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## Tournament Managers Checklist

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

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

- Decide dates — contact center
- Contract with center
  - Date(s), fees, time, number of lanes, etc.
  - Staffing needs
- Rules (See sample rules)
  - Entering Average (See Rules 319a and b)
  - 319a, item (2), 319d, 319e apply or waive
  - Handicap, Classified or Scratch
  - Decide fee breakdown, i.e., prize/award fee, expense fee
  - List special prizes
  - List eligibility requirements
- Design advertising/entry form
- Apply on-line 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
- File award applications
- Within 30 days of the tournament ending date
  - Award prizes/ Deposit with SMART
  - Submit financial statement on-line
  - Submit prize/award list to USBC via mail, fax or e-mail
  - Submit participation report (associate cards and participation fees)
- Wrap-up/Review tournament