



IS USBC



# IS USBC 2019 Open Championship Tournament


## Information Session Lafayette January 6, 2019



Indiana State USBC


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IS USBC – January 6, 2019 Open Championship Information Session



## Agenda

Introductions 15 minutes	IS USBC Values 15 minutes	Tournament Functions 60 minutes	Promotion Functions 40 minutes	Bracket / Side Pot Functions 20 minutes	Questions & Answers 30 minutes
<b>Brian Nunning</b> (Local) Lafayette IS USBC Board & Staff	<b>Brian Nunning</b> P - Passion R - Respect I - Inclusive D - Determined E - Excellence	<b>Rick Schultz Charlie Wilkey</b> Average Rule Check in Procedures Requirements Sanction/Avg Verification Special Trn Rule Electronic Check-In Process	<b>Brian Nunning</b> Ball Raffle / Share the Pot Drawings Personnel Required Duties/Process Forms Merchandise Personnel Required Duties/Process Forms	<b>Charlie Wilkey</b> Goals Digital Communication Process Overview Intake, Balance, Payout Required Personnel Recap Common Entry Issues	<b>Brian Nunning</b>



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## Introductions



### Lafayette USBC (Local Assn)



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## Introductions



### IS USBC (State)



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## Introductions

Forming  
One  
Team  
Today!



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## Core Values - PRIDE

<b>P</b>	<b>Passion</b>	• For the Sport of Bowling and the Indiana State USBC
<b>R</b>	<b>Respect</b>	• Every person has value and will be treated with respect
<b>I</b>	<b>Inclusive</b>	• We serve all USBC Members in the State of Indiana
<b>D</b>	<b>Determined</b>	• To provide Quality Events for the Bowlers we serve
<b>E</b>	<b>Excellence</b>	• WE ARE A <b>TEAM</b> DEDICATED TO PROVIDE EXCELLENT EVENTS



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## Tournament Functions

### Tournament Functions



**Rick Schultz**  
IS USBC  
Open Championship  
Tournament Manager



**Charlie Wilkey**  
IS USBC  
Open Championship  
Assistant Tournament Manager



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## Tournament Functions

### Average Rule

**AVERAGES:** Averages for determining handicaps shall be as follows: The highest USBC sanctioned league average based on a minimum of 21 games for the immediate preceding season (Yearbook) winter, summer, Sport or Challenge no conversion of average is required, use highest average. If only Sport or Challenge average then average Adjustment Chart must be used. If current average of 21 games or more as of one week prior to participation in the tournament is 10 or more pins above the preceding Season (Yearbook) (winter, summer, Sport & Challenge) average, that current average must be used. If participant has no average for the preceding season (Yearbook) winter, summer, Sport or Challenge, current average of 21 games or more as of one week prior to participation in the tournament must be used. All others shall bowl from scratch (220). Youth averages are not used. Verification of average must be presented at time of bowling. USBC RULE 319 C & E WILL APPLY TO THIS TOURNAMENT AND ALL PARTICIPANTS WILL BE SUBJECT TO RE-RATING. All bowlers MUST report any average re-ratings, accepted or not accepted. No tou



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# Tournament Functions

## Check In Process

### Check-in Table:

Membership cards

Must have a current card, (*national or local*, issued in Indiana)

If a non-resident of Indiana, entrant must provide proof of having a valid 21 game average in an Indiana local association

Bowlers that have a "No" under membership verified on the check-in list (alpha list) are required to show a valid membership card. If they do not have a card and membership can not be verified through bowl.com, give them a membership verification form to be signed by their local association manager, retain the yellow copy for the tournament manager. Enter their membership number on the check-in listing if the number is different *than* what is currently on the check-in listing.

Verify current average requirement. Ask if they are 10 pins higher than the submitted average as of last week. Do not accept a lower average than average verified by WinLabs without note from association manager stating that an error was made when entering averages. If a higher average is declared, accept it.

**On Sunday**, a bowler that bowled Saturday must use that average unless changing to a higher average. Averages cannot be changed lower, even with proof, once the bowler has bowled.

Tell the bowler their starting lane assignments. For the minor events all bowlers on the pair will be assigned the same lane number (the odd numbered lane), unless there are only four bowlers assigned to the pair of lanes. They can check the automatic scoring monitor or the recap sheets to learn who will start on the even numbered lane.

***THE IS USBC DOES NOT SELL MEMBERSHIPS. THIS IS IN ACCORDANCE WITH IS USBC RULE***

***Always welcome bowler and greet with a smile!***



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# Tournament Functions- Affidavit Entering Average

## Indiana State USBC Open Championship Tournament

**Affidavit of Entering Average and/or Current Membership in the United States Bowling Congress (USBC) and the Indiana State USBC**

Name: \_\_\_\_\_ Date Bowled: \_\_\_\_\_

Address: \_\_\_\_\_ Squad: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Entering Average: \_\_\_\_\_

USBC Membership #: \_\_\_\_\_

The undersigned USBC Association Secretary certifies that the highest sanctioned league average of 21 or more games in the 2018-19 season for the bowler named above is as follows:

2018-19 Ave (No. of Games) | Signature of Local Association Secretary | Date

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_

2017-18 Ave (No. of Games) | Signature of Local Association Secretary | Date

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_

Association of highest average | Members USBC #

\_\_\_\_\_|\_\_\_\_\_

The undersigned local Indiana USBC Association Secretary certifies that the USBC and Indiana State USBC membership for the bowler named above is current as follows:

Current Indiana Association of Dues Paid | Members USBC #

\_\_\_\_\_|\_\_\_\_\_

Signature of Local Association Secretary | Date:

\_\_\_\_\_|\_\_\_\_\_

**This affidavit of Entering average and/or Current Membership in the United States Bowling Congress and Indiana State USBC is given to the above bowler because information was not available before or at time of check-in. Failure to provide the information to the Open Tournament Manager within seven days (7) after date of bowling could result in scores bowled in this tournament to be disqualified.**

Mail to: **Richard Schultz**  
PO Box 116  
Richmond, In 47375



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## Tournament Functions

### Tournament Special Rules applying to this Tournament

It is illegal to apply any substance to your shoes that will remain on the approach or detract from another bowler's performance.



The use of any ball cleaner, other than rubbing alcohol, during competition is illegal. Denatured alcohol is illegal. Any ball removed from competition and having the surface altered in any manner cannot be returned to competition. Such action is subject to disqualification. Singles & doubles are considered one event for this rule.



This tournament observes the USBC recommended one lane courtesy policy.



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## Tournament Functions

# IS USBC Open Championship Tournament



## Electronic Check-In



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## Tournament Functions

### Benefits of the Electronic Check-In Process

1. Information is more accurate
  - Recap Sheets will not have numerous changes
  - No hard to read forms
  - No forms to lose
2. Creates a professional Image
3. Environmentally friendly
4. Easy access to [www.bowl.com](http://www.bowl.com)
5. Customer friendly – everything handled by one person
6. Easier to tell who has not checked in
7. Electronic storage of information



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## Tournament Functions

### Check-In Process

1. Tournament Managers creates the Google Check-In Sheet
2. Tournament Managers create one paper copy for Bracket Intake
3. We have four individuals working at the Check-In/Change Table
  1. They log into a computer using user id and password
  2. They open up the Google Check-In Sheet for this squad
  3. They open [www.bowl.com](http://www.bowl.com) so they can verify memberships and averages
  4. They will check individuals in and make changes on Google Check-In Sheet
  5. The same person will be doing check-in and changes
4. Distribution of changes to Tournament Managers, BLS and Brackets
  1. BLS looks at Google Check-In Sheet and updates the lane scoring system for bowler changes
  2. Tournament Managers and Bracket team looks at Google Check-In Sheet and updates the system for average and bowler changes



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## Tournament Functions

### Check-In Process Continued

5. There will not be a need to reconcile each check-in worker's efforts since we are using the same Google Check-In Sheet
6. At the team house, the Tournament Manager will recognize any special guests
7. The Tournament Managers will direct the centers to start the pre-recorded announcements
8. The Tournament Managers will finish updating Winlabs with all the changes
9. The Tournament Managers will print recap sheets
10. Two people on the check-in staff will start stapling the recap sheets, keeping them in order, and the other two check-in staff will be taking them to the lanes



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## Tournament Functions

### Tips for the New Check-In Process

1. Ensure you pick the right squad
2. Ensure you have [www.bowl.com](http://www.bowl.com) up on your computers
3. Offer to print a copy of the sanction card if you go to [www.bowl.com](http://www.bowl.com)
4. Navigate in the name column
5. Use the "Find" Feature
6. Make sure you are updating the right person
7. Computers lock after 5 minutes of inactivity
8. Smile and have fun!



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# Demo Time



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# Hands On Time



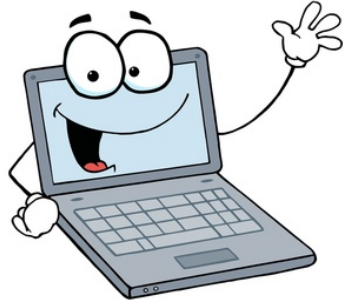
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## Tournament Functions

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## Electronic Check-In Questions & Answers



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## Tournament Promotion Functions

# Promotion Functions



**Brian Nunning**  
IS USBC Association Manager



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# Tournament Promotion Functions

## General Rules

1. Merchandise sales and Promotion Sales are not discounted to either the IS USBC Staff or the Local Association Staff
2. **Promotion Tickets are sold at both centers as follows:**  
**(NO EXCEPTIONS to this)**
  - A. (1) Ticket for \$1.00
  - B. (3) Tickets for \$2.00
  - C. (10) Tickets for \$5.00
  - D. (30) Tickets for \$10.00
  - E. (60) Tickets for \$15.00
  - F. (100) Tickets for \$20.00
  - G. (150) Tickets for \$25.00
  - H. (210) Tickets for \$30.00
  - I. (320) Tickets for \$40.00
  - J. (450) Tickets for \$50.00
  - K. (600) Tickets for \$60.00
3. Summary and Audit forms must be initialed by both the IS USBC Staff and the Local Association Staff
4. **No Center Staff or Tournament Staff can win unless they are bowling in the tournament that squad!!!!!!**



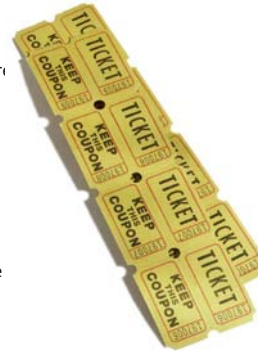
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# Tournament Promotion Functions

## Ball Skill Procedure

1. **The Ball Skill is always presented first**
2. In Tournament Check-in or be prior, tear the tickets into 10 ticket strips before starting
3. Start the raffle in the 3<sup>rd</sup> frame of the 1<sup>st</sup> game
4. Three (3) people are required for this promotion (representation from both State and Local)
  - A. One (1) person with the ball
  - B. One (1) person with the ticket bucket
  - C. One (1) person with the tickets
  - D. The person with the ticket bucket is the banker
5. Walk the lanes one (1) time and announce that the ball is a high performance
6. While returning to the Check-in walk back through the lanes and announce "Last Call"
7. Tear the tickets and place into the Hopper
8. Count and verify the money. Use Money Counter. (Local Association & IS USBC Representatives)
9. Complete the shift form and initial (Both Local Association & IS USBC Representatives)
10. Make Drawing in front of the bowlers.
11. Conduct Skill
12. Announce the winner.



At the completion of the day, money and copies of the forms are to be given to the Financial POC for the transfer to the IS USBC



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## Tournament Promotion Functions

### Share the Pot Skill Procedure

1. Don't start the Share the Pot Skill until after the Ball Winner has been announced
2. **Start the 1<sup>st</sup> Share the Pot in the Singles set. The 2<sup>nd</sup> Share the Pot is to be run in the 3<sup>rd</sup> game of Singles set.**
3. Tear the tickets into 10 ticket strips
4. Two (2) people are required for this promotion (representation from both State and Local)
  - A. One (1) person with the ticket bucket
  - B. One (1) person with the tickets
  - C. The person with the ticket bucket is the banker
5. Walk down and back. Watch for the people seating in the back, as they want to buy tickets
6. Tear Tickets and place into hopper
7. Count and verify the money. Use money counter (Local Association & IS USBC Representatives)
8. Complete the shift form and initial (Both Local Association & IS USBC Representatives)
9. Determine percentage amounts (30%, 15%, 5%) if over \$200.00 – Form is available
10. If not enough participants, only pay 2 places
11. Make drawing in front of the Bowlers
12. Conduct Skill
13. Announce the winner.



At the completion of the day, money and copies of the forms are to be given to the Financial POC for the transfer to the IS USBC



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## Tournament Promotion Functions

### Merchandising Forms: Inventory Tracking

Forms completed daily (if you don't change staff between squads)



ITEMS	BEGINNING INVENTORY	NUMBER SOLD	SALE PRICE	TOTAL SALES	ENDING INVENTORY
<b>Pique Polo - ORIGIN CORE 365- royal / white logo - AC88181</b>					
Small			\$ 20.00		
Medium			\$ 20.00		
Large			\$ 20.00		
1XL			\$ 25.00		
2XL			\$ 25.00		
3XL			\$ 25.00		
4XL			\$ 30.00		
5XL			\$ 30.00		
<b>Pique Polo - ORIGIN CORE 365-gold / royal logo - AC88181</b>					
Small			\$ 20.00		
Medium			\$ 20.00		
Large			\$ 20.00		
1XL			\$ 25.00		
2XL			\$ 25.00		
3XL			\$ 25.00		
4XL			\$ 30.00		
5XL			\$ 30.00		



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# Tournament Promotion Functions

## Team Promotions Summary Form

Forms completed daily



TEAM PROMOTIONS SUMMARY		DATE: _____	
PROMOTION	SQUAD 1	SQUAD 2	TOTAL
BALL SKILL			
SHARE THE POT SKILL			
SPECIAL PROMOTION			
MERCHANDISE			
\$2 BRACKET			
\$5 BRACKET			
SIDEPOTS			
CLEAN 30 POT PRIZE FUND			
CLEAN 30 POT RAKE			
STRIKE POT PRIZE FUND			
STRIKE POT RAKE			
UNCLAIMED BRACKETS/SIDEPOTS			

LOCAL ASSN REP SIGNATURE: \_\_\_\_\_

IS USBC BA REP SIGNATURE: \_\_\_\_\_

This form must be completed for each day and attached to the weekly summary sheet.



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# Tournament Promotion Functions

## Minors Promotions Summary Form

Forms completed daily



MINORS PROMOTIONS SUMMARY		DATE: _____	
PROMOTION	SQUAD 1	SQUAD 2	TOTAL
BALL SKILL			
SHARE THE POT SKILL - 1			
SHARE THE POT SKILL - 2			
MERCHANDISE			
\$2 BRACKET			
\$5 BRACKET			
SIDEPOTS			
CLEAN 30 POT PRIZE FUND - 1			
CLEAN 30 POT PRIZE FUND - 2			
CLEAN 30 POT RAKE			
STRIKE POT PRIZE FUND - 1			
STRIKE POT PRIZE FUND - 2			
STRIKE POT RAKE			
UNCLAIMED BRACKETS/SIDEPOTS			

LOCAL ASSN REP SIGNATURE: \_\_\_\_\_

IS USBC BA REP SIGNATURE: \_\_\_\_\_

This form must be completed for each day and attached to the weekly summary sheet.



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# Tournament Promotion Functions

## Weekly Cash Promotion Summary Transmittal Form



### Weekly Cash Promotion Summary Transmittal

For: Week of \_\_\_\_\_  
To: Mr. Dan Cappa, Association Manager, Indiana State Bowling Association  
Enclosed please find a check in the amount of \$ \_\_\_\_\_ this check represents funds derived from these sources:

BALL SKILL	\$
SHARE THE POT SKILL	\$
SPECIAL PROMOTION	\$
MERCHANDISE	\$
\$2 BRACKETS	\$
\$5 BRACKETS	\$
SIDEPOTS	\$
CLEAN 30 POT PRIZE FUND	\$
STRIKE POT PRIZE FUND	\$
UNCLAIMED BRACKETS & SIDEPOTS	\$
TOTAL	\$

LOCAL ASSN. SIGNATURE: \_\_\_\_\_  
\_\_\_\_\_ \$

THIS FORM IS TO BE COMPLETED WEEKLY AND SUBMITTED WITH A CHECK OR MONEY ORDER FOR THE TOTAL AMOUNT SHOWN, CREDIT CARD SALES ARE ALSO TO BE RECORDED ON THIS SHEET.

THE DAILY "CENTER PROMOTIONS SUMMARY" AND "SQUAD MERCHANDISE INVENTORY" SHEETS MUST BE ATTACHED TO THIS FORM.

ALL INDICATED FORMS AND THIS FORM PLUS A CHECK OR MONEY ORDER ARE TO BE SUBMITTED TO THE IS USBC BA ASSOCIATION MANAGER BY WEDNESDAY FOLLOWING THE PRIOR WEEKENDS COMPETITION.



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# Bracket & Side pot Functions

## Bracket & Side pot Functions



**Charlie Wilkey**  
IS USBC  
Bracket Manager



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## Brackets & Side Pots Operations

### Goals:

1. Provide an opportunity for the bowlers to participate in Brackets & Side Pots to enhance their IS USBC Open Championship Tournament Experience
  - These Brackets and Side Pots will be conducted in a very efficient professional manner with honesty and integrity (Pride)
2. All bowlers are given the opportunity to participate at the level of their pleasure, but within our set maximums 25 - \$2 Brackets & 50 - \$5 Brackets.
3. Payout will be made as quickly as possible once the IS USBC processes have been followed and verifications completed.
  - Goal is within 10-15 minutes of last bowl thrown in the squad



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## Brackets & Side Pots Operations

### How we will accomplish our goals:

1. Proven Processes - Developed thru years of experience.
  1. Bowlers must trust our operation and have confidence in it! They are accustomed to the same process from Team Event to the Minors Event and from Year to Year.
  2. Money is handled in a relatively short period of time.
    - Errors can result in very large losses to our TEAM! Our processes have been developed and proven to reduce the likelihood of these potential errors.
2. Local Association (Lafayette) will provide one person at each center to assist with Bracket Intake. It is helpful if this is the same person each weekend.
3. Computer operators will help with / lead the processes.
4. Bracket & Side Pot Manager will be available to answer any questions and help with the processes or any issues bowlers may encounter.



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## Brackets & Side Pots Operations

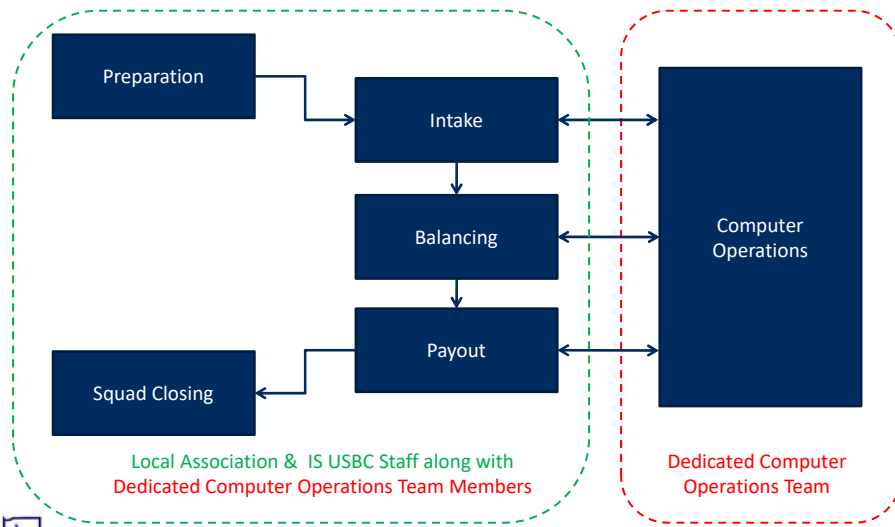
1. Team App will be used to give bowlers immediate access to alive list, brackets and side pots right on their smart phone or tablet.
2. TV Digital Signage will be used to display Bracket & Side pot Information in the bowlers.
3. Hard copies of the brackets will NOT be printed. A score list will be printed and posted after each game. The bracket alive list and scores will be printed and posted prior to first game and after each game.



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## Brackets & Side Pots Process Overview



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## Brackets & Side Pots Intake - Tasks

1. General Notes/Reminders:
  - Maximum number of \$2 brackets in each category is 25 per event
  - Maximum number of \$5 brackets in each category is 50 per event
  - For all side pots, bowler may only enter once in each category per event
  - Bowlers have until the end of the first frame to enter brackets & side Pots
  - From time to time the bracket computer operators will question a form- You will need to go to the bowler and talk with the bowler about the question the bracket operator has.
  - We do not ask the bowler/customer if they want to roll brackets or side pots (including seniors). If they ask us, we need to be very clear that there is no guarantee we can accommodate their request but will do our best. Mark the entry form and be very specific on what and how they requested to roll.
  - To enter Senior High Game Side pots, bowler must be at least 50 years old
2. Be friendly and Greet the customer with a smile and a hello!



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## Brackets & Side pots Intake – Tasks (Continued)

3. Verify the entry form for completeness
  - Make sure you can read the entire entry form. If you can't read it, the computer operators won't be able to either.
  - Make sure their complete name is legible (Be aware of Sr. vs. Jr, I, II or III and middle initial differences on alpha list for squad)
  - Make sure their lane assignment is present
  - Make sure their average is present
4. Singles & Doubles: Do not separate forms and make sure step 3 above is completed for both Singles & Doubles!
5. Go down the entry form and read to the customer what they have entered as you verify number of items add up (ex. 5 - \$2 scratch brackets equals \$10). If you notice low average bowlers entering scratch brackets or side pots, ask them if they wanted scratch or handicap.
6. Add up the subtotals to get the total owed and verify that is the total marked on the entry form (Be sure to do both forms for Singles & Doubles)



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## Brackets & Side pots Intake – Tasks (Continued)

7. Follow good money handling techniques:
  - Count the money in front of the customer out loud and verify it matches the total owed on the entry form(s).
  - Leave the money lay in front of you while counting change out loud back to the customer.
  - Put the money away in the cash drawer.
8. Stamp both copies (white & yellow) of the entry form paid.
9. Thank the customer for entering and give them the yellow copy of the entry form reminding them they will need it or a picture id to collect their winnings at the end of the squad. Tell them about our New Team App!
10. Name, lane and average should be verified from the squad alpha listing or change forms. Highlight average in yellow if average is different
11. The white copy should be set aside for the computer operations. As times permits, put the white copies in alphabetic order and deliver to computer operators (runners may be needed)
12. Process simply repeats till all customers have been helped



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## Brackets & Side pots Balancing

### Balancing / Money Counting

1. Monies shall not be counted at the intake table, out in front of the bowlers. Take money into the office (behind the scenes to count)
2. IS USBC will make available a Currency Counter (bill counter) at each center. This should be used to help count the money from brackets and raffles.



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## Closing

Thanks for  
participating today.

**ONE TEAM NOW!**

Questions & Answers



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