How can the rule be modified?**

This rule is commonly modified by adding additional requirements. For example you can add:

- Additional years' of averages thus going back two, three or more years.
- If you are running a comprehensive event and are tracking a tournament average for your event, you can use that tournament average as entering requirement.
- Current season's averages either as of a specific date such as January 1, or as of the date of participation.

### **How is the rule enforced?**

A bowlers' average is submitted to the tournament prior to participation. It is important to note that it is the bowler's responsibility to ensure their average is correct even if the team captain submits the entry.

Average corrections can be made up to the bowler's first game of a series. Or, if an extension of time has been granted in writing by tournament management before the end of the first game of a series, the correction can be made within 48 hours after the end of the series.

If discovered after a bowler competes that the reported average was lower than it was supposed to be and resulted in greater handicap or a lower classification, it is grounds for disqualification.

## Questions and Answers

- 1. The tournament rules require bowlers to use their highest average from the previous season. A bowler has an established previous season left-handed average of 150 and a 175 right-handed average. He plans to bowl with his left hand in the tournament. Which average would he use?**

The tournament rules require all bowlers to use their highest average. Therefore, he would have to use his 175 average, regardless of whether he bowled with his right or left hand.

- 2. Is a bowler responsible for verification of their average even though the entry blanks are completed and submitted by the team captain, squad sponsor, etc.?**

Yes. In accordance with [Rule 319a-3](#) it is the bowler's responsibility to verify the accuracy of their entering average in handicap or classified tournaments whether originally submitted by the bowler or some other individual. The bowler should verify his/her average on the recap sheet to determine if it was correctly submitted. If necessary, an average correction can be made up to the end of the bowler's first game of the series or, if an extension of time has been granted in writing by tournament management before the end of the first game of a series, the correction can be made within 48 hours after the end of the series.

- 3. Can a bowler without 21 games in any one league bowl in a tournament?**

Yes per [Rule 319a](#) if the bowler's composite average has at least 21 games, they can report and use that unless tournament rules state otherwise. If the bowler does not have a 21 game composite average, they can still enter but would need to bowl with an assigned average or bowl scratch depending on tournament rules.

- 4. Can averages from uncertified leagues be used?**

No, uncertified league averages cannot be used as entering averages for a certified tournament.



## USBC Rule 319a Item 2 – The 10 Pin Rule

### The Rule

The following conditions apply to averages in handicap or classified tournaments, unless the tournament rules state otherwise, except that only USBC league averages shall be accepted.

When the previous season’s average is used, and at the time of bowling an entrant has a current average for 21 or more games that is 10 pins or more higher than the prior season’s average, the current average must be used.

### What does the rule do?

This rule accounts for the bowler’s current ability by requiring the bowler to report and use their current league averages of 21 or more games if 10 pins higher than their entering average.

### Why use the current season’s average?

The intent of the rule is to require bowlers who have shown an increase in their current ability to report and bowl under their current average.

### Examples:

#### Bowler: Joe Bowler

| <u>Last year’s League Name</u> | <u>Average</u>         | <u>Number of Games</u> |                        |  |
|--------------------------------|------------------------|------------------------|------------------------|--|
| League A                       | 210                    | 30                     |                        |  |
| League B                       | 225                    | 4                      |                        |  |
| League C                       | 230                    | 15                     |                        |  |
| League D                       | 220                    | 18                     |                        |  |
| <u>Composite Average</u>       | <u>Number of Games</u> | <u>Current Average</u> | <u>Number of Games</u> |  |
| 218                            | 67                     | 225                    | 21                     |  |

#### Bowler: Jane Bowler

| <u>Last Year’s League Name</u> | <u>Average</u>         | <u>Number of Games</u> |                        |  |
|--------------------------------|------------------------|------------------------|------------------------|--|
| League A                       | 180                    | 90                     |                        |  |
| League B                       | 175                    | 60                     |                        |  |
| League C                       | 170                    | 90                     |                        |  |
| League D                       | 225                    | 18                     |                        |  |
| <u>Composite Average</u>       | <u>Number of Games</u> | <u>Current Average</u> | <u>Number of Games</u> |  |
| 178                            | 258                    | 195                    | 21                     |  |

First determine what their entering average would be according to [Rule 319a – 1](#) or tournament entering average rule. According to [Rule 319a-1](#) Joe would be required to submit his composite average of 218. Jane would be required to submit her League A average of 180.

Now compare their current 21 game league averages to their entering averages to determine if they must report this year’s average instead. Joe’s current average is only 7 pins higher than his entering



average so he must report the composite average of 218. Jill on the other hand, has a current average that is 15 pins higher than her previous seasons' entering average, so she must report her current average of 195.

### How can the rule be modified?

The rule is commonly modified by either changing the pin requirement or the date the rule is affective. Common examples are:

- Changing the pin requirement from 10 pins to 1, 5, or 15 pins.
- Changing the date requirement from "at the time of participation" to another specific date such as January 1.

### How is the rule enforced?

The rule is enforced the same as [319a-1](#) in that bowlers' average is submitted to the tournament prior to participation. It is the bowler's responsibility to ensure their average is correct regardless of who submits it.

Tournament management verifies that the correct average is being used. Average corrections can be made up to the bowler's first game of a series. Or, if an extension of time has been granted in writing by tournament management before the end of the first game of a series, the correction can be made within 48 hours after the end of the series.

If discovered after a bowler competes that the reported average was lower than it was supposed to be and resulted in greater handicap or a lower classification, it is grounds for disqualification.

### Questions and Answers

- 1. According to the tournament rules, entrants must enter with their highest previous season league average. A bowler enters with a 170 previous season average. The tournament rules also require the reporting of 10 pin increase in league average at time of bowling. In league play the evening before the tournament, the bowler shoots a big series raising his/her average to 180. Must the bowler use the 180 average?**

Yes, bowlers are responsible to verify the accuracy of their average. In accordance with [Rule 319a-2](#), the bowler needs to calculate his/her league average up to and including the last time he/she bowled in a league prior to competing in the tournament.



## USBC Rule 319c - Average Adjustments (Rerating)

### The Rule

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 refunded.

Unless the tournament rules state otherwise, in a handicap or classified tournament, a bowler who has had his/her average adjusted/rerated in accordance with this rule is required to report all previous assigned average adjustments/rerates, whether the bowler accepted the adjustment/rerate or not, at the time of bowling.

The following information must be submitted prior to participation for possible average adjustment/rerate:

- The name of each tournament in which an average adjustment/rerate was assigned.
- The adjusted/rerated average.

Failure to comply with these provisions is cause for a forfeiture of entry fees and prize winnings.

### What does the rule do?

This rule gives the tournament manager the authority to raise the entering average of a participant prior to participation if he/she believes the bowler's ability exceeds the bowler's average established in league play.

On the other hand, the bowler being advised of the adjustment prior to participation does have the option to withdraw from the tournament with a refund of entry fees.

The rule also requires a bowler to report any previous adjustment/rerate as a condition for entry into a tournament for possible average adjustment.

### What information should be used to determine if a bowler's average should be adjusted or not?

- Tournament prize winnings
- Scores
- Position standings
- Averages from uncertified league competition
- Leagues that use a Sport Challenge type condition but do not certify as a Sport Challenge League
- Averages of less than 21 games

### Must the adjustment be done in writing?

No, verbal notification is acceptable. However, as a protection for both the bowler, as well as tournament management, we recommend written notification and tournament management keep a copy on file.

### What happens when a participant reports an adjustment/rerate from other tournament competition?

If the bowler does report this information, it is up to tournament management as to what to do with it:

- They can adjust the bowler's average upwards
- Deny the bowler entry into the tournament (Does not apply to the association championship)
- Do nothing



If the bowler fails to submit such information tournament management again has two options:

- Disqualify the bowler because they were not given the opportunity to adjust the bowler beforehand or to deny the bowler entry. (Does not apply to association championship)
- Not disqualify the bowler, as having the information did not automatically mean that tournament management would have adjusted the bowler.

## Questions and Answers

- 1. A bowler entered my tournament with a 175 league average. Prior to bowling, I adjusted his average to 190. Can he appeal this adjustment to USBC?**

No, USBC is not in a position to substitute our judgment for that of tournament management in that they have first-hand knowledge of the situation.

- 2. A bowler entered the association championship tournament I am running with a 175 league average. Prior to bowling, I adjusted his average to 190. Can he appeal this adjustment to USBC?**

Yes. An association championship tournament is a right of membership and, as such, adjustments may be appealed to USBC in writing, within 10 days of the date of bowling or prior to the payment of prizes, whichever occurs first.

**NOTE:** To help with the enforcement of USBC [Rule 319c](#), USBC is requesting all tournament managers to inform us of those USBC members who have been rerated/adjusted in tournaments whether they bowled with the adjusted average or not. To do this, fill out the form below, hit submit and the information will be sent to USBC.

This form must be filled out for each member who has been adjusted/rerated.

<https://usbc.jotform.com/form/72077904120147>



## Average Adjustment/Rerate Letter - Rule 319c

Below is a sample letter used if you are going to adjust/rerate a bowler's average upwards for future tournament participation. Feel free to modify the text below to meet your specific situation. When you print this letter, this paragraph along with the title and USBC logos will not be visible.

Date

Chris Strikesalot (ID# )

621 Mockingbird Ln

Atlanta, GA 30315

Dear \_\_\_\_\_ :

SUBJECT: Average Adjustment/Rerate

This letter is in reference to your participation in the \_\_\_\_\_ tournament and the average you will use to compete.

**USBC Rule 319c states: 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 refunded.**

Based on our research and information, we are adjusting/rerating your entering average to \_\_\_\_\_ for future participation in the \_\_\_\_\_ tournament..

According to 319c, you must report the adjusted/rerated average to tournament management for all future handicap or classified USBC tournaments prior to your participation.

Sincerely,

Tournament Manager

CC: Bowling Headquarters



### Average Adjustment/Rerate Letter - Rule 319c (Association Championships)

Below is a sample letter used if you are going to adjust a bowler average upwards for future tournament participation. Feel free to modify the text below to meet your specific situation. When you print this letter, this paragraph along with the title and USBC logos will not be visible.

Date

Chris Strikesalot (ID# )

621 Mockingbird Ln

Atlanta, GA 30315

Dear \_\_\_\_\_ :

SUBJECT: Average Adjustment/Rerate

This letter is in reference to your participation in the \_\_\_\_\_ tournament and the average you will use to compete.

**USBC Rule 319c states: 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 refunded.**

Based on our research and information, we are adjusting/rerating your entering average to \_\_\_\_\_ for future participation in the \_\_\_\_\_ tournament..

According to 319c, you must report the adjusted/rerated average to tournament management for all future handicap or classified USBC tournaments prior to your participation.

You have the right to appeal this decision to USBC with a copy to tournament management. Your appeal must be in writing and postmarked within ten (10) days of the date of this letter, of bowling or prior to payment of prizes whichever comes first. Send to:

USBC  
Attention-Rules  
621 Six Flags Drive  
Arlington, TX 76011  
Fax: (817) 385-8260

Sincerely,

Tournament Manager

CC: Bowling Headquarters



## USBC Rule 319d - Reporting Prize Winnings

### The Rule

- 1. Within the last 12-month period, anyone who has qualified for a cash and/or merchandise prize in the position standings prize list in a tournament, including all-events, special features, special prizes and donated prizes, must give tournament management the following information prior to participation for possible average adjustment:**
  - a) The name of each tournament in which they have been paid the following prizes, or if not yet paid, in which they have qualified for the prize:
    - 1) \$300 or more in any event;
    - 2) Total combined prize winnings of \$500 or more in any one tournament;
    - 3) Total combined prize winnings of \$1000 or more in all tournaments within the last 12-months;
  - c) The amount of the prize.
  - d) The actual score bowled to qualify for the prize.
  - e) The prize position.
- 2. Failure to comply with these provisions is cause for a forfeiture of entry fees and prize winnings.**

**NOTE:** \*Qualified is defined as the date and time the tournament officially ended (completion of the last squad or round of competition), or payment of prizes, whichever comes first.

All bowlers regardless of average must comply with the provisions of Rule 319d.

Prize winnings from certified and non-certified tournaments, including those using a modified format of American Tenpins (example: 9 pin tap), must be used in the application of this rule.

### What does the rule do?

Requires the bowler to report additional information to tournament management for possible use to adjust the bowler's average before competition begins or to refuse entry into the tournament. For an association championship, an eligible entry cannot be refused.

The rule uses 12 months to narrow the information provided to what the bowler is recently capable of bowling.

Lastly the tournament name, prize amount, score and prize position aid the tournament management in both verifying the information accurate, as well as provides information for adjustment purposes.

### How can the rule be modified?

The rule is commonly modified by changing the dollar figure requirement or the reporting time frame.

Examples are:

- Change the \$300 per event amount to \$100, \$500, \$1000 or other amount.
- Change the combined prize winnings of \$500 or more in any one tournament to another amount such as \$300, \$600, \$1000 or other amount.
- Change the combined prize winnings of \$1000 or more in all tournaments within the last 12 months to another amount such as \$500, \$1200, \$1500 or other amount.
- Change the reporting time frame from the last 12 months, to 6 months, 24 months or another number.

### How is the rule enforced?

When a bowler enters a tournament they must supply the tournament name, score, prize position and prize amount for any tournament in which the bowler earned \$300 or more in an event, a combined



prize total amount of \$500 in a tournament, and/or the combined prize money amount of \$1000 in all tournaments they competed in within 12 months. This will allow tournament management the opportunity to review the bowler's winnings to possibly adjust the bowler's average before they bowl or to deny the bowler entry into the tournament.

If the bowler does report this information, it is up to tournament management as to what to do with it:

- They can adjust the bowler's average upwards
- Deny the bowler entry into the tournament (Does not apply to the association championship)
- Do nothing

If the bowler fails to submit such information tournament management again has two options:

- Disqualify the bowler because they were not given the opportunity to adjust the bowler beforehand or to deny the bowler entry. (Does not apply to association championship)
- Not disqualify the bowler, as having the information did not automatically mean that tournament management would have adjusted the bowler.

USBC has created the Bowler Information Form to aid both the bowler and tournament management in tracking this information.

## Questions and Answers

- 1. A tournament requires bowlers to report tournament prize winnings of \$300 or more in any one event, \$500 or more in a tournament, and/or the combined prize money won of \$1000 or more in all tournaments they competed in the past 12 months. Recently a bowler won \$1,000 in a non-certified tournament. Does the bowler have to report these winnings to me as tournament manager?**

Yes, bowlers are required to report prize winnings from certified and non-certified tournaments, including those using a modified format of American Tenpins.

- 2. I have a scratch bowler bowling in my handicap tournament; does the bowler still have to report prize winnings?**

Yes, anyone who has qualified for a prize of \$300 or more in any one event, \$500 or more in a tournament, and/or the combined prize money won of \$1000 or more in all tournaments they competed in the past 12 months must report this information regardless of what their average is. By not reporting this information, tournament management was not afforded the opportunity to review the information for possible denial of the entry.

- 3. Our tournament rules require the reporting of prize winnings in accordance with Rule 319d. Is a bowler required to report a \$500 or more prize earned in another tournament that is over even though the bowler has not received his/her prize check?**

Yes, [Rule 319d](#) requires anyone who has qualified for a cash and/or merchandise prize of \$300 or more in any one event, \$500 or more in a tournament, and/or the combined prize money won of \$1000 or more in all tournaments they competed in the past 12 months to report this information as a condition of entry. Therefore, it is the bowler's responsibility to verify the amount won and report the prize.



## USBC Rule 319e – Tournament Average

### The Rule – Average Adjustment for Entry

**NOTE:** All certified and non-certified scores from the game of American tenpins must be used in the application of this rule.

Unless the tournament rules state otherwise, the following applies in a handicap or classified tournament:

- 1) The bowler is responsible for keeping a record of the names, dates, scores, and prize winnings in all tournaments entered in the previous 12 months, including those still running. These include all tournament scores bowled in accordance with the game of American tenpins.
- 2) A bowler shall adjust his/her entering average if, during the 12-month period immediately preceding the time and date of bowling, the bowler’s accumulated average for all, but not less than 21 tournament games, exceeds the average to be used for entry by 15 or more pins. In that case, the accumulated average must be used for handicapping or classification purposes.
  - a) A bowler whose tournament scores require an adjustment must submit the adjusted average in writing before the end of the first game in a tournament, unless tournament rules allow for such adjustment to be made within a specified time after bowling.
  - b) Failure to use the adjusted average in accordance with the foregoing is cause for forfeiture of entry fees and prize winnings, and the bowler is subject to suspension of membership in USBC.

On appeal or protest, the bowler must promptly supply the record of the names, dates, scores and prizes won – or scores that qualify to win – in all tournaments in which the bowler competed within the previous 12 months.

Nothing in this rule supersedes tournament management’s authority to adjust the bowler’s average higher prior to bowling.

### What does the rule do?

This rule accounts for the bowler’s current tournament ability by requiring the bowler to use their tournament averages if 15 pins higher than their entering average.

### How can the rule be modified?

[Rule 319e](#) is most commonly modified by changing the 15 pins requirement to another number or by changing the reporting timeframe. Here are some examples.

- The 15 pin requirement can be changed to 1, 5, 10, or another number
- The 12 month timeframe can be changed to 6, 18, 24, or another number

### Examples:

#### Bowler: Joe Bowler

| Last Year’s League Name | Average | Number of Games | Tournament Average | Number of Games |
|-------------------------|---------|-----------------|--------------------|-----------------|
| League A                | 210     | 30              | 230                | 39              |
| League B                | 225     | 4               |                    |                 |
| League C                | 230     | 15              |                    |                 |
| League D                | 220     | 18              |                    |                 |

#### Bowler: Jane Bowler



| <u>Last Year's League Name</u> | <u>Average</u> | <u>Number of Games</u> | <u>Tournament Average</u> | <u>Number of Games</u> |
|--------------------------------|----------------|------------------------|---------------------------|------------------------|
| League A                       | 180            | 90                     | 205                       | 50                     |
| League B                       | 175            | 60                     |                           |                        |
| League C                       | 170            | 90                     |                           |                        |
| League D                       | 225            | 18                     |                           |                        |

In these examples let's assume that [Rule 319a-1](#) and [Rule 319e](#) all apply.

For Joe, according to [Rule 319a-1](#) he would report his composite average of 218. His 12 month tournament average is not 15 pins higher than 218. Joe's correct average to report based on these three rules would be 218.

Jane according to [Rule 319a-1](#) would report her League A average of 180. Her tournament average is 25 pins higher than 180. Rule 319e would also apply. In this case the correct average for Jane to report and use would be her tournament average of 205.

### How is the rule enforced?

This rule is enforced exactly the same as [Rule 319a-1](#) and [Rule 319a-2](#). It is the bowler's responsibility to report the correct average when they enter a tournament.

Tournament Management then verifies the information as accurate or not. Corrections to the bowler's average can be made within the guidelines of [Rule 319a-4](#).

If discovered after a bowler competes that the reported average was lower than it was supposed to be and resulted in greater handicap or a lower classification, it is grounds for disqualification.

USBC has created the Bowler Information Form to aid both the bowler and tournament management in tracking this information.

### Questions and Answers

- 1. A 150 average bowler enters a handicap tournament that uses Rule 319e. After bowling a 650 series in singles, the tournament manager provides the bowler with an affidavit that must be filled out and returned within 15 days. The form requires the bowler to provide his scores, prize winnings and dates of all other tournaments he has bowled in over the past 12 months. Upon receipt of the requested information, it is determined that the bowler's tournament average for 36 games is 180. Should the bowler's score be disqualified?**

Yes. In accordance with [Rule 319e](#) it is the bowler's responsibility to adjust their entering average if their tournament average for 21 or more games exceeds their entering average by 15 or more pins. The bowler's score is disqualified from the prize list and all other positions moved up one spot.



# Sample Adult Handicap Rules

## Acme Classic

Acme Lanes, 710 Split Drive, Striketown, TX 76011

## USBC Certified

|  |                                   |
|--|-----------------------------------|
| Tournament Dates: August 16-18                       | Entry Fee: (per event/per bowler) |
| 10:00, 2:00 and 6:00 each day                        | Prize Fee \$12.00                 |
|  | Expense Fee \$13.00               |
|  | Total \$25.00                     |
| Entry Closing Date: August 15                        | Optional All-events \$ 5.00       |
| Prize Fee Returned 100 percent                       |                                   |
| Prize Ratio (Team, Doubles/Singles at least 1 in 10) |                                   |
| Prize Ratio (All Events at least 1 in 15)            |                                   |

## Tournament Rules

1. Eligible participants who are not USBC members can qualify, prior to participation, in one of two ways:
  - a) By paying the appropriate associate membership dues.
  - b) By paying a participation fee ([Rule 300c](#)).
2. Competition in each event will be limited to 2 times ([Rule 315](#)).
3. Handicap will be 100 percent of 230.
4. Entering average:
  - a) Previous season's highest of:
    - 1) A single USBC league average based on a minimum of 21 games.
    - 2) A composite average of all USBC leagues, including leagues with less than 21 games.
  - b) If no average last year, use highest current season USBC average at the time of entry for 21 or more games.
  - c) Bowlers with neither of the above averages must bowl scratch.
5. If current season average for at least 21 games at the time of bowling exceeds last season's average by 10 or more pins, current season average must be used ([Rule 319a-2](#)).
6. Reporting of previous tournament winnings will apply ([Rule 319d](#)).
7. The average adjustment rule will apply ([Rule 319e](#)).
8. It is each bowler's responsibility to verify the accuracy of their own average in handicap or classified tournaments, whether originally submitted by the bowler, the team captain or others. Failure to use the correct average may disqualify the score if submitted average is lower than correct average, thereby resulting in a lower classification or more handicap. Prize winnings will be based on the submitted average, if it is higher than the correct average ([Rule 319a-3](#)).
9. Teams may be composed of all men, all women or mixed with a playing strength of five.
10. All decisions of the tournament manager are final unless an appeal is made in accordance with [Rule 329](#).
11. All USBC rules will apply.



# Sample Adult Scratch Rules

## Acme Classic

Acme Lanes, 710 Split Drive, Striketown, TX 76011

## USBC Certified

|  |                                   |
|--|-----------------------------------|
| Tournament Dates: August 16-18                       | Entry Fee: (per event/per bowler) |
| 10:00, 2:00 and 6:00 each day                        | Prize Fee \$12.00                 |
|  | Expense Fee \$13.00               |
|  | Total \$25.00                     |
| Entry Closing Date: August 15                        | Optional All-events \$ 5.00       |
| Prize Fee Returned 100 percent                       |                                   |
| Prize Ratio (Team, Doubles/Singles at least 1 in 10) |                                   |
| Prize Ratio (All Events at least 1 in 15)            |                                   |

## Tournament Rules

1. Eligible participants who are not USBC members can qualify, prior to participation, in one of two ways:
  - a) By paying the appropriate associate membership dues.
  - b) By paying a participation fee ([Rule 300c](#)).
2. Competition in each event will be limited to 2 times ([Rule 315](#)).
3. Teams may be composed of all men, all women or mixed with a playing strength of five.
4. All decisions of the tournament manager are final unless an appeal is made in accordance with [Rule 329](#).
5. All USBC rules will apply.



# Sample Youth Handicap Rules

## Acme Classic

Acme Lanes, 710 Split Drive, Striketown, TX, 76011

## USBC Certified

|                                     |                               |                     |                        |
|-------------------------------------|-------------------------------|---------------------|------------------------|
| Tournament Dates:                   | August 16-18                  | Entry Fee:          | (per event/per bowler) |
|                                     | 10:00, 2:00 and 6:00 each day | Award Fee           | \$12.00                |
|                                     |                               | Expense Fee         | \$13.00                |
|                                     |                               | Total               | \$25.00                |
| Entry Closing Date:                 | August 15                     | Optional All-events | \$ 5.00                |
| Prize Fee Returned                  | 100 percent                   |                     |                        |
| Prize Ratio (Team, Doubles/Singles) | at least 1 in 10)             |                     |                        |
| Prize Ratio (All Events)            | at least 1 in 15)             |                     |                        |

## Tournament Rules

1. Eligible participants who are not USBC members can qualify by paying the Standard National dues of \$4.00.
2. Competition in each event will be limited to 2 times ([Rule 315](#)).
3. Handicap will be 100 percent of 230.
4. Entering Average:
  - a) Highest current USBC Youth league average, minimum of 12 games as of January 1, (A standing sheet showing your USBC Youth average or a signed average verification by a responsible league official or association manager at the bottom of the Entry Form will be proof of average.)
  - b) If no current season average use previous season USBC Youth league average, minimum 12 games.
  - c) Bowlers without a minimum 12 game USBC Youth average must bowl scratch.
5. It is each bowler's responsibility to verify the accuracy of their own average in handicap or classified tournaments, whether originally submitted by the bowler, the team captain or others. If an error occurs in the classification of a bowler, which is detected prior to payout, a correction will be made, the scores recalculated without penalty.
6. All decisions of the tournament manager are final unless an appeal is made in accordance with [Rule 329](#).
7. Teams may consist of any combination of five youth members.
8. All USBC rules will apply.



# Sample Youth Scratch Rules

## Acme Classic

Acme Lanes, 710 Split Drive, Striketown, TX 76011

## USBC Certified

|                                     |                               |                     |                        |
|-------------------------------------|-------------------------------|---------------------|------------------------|
| Tournament Dates:                   | August 16-18                  | Entry Fee:          | (per event/per bowler) |
|                                     | 10:00, 2:00 and 6:00 each day | Award Fee           | \$12.00                |
|                                     |                               | Expense Fee         | \$13.00                |
|                                     |                               | Total               | \$25.00                |
| Entry Closing Date:                 | August 15                     | Optional All-events | \$ 5.00                |
| Prize Fee Returned                  | 100 percent                   |                     |                        |
| Prize Ratio (Team, Doubles/Singles) | at least 1 in 10)             |                     |                        |
| Prize Ratio (All Events)            | at least 1 in 15)             |                     |                        |

## Tournament Rules

1. Eligible participants who are not USBC members can qualify by paying the Standard National dues of \$4.00.
2. Competition in each event will be limited to 2 times ([Rule 315](#)).
3. All decisions of the tournament manager are final unless an appeal is made in accordance with [Rule 329](#).
4. Teams may consist of any combination of five youth members.
5. All USBC rules will apply.



## Sample Informational Flyer

# THE CLASSIC TOURNAMENT

*5<sup>th</sup> Annual*

HOSTED BY 

**\$25** ONLY

**ENTRY FEE  
PER EVENT, PER PERSON**

### **WHERE**

CLASSIC LANES

710 Split Drive, Striketown, USA 12345

### **WHEN**

OCTOBER 1-5

### **TEAM EVENT**

PRIZE FEE - \$12

LINEAGE/EXP. - \$13

TOTAL - \$25

### **SINGLE/DOUBLES EVENT**

PRIZE FEE - \$12

LINEAGE/EXP. - \$13

TOTAL - \$25

### **PAY RATIO**

At least 1 for every 10

### **HANDICAP**

Based on 100% of 230

### **ENTRIES**

Limit, two in each event

### **SQUAD TIMES**

10 a.m., 2 p.m. & 6 p.m. each day



# Sample Entry Form

## 5<sup>th</sup> Annual Tournament Entry Form

Captain's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(Prize checks will be mailed to the above address for all winners on this entry.)

Phone: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Team Name: \_\_\_\_\_

### Team Event

| Team Line-Up | USBC ID # | Previous Season High Average* | Current Season High Average* |
|--------------|-----------|-------------------------------|------------------------------|
| 1.           |           |                               |                              |
| 2.           |           |                               |                              |
| 3.           |           |                               |                              |
| 4.           |           |                               |                              |
| 5.           |           |                               |                              |

1<sup>st</sup> Choice: Date \_\_\_\_\_ 2<sup>nd</sup> Choice: Date \_\_\_\_\_ 3<sup>rd</sup> Choice: Date \_\_\_\_\_

### Doubles/Singles Event

| Players | USBC ID # | Previous Season High Average* | Current Season High Average* |
|---------|-----------|-------------------------------|------------------------------|
| 1.      |           |                               |                              |
| 2.      |           |                               |                              |
| 1.      |           |                               |                              |
| 2.      |           |                               |                              |
| 1.      |           |                               |                              |
| 2.      |           |                               |                              |

1<sup>st</sup> Choice: Date \_\_\_\_\_ 2<sup>nd</sup> Choice: Date \_\_\_\_\_ 3<sup>rd</sup> Choice: Date \_\_\_\_\_

\*See tournament rules for entering average requirements

# Online Tournament Certification Guide

USBC has created an online application and tournament certification process for your convenience. Online Tournament Certification (OTC) is handled in three easy steps each of which will be covered in detail below.

1. Account Access
2. Certify your tournament
3. Submitting the financial report

Finalizing the tournament by submitting the financial report and prize list will be covered later in this manual.

For tournament managers who have certified a tournament in the past there are different options available to you, including retrieving forgotten log-in information and renewing a previous tournament. These options will be covered later.

To view a video presentation of how to certify a tournament, click [here](#).

## Creating an Account

The first step in creating an account is to go to the [tournament certification](#) page of [BOWL.com](#). The page looks like Figure 1.



Welcome to bowl.com Account Access. Certain features of bowl.com require that you have an account before you can use them. Complete the information below to login to your account. Or, if you don't have an account, [create a new account here](#).

Username:

Password:

**Login** >>

[I forgot my Username](#)

[I forgot my Password](#)

[Create a login](#)

(Figure 1)

There are multiple options at the Account Access screen. If this is your first time certifying a tournament, you will need to create an account. If you already have an account, you can sign into the account using your username and password.

As per USBC [Rule 303](#) Management: "A tournament manager is the person listed on the tournament certification with USBC. The manager must be a member of USBC."

If necessary, there are also options to retrieve a forgotten username or password.

From the account access page you can create an account by clicking either "create one here" or "Create a login"

You will then be asked to complete a search to ensure that we do not already have your information. If you have and know your USBC member ID you can include this information, but it is not necessary. Only the information denoted with an “ \* ” is necessary. Once you have the fields completed click on “Search”. If you missed a field you will be prompted to complete the missing information with a red message at the top of the page.

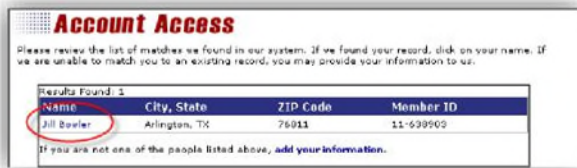
If we do not match your information you will be asked to add your information by clicking on “add your information” (Figure 2A). You will then be taken to a page to add your personal information including, full name, address, phone number, email address, and birthdate. All fields marked with asterisks must be completed.



(Figure 2A: Member Search results not found)

If we did match your information, click on your name to proceed with confirming your identity (Figure 2 Bottom).

Confirming your identity will require you to answer a question based on the personal information we already have on file.



**Account Access**

Please review the list of matches we found in our system. If we found your record, click on your name. If we are unable to match you to an existing record, you may provide your information to us.

Results Found: 1

| Name        | City, State   | ZIP Code | Member ID |
|-------------|---------------|----------|-----------|
| Jill Bowler | Arlington, TX | 76011    | 11-638900 |

If you are not one of the people listed above, [add your information.](#)



**Create an Account**

Your identity has been confirmed. Please select a username and password. A default 'Display Name' has been supplied for you.

\* Indicates required field

\*Desired Username:

\*Password:

\*Verify Password:

\*Email Address:

\*Password Question:

\*Password Answer:

\*Display Name:

Some features of bow.com, such as the discussion forums, require a display name for the person using them. This would normally be your username, but if you would prefer that it be something else, enter it in the 'Display Name' field.

**Next** >>

(Figure 2B: Information matched) and (Figure 3: Create a username and password. All fields require six characters.)

Once your identity is confirmed, or you have added your information, the next page will allow you to create a username, password and display name, see Figure 3.

It is important to note that when selecting a username, password and display name that all answers provided must contain at least six characters. As before, all fields marked with asterisks must be completed.

Congratulations your account is created; you can now start the certification process by clicking next.

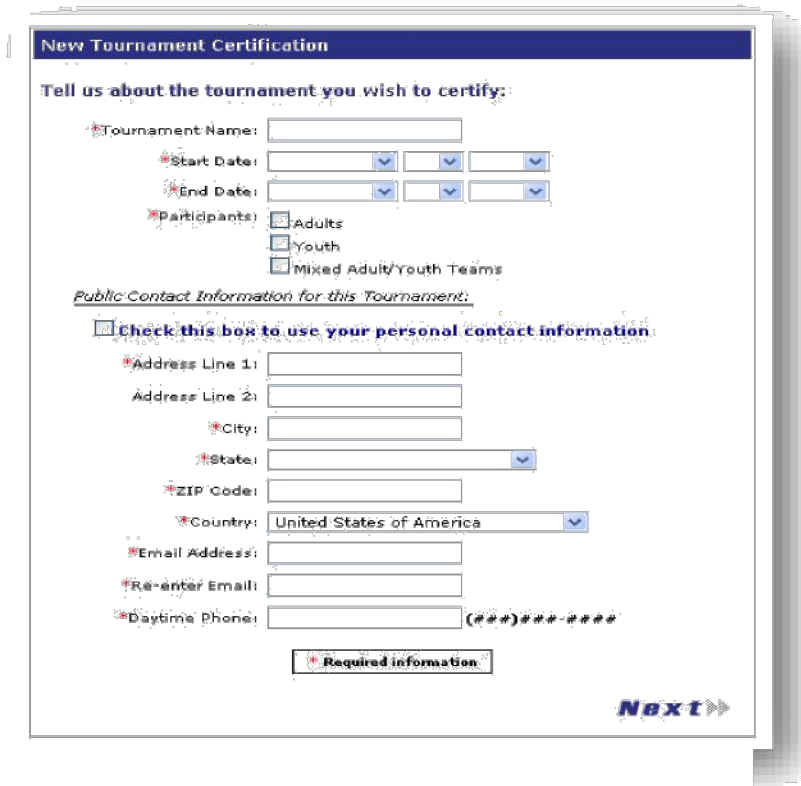
## Certifying your tournament

Certifying your tournament is as easy as answering a few simple questions. Who is eligible to compete? Where, when and at which times will your tournament run? How much are the entry fees? When do entries close? Having your rules and promotional materials available will be a great help when completing the online form.

There are a variety of options that may become available depending on how you answer the questions above.

This section of the guide will step you through these options as well as explain common errors and points of confusion that may arise. Again, all fields marked with asterisks must be completed. If you miss a field you will be prompted to complete the field with a red message at the top of the screen.

## General Information



The screenshot shows a web form titled "New Tournament Certification" with the instruction "Tell us about the tournament you wish to certify:". The form includes the following fields and options:

- Tournament Name:
- Start Date:
- End Date:
- Participants:  Adults,  Youth,  Mixed Adult/Youth Teams
- Public Contact Information for this Tournament:
  - Check this box to use your personal contact information
  - Address Line 1:
  - Address Line 2:
  - City:
  - State:
  - ZIP Code:
  - Country:
  - Email Address:
  - Re-enter Email:
  - Daytime Phone:  (###)###-####
- A "Required information" label is positioned below the phone field.
- A "Next >>" button is located at the bottom right of the form.

(Figure 4: Page one of the online application)


The first page of the online form will ask for the name of the tournament, the start and end date, whether the tournament is adult, youth or adult/youth and for tournament contact information. Tournament managers in Youth and Adult/Youth tournaments, 18 years of age and older, must be a Registered Volunteer. (For information on USBC's Registered Volunteer Program, go to [BOWL.com/RVP](http://BOWL.com/RVP).)

This information will be posted on the find a tournament page of [BOWL.com](http://BOWL.com) once the tournament is certified. Only use contact information you are willing to be public.

Please note each event can only be certified for one bowling season. The season runs from August 1 through July 31. If you have events that cross seasons you will need to certify the tournament twice, once for each season.

One more key point to pay attention to is youth eligibility. If you are running an adult singles competition but want to allow youth to bowl for scholarship monies, make sure you also check youth in the participants section. Adult/Youth tournaments will check adult/youth mixed teams. When Youth and Mixed Adult/Youth Teams are checked, the scholarship option is available to you on the page after next.

Association managers can declare the tournament as their required championship tournament by marking yes or no on page 2. Once the option is marked yes, the association will be prompted to enter the association number and hit next. The association's name will auto populate. Please note, there are only three types of championship tournaments, the open, women's and youth. Select one of the tournament options. The Association Championship Tournaments will need to be certified separately.



**New Tournament Certification**

Please select all of the following that apply to this tournament:

Is this a required Association Championship tournament?

- An Association Championship tournament are those required through an association's charter and are listed in the USBC Association Policy Manual, Chapter 7, Section E. For any tournament not fitting in this category, you should answer "No".

Yes No

Association Number: 80673

Association Name: Tulsa Area USBC

Tournament Type:

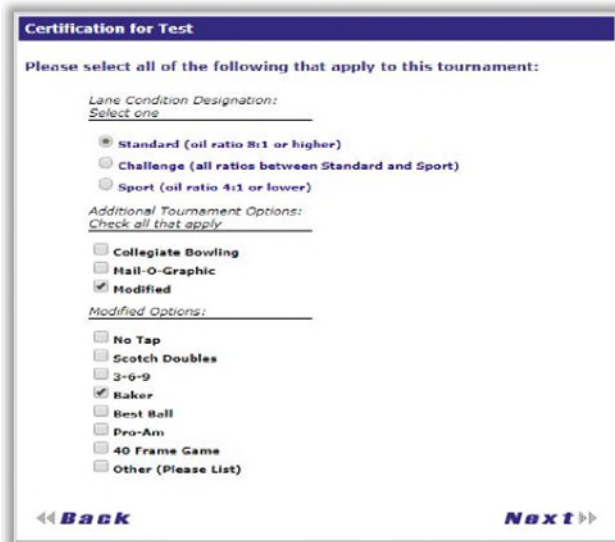
- Open
- Women
- Youth

Back Next

(Figure 5: Page 2 of the online application. This information is posted on [BOWL.com](http://BOWL.com))

## Tournament Type

The next page will give several different tournament types for you to choose from. A regular adult tournament should not check any option on page 3. See Figure 6 for the full expanded options including youth options that are only available if you checked youth on the first page.



**Certification for Test**

Please select all of the following that apply to this tournament:

Lane Condition Designation:  
Select one

- Standard (oil ratio 8:1 or higher)
- Challenge (all ratios between Standard and Sport)
- Sport (oil ratio 4:1 or lower)

Additional Tournament Options:  
Check all that apply

- Collegiate Bowling
- Mail-O-Graphic
- Modified

Modified Options:

- No Tap
- Scotch Doubles
- 3-6-9
- Baker
- Best Ball
- Pro-Am
- 40 Frame Game
- Other (Please List)

Back Next

(Figure 6: Page 3, Types of tournaments, with options full expanded.)

The most common mistake made when checking the tournament type is to check modified.

## Entry closing date and Eligibility

Page 4 of the online application has questions regarding the tournament entry closing date and eligibility. First complete the date that reserve entries close. If the tournament has not selected a specific date for the last day to reserve a spot, use the last day of the tournament. Next check whether walk-in entries are allowed. If you check yes, an additional question will pop up asking whether a late entry fee applies for walking in. See Figure 7. This question is commonly missed when

this page is completed. If you click yes to the late fee, you will be asked to fill in how much the late fee is. If you miss either late fee question you will be asked to complete the question with a red message at the top of the computer screen.

**Certification for test**

Please tell us about entry closing dates and eligibility:

\*Date Reserve Entries Close: 07/31/2016

\*Are Walk-in Entries Accepted?  Yes  No

\*Does a Late Entry Fee Apply?  Yes  No

\*Late Entry Fee: \$

Eligibility - Check All That Apply:

All participants must be current members of USBC

Non-USBC members may qualify for entry and all USBC services by paying an association membership fee prior to bowling. If the state and local dues are not known, the associate dues will be \$21.00 (USBC Adult), or \$4.00 (USBC Youth).

Non-USBC members pay a participation fee (\$5 adult)

All participants must be current members of:

\* Required Information

« Back Next »

(Figure 7: Page 4, see Eligibility section of this manual for an explanation of eligibility options)

Lastly check the appropriate eligibility option. At least one of the options must be checked. See the eligibility section of this manual for additional information concerning these options. If the tournament is restricting eligibility for a single group or organization check the last box and put the name of the organization in the blank. This option should be used if the tournament is applying for moral support.

## Moral Support

**Certification for test 2**

Please provide the following information:

**Moral Support Certification**

USBC offers a Moral Support Certification to competitions where entry is limited to individuals affiliated with the organization conducting the tournament. To apply for Moral Support certification, please check the box below and provide an explanation of how this event would qualify under Rule 301a.

\*Are you applying for Moral Support Certification?  Yes  No

Moral Support Override:

\* Required Information

« Back

(Figure 8: Page 5, Moral Support Options)

Moral support grants eligibility to non USBC members to participate, if they are members of the organization running the tournament. For a tournament to qualify every participant of the tournament must be a member of the organization running the tournament and the organization must be a fraternal, benevolent, military service, union, or religious organization.

Common examples of organizations that are eligible to apply are the Moose and Elks lodges, Knights of Columbus.

Common examples of organization that are not eligible are 500, 600 and 700 clubs, USBC associations, and leagues.

Only those participants with USBC membership will be eligible for award recognition. See types of tournaments for more information pertaining to moral support.

## Comprehensive Events



The screenshot shows a web form titled "Certification for test 2". Below the title, it says "Please provide the following information:". A box titled "Comprehensive Certification" contains the text: "USBC offers a Comprehensive Certification to tournament managers operating multiple events during the season with identical rules/formats. To apply for a Comprehensive Certification, please check the box below and provide a schedule including the date of each event and the name of the host center(s) on the following screen." Below this box is a question: "Are you applying for Comprehensive Certification?" with radio buttons for "Yes" and "No". The "No" button is selected. Below the question is a "Required information" label. At the bottom of the form are "Back" and "Next" navigation buttons.

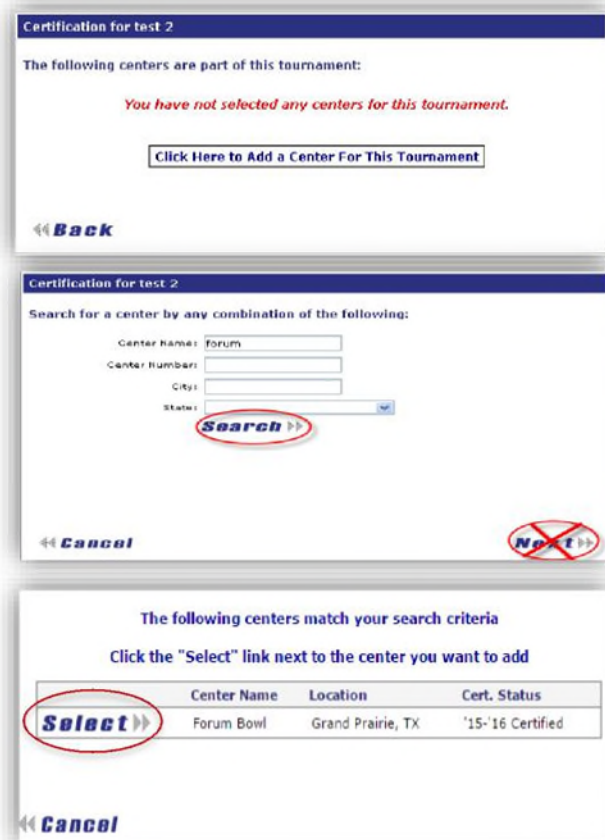
(Figure 9: Page 6 Comprehensive events)

A comprehensive event is a group of tournaments all conducted under the same set of rules. Comprehensive events are more commonly referred to as a tournament series, tour or club.

By applying for a comprehensive certification, you can save yourself considerable time in the certification process. This is because the one application can cover all the events of the tournament. You will still need to add each individual event but you will only need to complete the application once.

Whether you click yes or no to the comprehensive event it will affect the next step of adding the center and squad dates and times. This guide will start with a single event, not comprehensive, and then move on to the more advanced comprehensive tournaments.

## Adding a center



(Figure 10: Page 7, Adding a center. Step 1 (top), Step 2 (middle), Step 3 (bottom). Do not click next.)

After you click next on the comprehensive tournament page, you will see a page that states you have not added any centers yet. Click on "Click Here to Add a Center for This Tournament" to start the process. Figure 10 (top).

You will then be taken to a page to search for the center that is hosting the tournament. There are fields for center name, center number, city and state. You can search by any of the fields. This means you do not have to complete all the fields. For example you can search by center name only, or by center number only.

After you have filled in the center information, click on "Search", Figure 10 (middle). After you click search, the page will return all the centers that match the criteria you searched for. This search may take some time depending on the search criteria. During the search the page will appear to be doing nothing, be patient.

The last step to add the center is to click "Select". Figure 10 (bottom)

If you have completed the above steps correctly you will be taken to a page to add the last squad time, Figure 11. On this page is a check box if you are only running one squad.



(Figure 11: page 8, Adding squad times)

Note the page imported the start date from the first page. If the date is wrong you will have to click "Back" to the first page to fix this problem.

Don't forget to check a.m. or p.m. Only after you have the squad times entered click "Next". The next page you will enter entry fees.

### Adding a center, dates & times (Comprehensive)

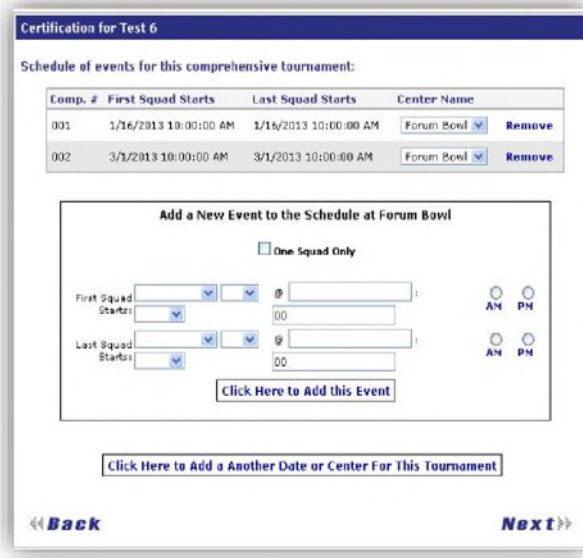
Adding centers, dates and times for a comprehensive event is very similar to the steps above for adding a single center. The main difference is you will be allowed to add multiple centers, and at each center you can have multiple events, and each event can have its own squad times. To add your schedule you will follow a four part process:

1. Add a center using the process above for a single center, see Figure 9.
2. Add the dates and times for the first event at this center.
3. Repeat step 2 for each additional event at this center.
4. Repeat steps 1 – 3 for each additional center.

Adding the dates and time is very similar to the process above with one small difference. For a comprehensive event there are now drop down lists for the dates. The page will not import the dates like above.

Again, there is a check box for an event that only has one squad. Simply fill in the dates and times for your first event at

this particular center. Once you have the dates completed click on "click here to add this event". See Figure 11. If you have completed the process correctly the page will start to list your schedule above. See Figure 12.



**Certification for Test 6**

Schedule of events for this comprehensive tournament:

| Comp. # | First Squad Starts    | Last Squad Starts     | Center Name |        |
|---------|-----------------------|-----------------------|-------------|--------|
| 001     | 1/16/2013 10:00:00 AM | 1/16/2013 10:00:00 AM | Forum Bowl  | Remove |
| 002     | 3/1/2013 10:00:00 AM  | 3/1/2013 10:00:00 AM  | Forum Bowl  | Remove |

**Add a New Event to the Schedule at Forum Bowl**

One Squad Only

First Squad Starts: [Dropdown] [Dropdown] @ [Text] : [Radio] AM [Radio] PM

Last Squad Starts: [Dropdown] [Dropdown] @ [Text] : [Radio] AM [Radio] PM

<< Back Next >>

(Figure 12: Comprehensive tournament with two events added)

Do not click this until you are ready to stop adding dates and centers.

Repeat adding events at this center, each time click "Click here to add this event".

If you need to add another center, select "Click Here to Add a Another Date or center for this tournament". This will take you to the center search page. Repeat adding events to this new center. Continue adding centers and events at the centers until you have completed your schedule.

Lastly when you have added your complete schedule click next. If you do not have all of your events scheduled but you know you will have more, add those events you do have scheduled. As you schedule more events email [rules@bowl.com](mailto:rules@bowl.com) with the additional events and we can add them for you. You will be taken to a page to confirm you have the correct centers added to your tournament. If the centers are correct click next. You will go to the page to enter the entry fees.

## Entry Fees

Here you will add the entry fees for your tournament on a per bowler per event basis, see Figure 13. There are fields for team, doubles, singles, all events and special events.

**Certification for Test 6**

Please tell us about the entry fees and events:

*Events - Check All That Apply:*

**Please list all fees PER BOWLER for each event selected**

|  | Expense & Lineage Fees | Prize/Awards Fees | Total Entry Fees Per Bowler | Players Per Team |
|--|------------------------|-------------------|-----------------------------|------------------|
| <input checked="" type="checkbox"/> Team       | \$ 15.00               | \$ 35.00          | \$ 50.00                    | 4                |
| <input checked="" type="checkbox"/> Doubles    | \$ 15.00               | \$ 35.00          | \$ 50.00                    |                  |
| <input checked="" type="checkbox"/> Singles    | \$ 15.00               | \$ 35.00          | \$ 50.00                    |                  |
| <input checked="" type="checkbox"/> All Events | \$ 0.00                | \$ 5.00           | \$ 5.00                     |                  |
| <input type="checkbox"/> Special Events        | \$                     | \$                |                             |                  |

Is Multiple Participation allowed?  Yes  No

\*Number of Entries Allowed per Event (leave blank for single participation):

Team Events:

Doubles Events:

Singles Event:

**\* Required information**

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(Figure 13: Entry fees on a PER BOWLER, PER EVENT basis)

These fees must be broken down into two categories. One for the combined lineage and expenses, the second for the prize fund only. It is also very important to note that these fees are on a **PER BOWLER** basis, not a team or doubles basis.

One common problem is how to complete this page when the lineage amount is not 100% known due to lineage for finals and secondary qualifying rounds. In these cases you need to overestimate the lineage and underestimate the prize fund amount. You are allowed to payout more than expected, but you cannot payout less. Be very conservative if you are not sure.

After you have the entry fees completed click whether multiple participation is allowed. You will be required to complete the number of times the same entry can compete.

If the number of times is not restricted, enter the number of squads you are running. Click next when you are ready.

## Guaranteed Prizes



**Certification for Test 6**

Please tell us about your tournament prizes:

**A guaranteed prize is a prize that is paid regardless of the number of entries. Paying back 100% of the prize fund is not a guarantee, it is a requirement.**

\*Are Guaranteed Prizes Offered?  Yes  No

\*Please list the Guaranteed Prizes:

1st \$5000  
2nd 2500

NOTE: Only cash and scholarships need to be listed

I understand that as a condition of USBC certification, I am obligated to pay these guaranteed prizes regardless of the number of entries received.

\*Enter Your Initials:

\* Required information

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(Figure 14: Guaranteed Prizes)

Here you will enter any guaranteed prizes. If you are offering a guaranteed prize you will also have to initial you are going to payout this prize, regardless of the number of entries.

Only scholarships and cash need to be listed. Also please note that returning 100% of the prize fund is not a guarantee.

Please see Guaranteed Prizes in this manual for more information.

### Rule 329 and Agreement of Terms

Click that you have read and agree to follow [Rule 329](#) and the terms.

### Congratulations!

You have reached the end of the certification application. Depending on how you completed the application your tournament will either be certified immediately or will be pending review. If your tournament is pending review USBC staff will email you shortly stating whether your tournament has been certified or not. Once your tournament is certified, you will have the option of printing a certificate.

## Forgotten Username

(Figure 15: Forgotten username (top) and forgotten password options (bottom))

From the first account access page, see Figure 1, you can click on “I forgot my Username”. This will bring up a page for you to supply your email address we have on file. Figure 15 (top). An email will be sent to that email address with your username.

## Forgotten Password

Also from the original account access page, you can click on “I forgot my Password”. This will bring up a page to enter your username. After you enter your username and click next, you will be asked to answer the security question you picked and to set a new password, Figure 15 (bottom).

## List of Your tournaments

USBC Tournament Certifications

You have created the following tournament certifications:

To print a tournament certificate, click on the USBC Certification Number of the event.

| Season | Cert. # | Tournament Name | Dates Held            | Cert. Status     |                                 |
|--------|---------|-----------------|-----------------------|------------------|---------------------------------|
| 2010   | 13920   | test            | 4/29/2010-7/31/2010   | Certified        | Submit Report                   |
| 2011   | 07650   | test 2          | 12/30/2010            | Certified        | Submit Report                   |
| 2011   | 08360   | test 3          | 1/27/2011-1/31/2011   | Report Submitted | View Summary   Renew Tournament |
| 2012   | 06130   | test 5          | 10/30/2011-10/31/2011 | Certified        | Submit Report                   |
| 2013   | 05102   | test 4          | 9/16/2012             | Closed           | View Summary   Renew Tournament |
| 2013   | 11450   | Test 5          | 7/16/2013-7/31/2013   | Certified        | Submit Report                   |
| 2013   | 11439   | test 7          | 7/13/2013-7/31/2013   | Certified        | View Summary   Renew Tournament |
| 2014   | -       | test 4          | 9/16/2013             | Incomplete       | Edit Tournament                 |
| 2014   | -       | test 7          | 7/13/2014-7/31/2014   | Incomplete       | Edit Tournament                 |

Click Here to Certify a New Tournament

(Figure 16: Tournament List)

Once a tournament has started, it will be saved to your list of tournaments. Your tournament list displays the tournament season, certification number, tournament name, dates held, and certification status.

## Additional

As stated before, there are additional options available to returning tournament managers including retrieving forgotten usernames and passwords, renewing previous tournaments, or editing tournaments that are incomplete.

Once the tournament has been certified, you can click on the certification number in your list at any time to print that tournament's certificate.

Your tournament status will also give you additional information about your tournament. If your application has not been completed, your status will show as "Incomplete". To the right of the "Incomplete" will be "Edit Tournament". Click this to complete the application and/or edit any of the information previously added.

If your tournament application was completed it is possible for it to be "Pending Review" for a short time period after which it will change to "certified". It is also possible to be certified immediately following the completion of the application.

In either case, with the "Certified" status comes several different options. If your tournament has not yet started you will be able to edit the tournament by clicking "Edit Tournament". If the dates of your tournament have been completed you will see to the right of the "Certified" will be "Submit Report". You can click this to submit your financial report. Submitting the financial report will be covered in the tournament wrap up section of this manual. The last option with the "Certified" status is to "View Summary". This will occur when the tournament dates have started but not yet completed, i.e. during the tournament. If you click "View Summary" will take you to a printer friendly version of the tournament certificate.

After you submit your financial report and prize list, your tournament status will change from certified to "Report Submitted". At this point, USBC staff will manually close the tournament. After the tournament is closed, your status will be updated again to "Closed". Once you submit the financial report, the options to the right of your tournament status will be "View Summary" or "Renew Tournament". View summary was covered above. The "Renew Tournament" feature will import all of the previous data with the exception of the dates and centers. This feature can save you considerable time in certifying the same tournament for next year.

The last thing to note with your tournament list is the "Click Here to Certify a New Tournament" button. This will allow you to certify a new tournament from scratch.

## Trouble Shooting

### 1. After signing into the tournament certification page, I am getting a blank white screen with no options, what am I doing wrong?

Odds are very good you are doing nothing wrong. If you are viewing the blank white page, odds are also good that you are using a newer release of Internet Explorer. To correct this problem you will just need to switch to compatibility mode. To do this in Internet Explorer simply click Icon that looks like a torn sheet of paper. This will usually be found on the right hand side of the address bar, next to the refresh link. You may also try either Mozilla Firefox or Google Chrome.



### 2. I forgot my Username/Password, what should I do?



You can use the "I forgot my Username" or "I forgot my password" features found on the Account Access page. If you need additional assistance call the USBC Rules department at 1-800-514-2695 ext. 8955 or by email at [rules@bowl.com](mailto:rules@bowl.com).

## Questions and Answers

### 1. My tournament starts today. Can I still certify my tournament with USBC?

No, Tournament certification must be applied for online at least one day prior to the start of competition. If you need to certify the same day, call the USBC Rules department at 1-800-514-2695 ext. 8955 or by email at [rules@bowl.com](mailto:rules@bowl.com).

### 2. After receiving my tournament certification, I found the need to make a change to my information. What should I do?

You may edit your tournament information online any time prior to the start of competition by clicking onto the "edit" link on the right side of the tournament name.

### 3. I am conducting a house tournament for bowlers who only participate in leagues at our center. Would this qualify for a moral support certification?

No, according to [Rule 301a](#) a moral support tournament is one in which the tournament is conducted by a single civic, fraternal, benevolent, military service, union or religious organization. This would include groups such as Firefighters, Elks, Eagles, Lions, Moose and Military. Participation must be limited to members of these groups. At the discretion of USBC, a tournament may be granted moral support status when it meets all of the requirements of [Rule 300b](#) such as:

- Participation is restricted to those affiliated with the organization conducting the tournament.
- International competition is provided for bowlers not served by USBC, if the equipment conforms to USBC equipment specifications.

### 4. I would like to hold a tournament that includes a form of gambling in its format. Is this allowed?

[Rule 15](#) covers gambling and provides that the operation of any gambling scheme which is in violation of any applicable law(s), where all or part of a score bowled in USBC play determines the winner(s) is (are) not permitted in USBC competition.

### 5. I want to hold a tournament each month; do I have to certify each tournament separately?

You may certify each tournament separately or you can apply online for a comprehensive certification to cover the entire tournament. If applying for an online comprehensive certification, all dates and centers must be added.

### 6. Every time I try to add the center to my tournament application, I keep getting a page stating I have not added any centers, what gives?

You are clicking on "Next". You need to click on "Search" to find the center, and then you click on "Select". Do not click "Next" until you have selected the center.

### 7. Someone else ran the tournament last year. I am the current tournament manager. Can I use the previous tournament manager's username and password.

No, you need to set up your own account.

# Day of the Tournament

All of the planning is complete and the day of the tournament is finally here. Check-in may seem hectic and a little overwhelming. Being well prepared will help to ease the chaos. Below is a list of steps that will need to be completed during the event.

## Prior to bowling:

- Arrive early and confirm all signage is in place both inside and outside the bowling center, including any sponsorship banners and signs pointing out important information and areas such as registration/check-in.
- Verify lane preparation has been completed:
  - Lanes have been conditioned and are functioning properly
  - Bowlers area is clean
- Assign duties to tournament workers such as:
  - Check-in
  - Merchandise sales
  - Scoring corrections
  - Side pots/brackets etc.
  - Announcements
- Check-in/verify USBC Membership
  - Check-in bowlers by squad times
  - Assign lanes
  - Collect entry fees for walk-in participants, if the tournament rules allow for this.
  - If you have received worthless checks or invalid credit cards for early entries, inform these participants they will be ineligible to bowl until fees have been paid.
  - Collect the appropriate membership and/or adult participation fees. See eligibility for additional information. See Adult Participation Fee Form at the end of this section.
  - Complete any average verification, changes or adjustments. Review prize winnings and average adjustment information submitted. Verification of a previous season average may be completed online via [BOWL.com](http://BOWL.com). Current league averages may be verified with the most recent league standing sheet. [Rule 319](#) provides the default for entering averages, average adjustments, reporting of prize winnings, use of tournament averages and more. We have provided a sample Tournament Participation Report that can be used by both tournament management and the bowlers.
- Assign substitutes, if needed
- Complete side pot/bracket entries
- Read any announcements prior to squad
- Ensure squads begin bowling on time, as scheduled

## During the Squad:

- Assist your workers
- Talk to your bowlers, now is a good time to get a feel of what the bowler's think. Get suggestions for improvements.
- Work with the bowling center to keep the bowler's area clean
- Enforce the rules if necessary such as:
  - No powder on the approach ([Rule 12](#))
  - No use of abrasives/cleaners during the event, etc. ([Rule 18](#))
  - Slow Bowling
- Prepare for the next squad, if needed

## After squad has finished:

- Collect/verify scores



- Enter final scores into computer system
- Finalize side pots/brackets
- Post squad results/Update the Leaderboard

## Questions and Answers

- 1. My tournament was scheduled for Saturday and Sunday but there was a bad snowstorm on Sunday, so I had to cancel the tournament. Can I reschedule the Sunday squads?**

In the event inclement weather makes it necessary to cancel or reschedule a tournament squad(s), you must notify the Rules Team at USBC for an extension. This can be done only if the complete operation of the tournament is shut down for an entire day or weekend. Only those individuals originally entered to bowl on the cancelled squad(s) are permitted to bowl on the date it is rescheduled for.

- 2. A team had a bowler who failed to show up and a substitute was not available. Can they use the bowler's average minus 10 pins?**

In adult tournaments, the team would receive a zero for the missing player. In USBC youth tournaments, an absentee score must be accepted for a prepaid four- or five-player team unless otherwise stated in the tournament rules. Only one absentee score per team may be used and the score will be the absent member's entering average less 10 pins, plus handicap.





# Appeals, Protests and Disqualifications

No matter how hard you try to avoid them, disqualifications, protests and appeals are part of the real world. Most disqualifications are brought on by bowlers entering tournaments with an average that's too low. This section can help you deal with disqualifications. We have also included some of the more common sample disqualification letters.

## The Rule:

### [Rule 329](#) - Protests and Appeals

Protests and appeals must be in writing stating the grounds for the protest or appeal.

1. A protest involving eligibility or playing rules must be filed with tournament management and:
  - a) Adult tournaments: Within 72 hours of the infraction, or prior to tournament prizes being paid, whichever occurs first.
  - b) Youth tournaments: Within 72 hours of the infraction.
2. The decision of the tournament management shall be final, unless a written appeal is filed with the local association or USBC Headquarters and:
  - a) Adult tournaments: Within 10 days of notification of tournament management's decision.
  - b) Youth tournaments: Within 72 hours of notice of the decision.

Upon notification of a protest or appeal, tournament management must withhold all affected prizes until the protest or appeal is resolved.

The decision of the local association may also be appealed to USBC Headquarters. The decision of USBC Headquarters is final and binding on all involved parties.

## What are some rule violations that would be cause for a forfeiture of entry fees and prize winnings?

- Submitting an average lower than required which results in a lower classification or more handicap. ([Rule 319a](#))
- Failure to report previous prize winnings. ([Rule 319d](#))
- Failure to use 21 or more game accumulated tournament average if it exceeds the average to be used for entry by 15 or more pins. ([Rule 319e](#))
- Failure to report previous average adjustments as required by tournament rules.
- Failure to meet the tournament eligibility requirements.

## What is the procedure tournament management must follow to disqualify a team or individual?

When there is a clear-cut violation of a rule that requires disqualification of an individual or team, the following procedures should be followed:

- The individual(s) and/or team captain should be notified in writing of the disqualification.
- The individual should be notified of the reason(s) for disqualification.
- The individual must be given the right to appeal in writing to USBC Headquarters, Attention: Rules within 10 days.

**Note:** While a bowler has 10 days to appeal, USBC accepts all appeals postmarked, emailed or faxed the first post office business day after the deadline if the deadline falls on Saturday, Sunday or a holiday. Therefore, do not start paying out prizes on the very day the appeal period ends. Always allow at least 3-4 days for delivery and contact the Rules Department at USBC before distributing the tournament prizes.



If you have any questions concerning disqualifications, protests or appeals, contact the Rules Department at USBC at 800-514-BOWL, ext. 8955.

The remainder of this section will provide some of the more common sample disqualification letters. You will note we have two sample letters for [319d](#), failure to report prize winnings. One letter is specifically designed for the association championship tournament and the other letter covers all other tournaments. The reason for the difference, participation in the association championship is a right of membership. Therefore, the association cannot deny a bowler's participation based on previous prize winnings. Also, the association cannot disqualify a bowler's scratch scores or disqualify a scratch bowler for failure to report prize winnings.

Here are the sample disqualification letters we have provided for:

- Rule 319a, Item 2
- Rule 319a, Item 3
- Rule 319d
- Rule 319d – Association Championships
- Rule 319e
- Failure to report an average adjustment



## Sample Disqualification letter - Rule 319a, Item 2

This sample letter may be used if you are going to disqualify a bowler for failing to report the bowler's current average if it is 10 or more pins higher than the tournament entering average.

June 29, 2013

Chris Strikesalot (ID# )

621 Mockingbird Ln

Atlanta, GA 30315

Dear Chris Strikesalot:

This is in reference to your participation in the Fictional Invitational Tournament and the question of your compliance with the provision of tournament rule 6 and USBC Rule 319a-2.

According to the information we have, you entered the tournament with a 190 average. Upon verification of your average we found you have a USBC current league average of 210, which is ten or more pins higher than the average you entered with.

In view of this, we have no choice but to disqualify your handicap scores for prize consideration. This does not affect any scratch prizes you or your team may have qualified for.

You have the right to appeal this decision to USBC with a copy to tournament management. Your appeal must be in writing and postmarked within ten (10) days of the date of this letter. Send to:

USBC

Attention – Rules

621 Six Flags Drive

Arlington, TX 76011

Fax: 817-385-8260

[Email: rules@bowl.com](mailto:rules@bowl.com)

If the appeal is not received in the time period indicated, prizes will be paid to those teams/individuals next in line.

Sincerely,

Bill Sumptner, Tournament Manager

Fictional Invitational

Click [here](#) to use or edit this letter.



## Sample Disqualification letter - Rule 319a, Item 3

This sample letter may be used if you are going to disqualify a bowler for failing to report the bowler's correct average in accordance with tournament rules.

June 29, 2013

Chris Strikesalot (ID# )

621 Mockingbird Ln

Atlanta, GA 30315

Dear Chris Strikesalot:

This is in reference to your participation in the Fictional Invitational Tournament and the question of your compliance with the provision of tournament rule 6 and USBC Rule 319a-3.

Upon Verification of your average we found you have a USBC book average of 210. According to the information we have, you entered the tournament with a 205 average, which afforded you more handicap than you are entitled.

In view of this, we have no choice but to disqualify your handicap scores for prize consideration. This does not affect any scratch prizes you or your team may have qualified for.

You have the right to appeal this decision to USBC with a copy to tournament management. Your appeal must be in writing and postmarked within ten (10) days of the date of this letter. Send to:

USBC

Attention – Rules

621 Six Flags Drive

Arlington, TX 76011

Fax: 817-385-8260

[Email: rules@bowl.com](mailto:rules@bowl.com)

If the appeal is not received in the time period indicated, prizes will be paid to those teams/ individuals next in line.

Sincerely,

Bill Sumptner, Tournament Manager

Fictional Invitational

Click [here](#) to use or edit this letter.



## Sample Disqualification letter - Rule 319d

This sample letter may be used if you are going to disqualify a bowler for failing to report prize winnings of \$300 or more in any event; total combined prize winnings of \$500 or more in any one tournament; total combined prize winnings of \$1000 or more in all tournaments within the last 12-months.

June 29, 2013

Chris Strikesalot (ID# )

621 Mockingbird Ln

Atlanta, GA 30315

Dear Chris Strikesalot:

This is in reference to your participation in the Fictional Invitational Tournament and the question of your compliance with the provision of tournament rule 6 and USBC Rule 319d.

According to the information we have, you entered the tournament with a 190 average. After you competed, it was found by you had participated in the Dixieland Classic Tournament and qualified for a prize of \$750.00 which was not reported to tournament management in accordance with Rule 319d.

In view of this, we have no choice but to disqualify your scores for prize consideration.

You have the right to appeal this decision to USBC with a copy to tournament management. Your appeal must be in writing and postmarked within ten (10) days of the date of this letter. Send to:

USBC

Attention – Rules

621 Six Flags Drive

Arlington, TX 76011

Fax: 817 -385-8260

[Email: rules@bowl.com](mailto:rules@bowl.com)

If the appeal is not received in the time period indicated, prizes will be paid to those teams/ individuals next in line.

Sincerely,

Bill Sumptner, Tournament Manager

Fictional Invitational

Click [here](#) to use or edit this letter.



## Sample Disqualification letter - Rule 319d – Association Championship

This sample letter may be used if you are going to disqualify a bowler for failing to report prize winnings of \$300 or more in any event; total combined prize winnings of \$500 or more in any one tournament; total combined prize winnings of \$1000 or more in all tournaments within the last 12-months.

June 29, 2013

Chris Strikesalot (ID# )

621 Mockingbird Ln

Atlanta, GA 30315

Dear Chris Strikesalot:

This is in reference to your participation in the Fictional USBC Championship and the question of your compliance with the provision of tournament rule 6 and USBC Rule 319d.

According to the information we have, you entered the tournament with a 190 average. After you competed, it was found by had participated in the Dixieland Classic Tournament and qualified for a prize of \$750.00 which was not reported to tournament management in accordance with Rule 319d.

In view of this, we have no choice but to disqualify your handicap scores for prize consideration. If you or your team qualified for any scratch prizes, you are still entitled to receive them.

You have the right to appeal this decision to USBC with a copy to tournament management. Your appeal must be in writing and postmarked within ten (10) days of the date of this letter. Send to:

USBC

Attention – Rules

621 Six Flags Drive

Arlington, TX 76011

Fax: 817-385-8260

[Email: rules@bowl.com](mailto:rules@bowl.com)

If the appeal is not received in the time period indicated, prizes will be paid to those teams/ individuals next in line.

Sincerely,

Bill Sumptner, Tournament Manager

Fictional USBC Championship

Click [here](#) to use or edit this letter.



## Sample Disqualification letter - Rule 319e

This sample letter may be used if you are going to disqualify a bowler for failing to report their tournament average if it is 15 or more pins higher than their entering average.

June 29, 2013

Chris Strikesalot (ID# )

621 Mockingbird Ln

Atlanta, GA 30315

Dear Chris Strikesalot:

This is in reference to your participation in the Fictional Invitational Tournament and the question of your compliance with the provision of tournament rule 6 and USBC Rule 319e.

According to the information we have, you entered the tournament with a 190 average. Upon verification of your average we found you have a USBC tournament average of 220, which is 30 pins higher than entering average.

In view of this, we have no choice but to disqualify your handicap scores for prize consideration. This does not affect any scratch prizes you or your team may have qualified for.

You have the right to appeal this decision to USBC with a copy to tournament management. Your appeal must be in writing and postmarked within ten (10) days of the date of this letter. Send to:

USBC

Attention – Rules

621 Six Flags Drive

Arlington, TX 76011

Fax: 817-385-8260

[Email: rules@bowl.com](mailto:rules@bowl.com)

If the appeal is not received in the time period indicated, prizes will be paid to those teams/ individuals next in line.

Sincerely,

Bill Sumptner, Tournament Manager

Fictional Invitational

Click [here](#) to use or edit this letter.



## Sample Disqualification letter - Failure to report an Average Adjustment

This sample letter may be used if you are going to disqualify a bowler for failing to report an average adjustment.

June 29, 2013

Chris Strikesalot (ID# )

621 Mockingbird Ln

Atlanta, GA 30315

Dear Chris Strikesalot:

This is in reference to your participation in the Fictional Invitational Tournament and the question of your compliance with the provision of tournament rule 6.

According to the information we have, you entered the tournament with a 190 average. After you competed, it was found you had participated in the Dixieland Classic Tournament and you were adjusted to a 210 average which was not reported to tournament management in accordance with tournament rule 6.

In view of this, we have no choice but to disqualify your handicap scores for prize consideration. This does not affect any scratch prizes you or your team may have qualified for.

You have the right to appeal this decision to USBC with a copy to tournament management. Your appeal must be in writing and postmarked within ten (10) days of the date of this letter. Send to:

USBC

Attention – Rules

621 Six Flags Drive

Arlington, TX 76011

Fax: 817-385-8260

[Email: rules@bowl.com](mailto:rules@bowl.com)

If the appeal is not received in the time period indicated, prizes will be paid to those teams/ individuals next in line.

Sincerely,

Bill Sumptner, Tournament Manager

Fictional Invitational

Click [here](#) to use or edit this letter.

# Payout/Wrap Up

Congratulations, the tournament is over, averages have been verified, any protests, disqualifications or appeals have been finalized and now it is time to:

- Finalize the prize list
- Finalize your Online Tournament Certification
- Distribute:
  - Prize checks
  - Submit paperwork
  - Associate memberships
  - Adult Participation fees
  - IRS 1099 Forms
- File award applications
- Resolve any Worthless Checks/Invalid Credit cards payments you receive.
- Hold post tournament meeting

## Prize list

All scores should be audited immediately after bowling and averages verified so no delays will occur at the end of the tournament. This will enable tournament management to complete the prize list in the least amount of time after the tournament has ended.

Total number of entries received, prize ratio, tournament and USBC rules must all be part of developing your tournament prize list. In addition, if your tournament offered guarantees or any special prizes, these prizes must also be factored into your final prize list.

Most tournament software programs provide the capability to produce a prize list for you. In this section, we have provided you with a Sample Prize List and Sample Payout Chart.

If you have any questions concerning your prize list contact the Rules Department at USBC before distributing the tournament prizes.

## Finalize Your Tournament Online

Later In this section of the manual, we cover finalizing the Online Tournament Certification (OTC) by submitting the financial report and prize list.

## Prize Checks & Paperwork

When the tournament has been completed, bowlers expect to see those prize checks. Good relations can be made if tournament management acts fast in mailing out the prize checks. USBC [Rule 309](#) states the prize list must be completed and the prizes distributed within 30 days of the completion of the tournament except when USBC Headquarters has authorized delay in payment. And by the way, remember to furnish IRS 1099 forms to any individual who accumulates winnings of \$600 or more annually in any USBC events in which they participated including brackets. Here are additional requirements:

- Cash, Bonds or Merchandise Prize Tournaments - Submit the following to USBC Headquarters within 30 days after the end of the tournament:
  - A prize list with the name and score of each prize winner and the prize issued.
  - A financial statement listing all prize receipts and disbursements.
  - Associate membership and adult participation fees received and a list of those paying such fees.
- Scholarship Tournaments - The following must be submitted by tournament management to USBC within 30 days after the end of your scholarship tournament:
  - All scholarship money sent to SMART.



- Bulk uploads of your scholarship information is now available through the SMART Portal.
- A prize list with the name and score of each prize winner and the scholarship amount.
- A financial statement listing all prize receipts and disbursements.
- Youth Standard membership fees collected and membership applications.

## Awards

USBC certified tournaments provide USBC bowlers with awards for high scores and other achievements.

The appropriate award application must be completed. Once completed, the award applications should be forwarded to the local bowling association for processing, or USBC Headquarters. Later in this section, we will cover the USBC Awards Program and what awards are available.

## Worthless Check/Invalid Credit Card Procedures

Most entries are paid by check, but more and more tournaments are now accepting credit card payment. If you receive a worthless check or invalid credit card, tournament management should attempt to resolve the matter by notifying the participant and request payment by certified check or money order. If attempts to collect these fees fail, further action can be taken through USBC.

Tournaments must comply with the following procedures when handling a worthless check/credit card for tournament fees. Tournament management must send a letter notifying the principal:

- The check(s) was/were returned or the card was deemed invalid and requests payment.
  - Payment must be submitted within a specified time period. If payment was made by bad check/credit card, additional bank/service fees can be applied to the amount owed.
  - Personal check/credit card is not an acceptable method of payment. (Cash, money order or cashier's check only.)
- Failure to submit payment or proof of payment could result in suspension of membership.

If payment or proof of payment is not received within the time period specified, tournament management forwards the following to USBC Headquarters, Attention: Rules:

- Copy of the notice sent to the individual requesting payment.
  - Copy of the front and back of the check or credit card draft returned and documentation of bank/credit fees incurred.
- Tournament must provide printed documentation if tournament has any additional worthless check fees.
- Any other supporting documentation.

At the end of this section, we have included sample letters that can be sent regarding worthless check and invalid credit card.

## Post tournament meeting

Congratulations, the tournament is done, prizes have been sent and all necessary paperwork has been filed. One final meeting should be held. Don't trust your memory. Start getting ready for your next event now. A few weeks after your tournament has been completed, hold a meeting with the tournament staff to discuss what was done at this event. Look for suggestions on ways to improve the tournament.

Write up a report outlining the tournament results and what should be done at your next event.

The remainder of this section will provide additional information for the following:

- USBC Awards Program
- Sample Payout Chart
- Sample Prize List
- Financial Report – Close your tournament online



- Worthless Check Sample Letter
- Invalid Credit Card Sample Letter



## USBC Awards Program

The USBC recognizes member accomplishments in certified tournament play through its national awards program. Achievements are based on skill level and not age or gender. All members have an opportunity to strive for the next achievement level. All achievements can be earned once per lifetime.

The Awards page of [BOWL.com](http://BOWL.com) has pictures, certificates and applications along with FAQs on damaged, broken or lost awards.

To qualify for recognition, all provisions of the USBC Bylaws, specifications and rules must have been complied with at the time the score was bowled.

**NOTE:** A frame-by-frame printout of the score sheet must be provided with all Award Applications submitted from a modified format.

The Awards Program recognizes the following individual scratch game and series achievements of:

### Adult

- a) 300 game
- b) 800 series
- c) 900 series

A member is eligible for one lifetime 300 game, 800 series and 900 series award. Additional game and series score(s) will be officially recognized by USBC, but will not qualify for an award.

**NOTE:** Individual game and series awards may be purchased for multiple achievements. For more information, or to order awards, please visit [Keepsakebowling.com](http://Keepsakebowling.com) or [USBCBowlingAwards.com](http://USBCBowlingAwards.com).

### Youth

- a) 300 game
- b) Eleven (11) strikes in a row when the score is 299 or less.
- c) 800 series
- d) 900 series

USBC High Score achievements should be reported to USBC. Once submitted and approved, the member will be eligible to purchase a commemorative award for each High Score achievement. Available award options can be found at [BOWL.com/awards](http://BOWL.com/awards).

### Series Qualifications.

Three consecutive games must be bowled in USBC league or tournament play to qualify for series awards.

- a) A series shall be figured as follows:
  - 1) If more than three but less than six games are bowled, use the first three games.
  - 2) If six or more games are bowled, use each succeeding set of three games following the first three games.
- b) In tournament play, each three-game series must be bowled in the same block.
- c) A series of games can be bowled consecutively against one or more opponents.
- d) Games must be bowled on the same date.
- e) Any additional score in the same category will be officially recognized by USBC, but will not qualify for an award.

### National Team High Game and Series

During each fiscal year, USBC will issue an award to each member of the team who bowls the nation's highest scratch team score for men only, women only, mixed and youth teams. To be eligible for recognition, all qualifying scores must be received by USBC Headquarters on or before September 1 of the next fiscal year.



| Men Only Teams | Game | Series |
|----------------|------|--------|
| 5-player       | 1325 | 3700   |
| 4-player       | 1050 | 2900   |
| 3-player       | 825  | 2250   |
| 2-player       | 550  | 1550   |

| Mixed Teams | Game | Series |
|-------------|------|--------|
| 5-player    | 1250 | 3600   |
| 4-player    | 1000 | 2800   |
| 3-player    | 750  | 2200   |
| 2-player    | 525  | 1500   |

| Women Only Teams | Game | Series |
|------------------|------|--------|
| 5-player         | 1175 | 3425   |
| 4-player         | 950  | 2750   |
| 3-player         | 725  | 2075   |
| 2-player         | 500  | 1350   |

### Youth Teams:

To determine which age group, use the age of the oldest bowler.

| Age | 2-Player |        | 3-Player |        | 4-Player |        | 5-Player |        |
|-----|----------|--------|----------|--------|----------|--------|----------|--------|
|     | Game     | Series | Game     | Series | Game     | Series | Game     | Series |
| U10 | 150      | 450    | 225      | 675    | 300      | 900    | 375      | 1125   |
| U12 | 250      | 750    | 375      | 1125   | 500      | 1500   | 625      | 1875   |
| U15 | 350      | 1050   | 525      | 1575   | 700      | 1900   | 875      | 2625   |
| U18 | 450      | 1350   | 675      | 2025   | 900      | 2300   | 1125     | 3375   |

### Baker 300 Game Award

All Baker System teams that bowl a game of 300 are eligible to receive a sponsor's award. Each team is eligible for one award during the fiscal year (August 1-July 31).

### National Individual High Series Award

Each fiscal year, recognition will be given to the USBC male, female, youth male and youth female member having the highest USBC series bowled as a USBC member in a USBC certified tournament. To be eligible for recognition, all qualifying scores must be received by USBC Headquarters on or before October 1 of the next fiscal year.

### Reporting procedures

Scores of 300 game; 800 series or better by an individual in a three-game series; a Baker team game of 300; or a qualifying National Team High Game or Series, must be reported.

1. The following procedures apply for reporting such scores:
  - a) The tournament manager shall notify the local association/league processor within 48 hours and submit a completed high score award application within 20 days.
  - b) The tournament manager shall submit a completed high score application to USBC Headquarters within seven (7) days after receipt of application.



- c) 900 Series, 300 Baker team game and National Team High Game and Series applications are submitted directly to USBC Headquarters.
  - d) 300 game and 800 series award applications are submitted to USBC Headquarters.
2. If an award is not approved administratively, the applicant will be notified in writing explaining the reason(s) for denial. If within 10 days of notification the applicant files a written appeal, the claim will be submitted for final decision to USBC Headquarters.

For award information, contact:

USBC  
Membership Services  
621 Six Flags Dr  
Arlington, TX 76011  
800-514-2695  
Email: [ma@bowl.com](mailto:ma@bowl.com)  
Fax: 817-385-8260



## Sample Payout Chart

The following is one set of many possible prize lists. Please note [Rule 308](#) requires the last paid position must receive a prize valued at least equal to the individual prize fee unless tournament rules state otherwise. [Rule 308](#) also requires if you have 100 or more entries, first place can be no more than 40% of the total prize fund and second place must be at least half of first.

Number of Paid Spots – 15

Total Prize Fund - \$10,000

| Position  | Prize      | Percentage |
|-----------|------------|------------|
| <b>1</b>  | \$3,014.00 | 30.14      |
| <b>2</b>  | \$1,507.00 | 15.07      |
| <b>3</b>  | \$1,005.00 | 10.05      |
| <b>4</b>  | \$753.00   | 7.53       |
| <b>5</b>  | \$603.00   | 6.03       |
| <b>6</b>  | \$502.00   | 5.02       |
| <b>7</b>  | \$431.00   | 4.31       |
| <b>8</b>  | \$377.00   | 3.77       |
| <b>9</b>  | \$335.00   | 3.35       |
| <b>10</b> | \$301.00   | 3.01       |
| <b>11</b> | \$274.00   | 2.74       |
| <b>12</b> | \$251.00   | 2.51       |
| <b>13</b> | \$232.00   | 2.32       |
| <b>14</b> | \$215.00   | 2.15       |
| <b>15</b> | \$201.00   | 2.01       |

Click [here](#) for interactive payout chart.



## Sample Prize List

When a tie exists in a position, the money for all positions in the tie are added together and divided equally among the participants in the tie. For example, to calculate a three-way tie for seventh place using the amounts in the payout chart on the previous page, add the amounts for seventh, eighth and ninth place, and divide by three. This equals \$381.00 for each person in the tie.

| Position     | Bowler           | Score | Prize             |
|--------------|------------------|-------|-------------------|
| 1            | Darrell Gregory  | 762   | \$3,014.00        |
| 2            | Rick Tomas       | 745   | \$1,507.00        |
| 3            | Norman Dutch     | 742   | \$1,005.00        |
| 4            | Jim Peach        | 740   | \$753.00          |
| 5            | Ronald Davis     | 727   | \$603.00          |
| 6            | Trent Richards   | 724   | \$502.00          |
| 7 (tie)      | Bob Brown        | 715   | \$381.00          |
| 7 (tie)      | William Barney   | 715   | \$381.00          |
| 7 (tie)      | Todd Broyles     | 715   | \$381.00          |
| 10           | Thomas Smith     | 714   | \$301.00          |
| 11 (tie)     | David Anthony    | 707   | \$262.50          |
| 11 (tie)     | Samuel Jackson   | 707   | \$262.50          |
| 13           | Daniel Golds     | 704   | \$232.00          |
| 14 (tie)     | Michael Williams | 702   | \$208.00          |
| 14 (tie)     | Joe Bowler       | 702   | \$208.00          |
| <b>Total</b> |                  |       | <b>\$1,000.00</b> |

Click [here](#) for interactive prize list.

## Financial Report – Close your Tournament online

After your tournament has been completed a financial report must be submitted through the tournament certification page within 30 days of the completion of the tournament. The report is very simple and should only take minutes to complete.

The report will ask for the following information:

- The number of entries you had per event.
- The amount of prize monies you paid per event
- The value of trophies or other awards given per event.
- The amount of added monies you received, from sponsor or other.

The first step in completing the financial report is to sign into the tournament certification page using the username and password you created when certifying the event. For help retrieving a lost or forgotten username or password please refer to the online tournament certification section of this manual.

After you sign into the page you will be taken to a page listing the tournaments you have.

On the right hand side of the list is your tournament status. To the right are options you have for each particular tournament. For the tournament or event that was just completed you will have the option to click on "Submit Report". See Figure 1.



You have created the following tournament certifications:

To print a tournament certificate, click on the USBC Certification Number of the event.

| Season | Cert. # | Tournament Name | Dates Held            | Cert. Status |   |
|--------|---------|-----------------|-----------------------|--------------|---|
| 2010   | 13920   | test            | 4/29/2010-7/31/2010   | Certified    | <a href="#">Submit Report</a>                                   |
| 2011   | 07650   | test 2          | 12/30/2010            | Certified    | <a href="#">Submit Report</a>                                   |
| 2011   | 00000   | test 3          | 1/27/2011-1/31/2011   | Closed       | <a href="#">View Summary</a>   <a href="#">Renew Tournament</a> |
| 2012   | 06130   | test 5          | 10/30/2011-10/31/2011 | Certified    | <a href="#">Submit Report</a>                                   |
| 2013   | 05102   | test 4          | 9/16/2012             | Closed       | <a href="#">View Summary</a>   <a href="#">Renew Tournament</a> |
| 2013   | 11450   | Test 6          | 7/16/2013-7/31/2013   | Certified    | <a href="#">Submit Report</a>                                   |
| 2013   | 11430   | test 7          | 7/13/2013-7/31/2013   | Certified    | <a href="#">Submit Report</a>                                   |
| 2014   | -       | test 4          | 9/16/2013             | Incomplete   | <a href="#">Edit Tournament</a>                                 |
| 2014   | -       | test 7          | 7/13/2014-7/31/2014   | Incomplete   | <a href="#">Edit Tournament</a>                                 |

[Click Here to Certify a New Tournament](#)

(Figure 1: Tournament List)

If you are not running a comprehensive tournament the financial report will open in a new window.

If you are running a comprehensive event you will be taken to a listing of the dates for that tournament so you may choose the correct event to submit the financial report for, see Figure 2. Clicking on "Submit Report" again from this list will open up the tournament financial report.



Tournament Certification # 11450

Schedule of events for this comprehensive tournament:

| Comp. # | Start Date            | End Date              |                               |
|---------|-----------------------|-----------------------|-------------------------------|
| 001     | 1/16/2013 10:00:00 AM | 1/16/2013 10:00:00 AM | <a href="#">Submit Report</a> |
| 002     | 2/1/2013 10:00:00 AM  | 2/1/2013 10:00:00 AM  | <a href="#">Submit Report</a> |
| 003     | 3/1/2013 10:00:00 AM  | 3/1/2013 10:00:00 AM  | <a href="#">Submit Report</a> |
| 004     | 5/1/2013 10:00:00 AM  | 5/1/2013 10:00:00 AM  | <a href="#">Submit Report</a> |

[Back](#)

(Figure 2: Comprehensive Event List)

Once the financial report opens you will notice the page has imported some of the information from when you certified the tournament including the type of event you are running and the prize fund amount per event, per entry. For example if you are running a four - person team tournament, you will see the financial report is only asking for information pertaining to a team event. If you clicked on



both singles and doubles but not team when certifying the financial report will include singles and doubles but will not include team.

You should also note the prize fund amount on the financial report is on a per entry basis. When you submit the prize fund amount when certifying the tournament it should have been done on a per person basis. The certification page then does the basic math to multiply the number of people per team by the prize fund amount to come up with total entry fees per entry. See Figure 3 for an example.

The first step to completing the report once it is open is to fill in the number of entries for each event.

Once a field is completed and you move to another field you will see the page completes the "Prize Fees Collected" for each event.

Next complete the "Cash Awards" field for each even You will again find the page updates the "Prize Total on the right hand side of the page, once you leave a field and go to the next.

Next, complete the "Trophies/Awards" field for each event.

Finally, if applicable, complete the "Scholarship Winnings" field for each event.

For those Adult tournaments that permit youth members to compete, if no youth earned scholarship funds, check the box "no youth earned SMART Funds" circled in red in Figure 3.

| Event         | Prize Fees per Entry | Number of Entries | Prize Fees Collected | Cash Awards   | Trophies/Awards | Scholarship Winnings | Prize Total |
|---------------|----------------------|-------------------|----------------------|---------------|-----------------|----------------------|-------------|
| Team          | \$ 140.00            | 25                | \$ 3500.00           | \$ 2500.00    | \$ 0.00         | \$ 1000.00           | \$ 3500.00  |
| Doubles       | \$ 70.00             | 50                | \$ 3500.00           | \$ 2500.00    | \$ 0.00         | \$ 1000.00           | \$ 3500.00  |
| Singles       | \$ 35.00             | 100               | \$ 3500.00           | \$ 2500.00    | \$ 0.00         | \$ 500.00            | \$ 3000.00  |
| All Events    | \$ 35.00             | 50                | \$ 1750.00           | \$ 1550.00    | \$ 0.00         | \$ 200.00            | \$ 1750.00  |
| Added Money   |                      |                   | \$ 5000.00           |               |                 |                      |             |
| <b>Total:</b> |                      |                   | \$ 17250.00          | <b>Total:</b> |                 |                      | \$ 11750.00 |

\*Date Prizes Are Paid: 08/01/2016  
Note:  
No youth earned SMART Funds:

Required Information

Back Submit

(Figure 3: Sample Financial Report)

There are two important things to be aware of once all the fields are completed. The Prize Fees Collected must be equal or less to the Prize Total for each event. Also, the Total Prize Fees Collected must be equal or less than to the total prizes paid on the right. In the example in Figure 3, the added monies of \$5,000 are partially unaccounted for and the amount paid out in singles is less than the amount collected.

After you have completed all the fields and the amounts have been verified as correct click "Submit". You will then be taken to a page where you can attach a copy of your prize list to be emailed to the rules department (Figure 4). This feature will only work if you are using a desktop email client such as Microsoft Outlook. If you are using a web based email such as Yahoo or Gmail you will need to send your list to [Rules@bowl.com](mailto:Rules@bowl.com).



*(Figure 4: Submit your prize list)*

Congratulations you have successfully completed your financial report.



## Worthless Check Sample Letter

This sample letter may be used if your tournament receives a check from a bowler for entry fees that is returned.

June 29, 2013

Chris Strikesalot (ID#)

621 Mockingbird Ln

Atlanta, GA 30315

Dear Chris Strikesalot:

As you are aware, you issued check number 1100 to pay entry fees in the amount of \$150.00 into the Fictional Invitational Tournament. This check was returned marked insufficient funds.

This is a violation of the 17b-3 which carries a suspension penalty.

Consequently, in order to resolve this matter, it will be necessary for you to send us a certified check or money order in the amount of \$170.00 (which includes a \$20.00 bank service charge) made payable to the Fictional Invitational Tournament within fifteen (15) days from the date of this letter. (Personal checks will not be accepted.)

In the event we do not hear from you within the 15 days, we will refer this matter to USBC charging you with a violation USBC Rule 17b-3.

We trust you will want to attend to this matter immediately thereby eliminating the need for formal action.

Sincerely,

Bill Sumptner, Tournament Manager

Fictional Invitational

Click [here](#) to use or edit this letter.



## Invalid Credit Card Sample Letter

This sample letter may be used if your tournament receives an invalid credit card from a bowler for entry fees.

June 29, 2013

Jill Strikesalot (ID#)

621 Mockingbird Ln

Atlanta, GA 30315

Dear Jill Strikesalot:

As you are aware, you used an invalid credit card to pay entry fees in the amount of \$150.00 into the Fictional Invitational Tournament.

This is a violation of the Rule 17b-3 which carries a suspension penalty.

Consequently, in order to resolve this matter, it will be necessary for you to send us a certified check or money order in the amount of \$150.00 made payable to the Fictional Invitational Tournament within fifteen (15) days from the date of this letter. (Personal checks will not be accepted.)

In the event we do not hear from you within the 15 days, we will refer this matter to USBC charging you with a violation USBC Rule 17b-3.

We trust you will want to attend to this matter immediately thereby eliminating the need for formal action.

Sincerely,

Bill Sumptner, Tournament Manager

Fictional Invitational

Click [here](#) to use or edit this letter.



# SafeSport

## Event Quality Control System

Events, programs, activities, and competitions that are certified, organized or under the oversight of USBC are required to follow the procedures outlined herein. Management will be required to confirm acknowledgment to adhere to these policies when USBC staff are not on site and may be requested to submit a list of participants for verification.

1. **Purpose** – USBC’s Event Quality Control System is designed to help those who conduct USBC events, programs, activities, and competitions execute the policies and procedures outlined in USBC’s Athlete Safety & RVP Handbook.
2. **Requirements for Participation** – Management must prevent any individual who does not meet the following requirements from participating.
  - a) In an event with minor athletes, the following adult participants must have completed SafeSport training no more than one year from the end date of the event and have a valid background screen:
    - 1) Event Management
    - 2) Event volunteers
    - 3) Event Staff (Includes Ball Manufacture Reps and any Media)
    - 4) Registered Coaches of Minor Athletes
  - b) In events where regular contact with minor athlete(s) occur, adult participants registered in the event must have completed SafeSport training no more than one year from the end date of the event.
  - c) Adult participants as indicated in items 1 and 2 above in addition to the following event participants cannot be suspended from USBC or on USCSS’s exclusion list:
    - 1) Athletes 17 years of age or younger
    - 2) Center personnel working during event
    - 3) Coaches of adult athletes
3. **Verification Process** – Upon receipt of a participants name in the registration process, management must verify they meet the requirements in item B above. This verification process is also required for any onsite registrants.

The following chart indicates how each requirement can be determined.

| Requirement                  | Determined by   |
|------------------------------|---|
| Current USBC member          | Valid membership records are shown on the Memberships tab the individuals   |
| Not on USBC’s exclusion list | Individuals suspended from USBC membership are not shown on Find-a-member and cannot purchase membership through BOWL.com                             |
| Not on USCSS exclusion list  | Go to <a href="http://uscenterforsafesport.org">uscenterforsafesport.org</a> and click on “Centralized Disciplinary Database” found on the main page. |
| Completed SafeSport Training | A SafeSport Icon is next to the member’s name                    |
| Valid Background Screen      | An RVP Icon is next to the member’s name.                        |

Any registered participant who shows up on the USCSS’s exclusion list with a Jurisdictional Hold must be reported to USBC so USBC can inform the Center of the individuals’ involvement.



#### 4. Communication Requirements

- a) Management is responsible for sending electronic communication to all participants and minor athletes and their parents or guardians no earlier than 30 days before the start of the event of the following information:
  - 1) A link to USBC's Athlete Safety & RVP Handbook, which includes the Center's MAAPP's.
  - 2) Language instructing users to click the Handbook link to review the MAAPPs
  - 3) How to report a concern and which violations may be reported (i.e., alleged physical misconduct, emotional misconduct, sexual misconduct, or violations of the MAAPP).  
A sample communication template can be found in Appendix B, page 39.
- b) In addition to sending the electronic communication in item 1 to participants who register on site, management should:
  - 1) Have a sign on site with a QR code to take participants to USBC's Athlete Safety & RVP Handbook. Sample signage can be found in Appendix B, page 40.
  - 2) Instruct participants to scan the QR code to review USBC's policies.
  - 3) Inform participants of the email communication and the information contained within.
- c) Management should have a hard copy of USBC's Athlete Safety & RVP Handbook on site for any participant to review.

## Communication Requirement

The following language can be used to adhere to the communication requirement as indicted in Event Quality Control System, item D.

The screenshot shows an email composition window. The 'From' field is 'RegisteredVolunteers@bowl.com'. The 'To' field is 'All participants and minor athletes and their parents or guardians'. The 'Subject' is 'Athlete Safety Information'. The email body contains the following text:

This competition is required to meet policies adopted by USBC to comply with the U. S. Center for SafeSport (Center) requirements in competitions where adult participants are in regular contact with minor athletes. The format of this competition meets these criteria.

Based on the policies of the Center, all adult participants must be compliant with SafeSport training and follow the Minor Athlete Abuse Prevention Policies (MAAPP) created by the Center. These policies set a baseline for acceptable safety standards that limit one-on-one interactions between adults and minor athletes and can be found in USBC's Athlete Safety & RVP Handbook, Section III. To view USBC's Athlete Safety & RVP Handbook (MAAPP's), [click here](#).

The USBC's Athlete Safety Program combines the Centers MAAPP's and USBC's Registered Volunteer Program into one program. The program is designed to create awareness about emotional, [physical](#) and sexual abuse through education and safety policies.

Please be aware of these policies and follow them anytime you are interacting with a minor athlete.

Adult Participants are required to report violations of USBC's Prevention Policies or the Center's MAAPPs to the Center when there are concerns of child abuse or sexual misconduct. Concerns about emotional or physical misconduct are to be reported to USBC. To view USBC's reporting policy or to report a concern, go to [bowl.com/athlete-safety-ryp/report-a-concern](http://bowl.com/athlete-safety-ryp/report-a-concern).

Sincerely,  
Event Management