

**HOSTING THE
ILLINOIS STATE USBC WBA
CHAMPIONSHIP TOURNAMENT
AND
ANNUAL MEETING**

**HOSTESS ASSOCIATION
GUIDELINES**

**REVISED AND PRINTED
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**LOCAL ASSOCIATION
REQUIREMENTS AND DIRECTIVES
FOR HOSTING
THE ILLINOIS STATE USBC WBA
ANNUAL CHAMPIONSHIP TOURNAMENT
AND/OR ANNUAL MEETING**

When a local association is considering an invitation to host the Illinois State USBC WBA (here after referred to as the State) Championship Tournament and Annual Meeting, the following requirements must be determined:

- 1. Is your association, with the support of the Convention Visitors Bureau, and bowling proprietors, suitably equipped to entertain this tournament and annual meeting? It is important that your local business community is aware of the economic impact of this event.**
- 2. The State Championship Tournament begins the first weekend of February and continues for twelve to fifteen consecutive weekends. The Annual Meeting is held the third weekend of February. (Subject to change by Board of Directors)**
- 3. The first requisite is proper bowling facilities; a minimum of fifty-four (54) lanes, with no less than twenty-four (24) lanes in one bowling center. One center is acceptable providing the center has the required number of lanes.**
- 4. The second requisite is that the bowling proprietor indicating an interest in accepting the tournament is aware of the date the tournament begins, the anticipated ending date, squad times and number of lanes to be used. Under the American Disability Act (ADC) the bowling center must be accessible to allow bowlers with a disability to participate in the tournament activities. (For more information on ADA, contact the State Office).**
- 5. The third requisite is proper housing and restaurant facilities must be available to additional visitors each weekend for at least twelve (12) to fifteen (15) weekends. In the event your association is not awarded the State events, you will be requested to release all holds with hotels, motels, bowling centers and the convention facility. (Subject to change by Board of Directors)**
- 6. Adequate funds, the amount needed is determined by how you plan the details for such things as: Opening Ceremonies, Delegates Party, flowers, corsages, maps and souvenirs.**

Hosting the State events requires a formal invitation from the local association board of directors with the approval of the membership. The invitation must be sent to the State Association Manager by May 1st, two years prior to the year for which the invitation is being submitted.

After State receives the association invitation and determines that the local association has met all requirements, the State Site Inspection Committee will visit your city.

A written invitation to the delegates from the local association which has been granted permission to submit an invitation must be in the State office at least ten (10) days prior to the Annual Meeting. The invitation shall contain complete information on the bowling centers and the facilities and accommodations for holding the annual meeting. The invitation shall also include, in writing, the support of the Convention and Visitor's Bureau, bowling proprietors. The invitation must include commitment letters from proprietors agreeing to lineage. (Contact the State Office for lineage information.)

In order to be assured of a proper meeting room for the State Annual Meeting, your association should place a tentative "HOLD" on all available meeting rooms.

The selection of the lanes and annual meeting site shall be the responsibility of the State Site Inspection Committee.

The delegates attending the Annual Meeting shall select the tournament and annual meeting association two (2) years in advance from invitations received and approved.

When an inviting association is not selected and wants to extend its invitation again, the invitation must be resubmitted no later than September 1, prior to the fall meeting of the State Board of Directors.

If no invitation is received, the State President and Association Manager are empowered to make the local association selection with the approval of the Board of Directors.

Your association must furnish scorekeepers/lane monitors and any other workers necessary as required by the State Board of Directors.

The State Association Manager will be the Tournament Manager and will have the supervisory control of all the technical parts of the operation of the tournament, including drafting the schedule and prize list. In that capacity, she shall be subject to the control and direction of the board of directors.

The annual meeting is under the direction and supervision of the State President and all details are handled by her.

ANY PLANS FOR ENTERTAINING THE DELEGATES PRIOR TO THE ANNUAL MEETING MUST BE CLEARED THROUGH THE STATE PRESIDENT AND ASSOCIATION MANAGER.

NEVER LOSE SIGHT OF THE FACT THAT YOU ARE TO BE THE HOSTESS AND EACH BOWLER THAT COMES TO BOWL WILL BE YOUR GUEST!!!!

CHAIRMAN/APPOINTMENTS

After the State Tournament/Annual Meeting has been awarded all “hands” must pitch in to help make it a success. IT CANNOT BE DONE BY JUST A FEW WORKERS!!!

Many things are required from the hostess associations. The following chairmen and committees will be needed:

- **General Chairman**
- **Annual Meeting**
- **Business Promotion**
- **Delegates Party**
- **Finances**
- **Opening Ceremonies**
- **Publicity**
- **Scorekeepers/Lane Monitors**
- **Tournament Promotion**

Other committees such as hospitality, information, flowers and decorations have been used by some hostess associations and found to be worthwhile.

A GENERAL CHAIRMAN IS VERY IMPORTANT!!! It is advisable that the local association president serve as general chairman and that she select a co-chairman if she wishes.

DUTIES OF THE GENERAL CHAIRMAN

The local association president serves as general chairman and appoints the various chairman in accordance with the suggested list.

Whenever possible, let each chairman select her own co-chairman and committee members. These must be approved by the president of the association.

OBTAIN WORKERS

This can be accomplished by sending letters to each league president and/or secretary, giving pertinent information and dates etc. Enclose a form that can be used by members to sign up for the job they want to do. (*See sample*)

Make a listing of all workers and see that each chairman is given the names of her specific worker.

Members of the local board of directors may be appointed to be responsible to contact a specific number of leagues; or appoint committees to contact each league personally; or ask a member of each league to be responsible for her league, placing her on the committee.

Have several meetings with all committee chairmen. Make periodic checks on the progress of each committee and give assistance where needed.

Work very closely with the state officials and call meetings when they can attend, or when requested by them. At some time prior to the start of the events, provide the State President and Association Manager with a list of the names of committee chairmen.

Trophies or merchandise prizes are NOT to be accepted by the local tournament committee, unless permission is granted by the State President and/or Association Manager.

As general chairman, you should be certain that funds are available for the necessary expenditures. Work closely with the finance committee.

Letters may be prepared and sent to the local association or to the bowlers in the cities in the surrounding area to invite them to enter and participate in the state tournament thereby helping you to get a larger entry. The State Association Manager will provide a listing of association officers. This request must be approved by the State Board of Directors.

Work closely with the Convention and Visitors Bureau, bowling proprietors, local men's association and all other interested parties.

DUTIES OF THE GENERAL CHAIRMAN - Continued

Prepare a listing of hotel and motels with addresses (including zip code) and phone numbers. Visiting bowlers will make their own reservations at the hotel/motel of their choice.

Prepare a map of the tournament city designating the meeting site and tournament centers. The list of hotel/motels (including the FLAT RATE for 1 to 4 people per room) should be listed on the reverse side of the map. The map MUST BE APPROVED BY THE STATE Association Manager. After the map is approved, contact the Association Manager for the number of maps and the date needed for distribution to all tournament entrants and to the annual meeting delegates.

Arrange to have banners placed in the bowling centers and meeting site. Banners such as: "WELCOME ILLINOIS STATE USBC WBA BOWLERS" .

When the annual meeting and tournament ends, we would appreciate a follow-up report with your opinion as to how the tournament or annual meeting can be improved.

DUTIES OF THE ANNUAL MEETING CHAIRMAN

WORK WITH THE STATE PRESIDENT.

Arrange for a meeting place, with a seating capacity for not less than 350 people. Before a definite selection is made it must be approved by the State Board of Directors. Any rental fee will be at the expense of the Illinois State USBC WBA.

A good public address system must be provided with a podium. One microphone is needed for the speaker's table and at least two microphones on the meeting floor.

The State Sergeant-at-Arms will be in charge of the seating arrangements for all the delegates. Delegates from each local association will be seated together. The placards with the names of the associations are furnished by the State.

ITEMS OF IMPORTANCE:

Riser type seating arrangement for speaker's table.

Pitchers of ice water and glasses on the speaker table.

Work with the State Sergeant-at-Arms on setting up the meeting room and dismantling the room after the meeting.

If the hostess city intends to give souvenirs to the delegates, notify the State President.

Work with the State President and the Memorial Service Committee on the Memorial Service. They will advise whether or not to secure someone to sing for the service and what flowers to order. Cost of flowers will be paid by the State as well as any fee necessary for the participants in the Memorial Service.

Arrange for an organist. The organist will play while the delegates are assembling before the meeting, while the State Board and guests are entering the room, when advancing and retiring the colors and during breaks. If an organ is not available at the meeting site, arrangements should be made to rent one. Rental cost will be paid by the State. Contact the State President and/or Association Manager before making arrangements for the organist and organ rental.

The State President will meet with the local association committees when necessary.

The local association Sergeant-at-Arms will assist the State Sergeant-at-Arms in advancing and retiring the colors.

DUTIES OF THE ANNUAL MEETING CHAIRMAN – Continued

The local association president **MUST** send a list of the local dignitaries to the State President no later than December 1st preceding the annual meeting. The State President will invite the local dignitaries and all guests to the annual meeting. These will include: mayor(s), hotel and motel managers, bowling proprietors, men's bowling association officers, local Youth officers, local women's board of directors, representatives from the Convention and Visitors Bureau, news media and any others who help to make this tournament and annual meeting a success.

The president of the local association will be seated at the speaker's table and will be called upon by the State President to bring greetings and extend a welcome to the delegates and guests. She will introduce the local association board of directors, life members and member(s) emeritae.

BE AS HELPFUL AS POSSIBLE TO THE STATE PRESIDENT, ASSOCIATION MANAGER AND SERGEANT-AT-ARMS AS THEY ARE VERY, VERY BUSY AT THIS TIME.

DUTIES OF THE DELEGATE PARTY CHAIRMAN

The local association will host a delegate's party the Friday evening preceding the State Annual Meeting.

The Delegate Party Chairman will work with the General Chairman on planning this party.

An invitation (flyer type form) to this party will be extended to all State Annual Meeting delegates thru the State office.

Contact the State Association Manager for details on extending this invitation.

DUTIES OF THE FINANCE CHAIRMAN

Naturally, thought has been given to this matter before you extended the invitation to host the State events. It is difficult to say just how much money will be needed.

HERE ARE SOME SUGGESTIONS ON HOW TO RAISE MONEY:

- **Garage sales**
- **Bake sales**
- **Bowling events**
- **50/50 donations**

These are only suggestions. Each association may have its own money raising ideas.

The Hosting Association should open a separate bank account to be known as the Illinois State USBC WBA State Tournament Account.

All money collected for tournament purpose should be placed in this account. This will not include tournament entry fees.

DUTIES OF THE OPENING CEREMONIES CHAIRMAN

THE PRESIDENT OF THE HOSTING ASSOCIATION SERVES AS CHAIRMAN OF THIS COMMITTEE AND WORKS WITH THE STATE PRESIDENT ON ALL ARRANGEMENTS.

FOLLOWING NEEDS:

CO-CHAIRMAN - if the local association president deems it necessary

HOSTESSES – to greet and seat guests

NEWSPAPER, RADIO and TV MEDIA

INVOCATION

COLOR GUARD – to present the colors (optional)

SEATING ARRANGEMENTS FOR LOCAL DIGNITARIES, ILLINOIS STATE USBC WBA OFFICIALS AND GUESTS

PUBLIC ADDRESS SYSTEM

PODIUM/PA SYSTEM

FLOWERS (STATE colors purple and white)

RIBBON

SCISSORS

INVITATIONS

SOUVENIR PROGRAMS

BOWLING BALL and SHOES – for person rolling the first ball

Work with the State President when sending out invitations to the local dignitaries you wish to invite. It is wise to contact each of them in advance so they can set the date aside. Included should be: the mayor(s), city manager or clerk, chief of police, fire chief, Convention and Visitors Bureau, hotel and motel managers, news media, bowling proprietors, local men's association officers, youth bowling association officers, local women's association board of directors and committee chairman and workers. Illinois State USBC WBA Board of Directors, Life Members and Members Emeritae.

DUTIES OF THE OPENING CEREMONIES CHAIRMAN - Continued

THE STATE PRESIDENT WILL SEND A LIST OF STATE INVITEES TO THE LOCAL ASSOCIATION PRESIDENT.

ARRANGEMENTS WITH THE LANES

Rope off a sufficient number of seats for the guests. These should be located in the center of the bowling center where the opening ceremony will be held.

Flower arrangement to your choosing, purple or white ceremonial ribbon across two lanes and SCISSORS.

Flags may be placed on either side of the two lanes (American and State flags), or if a color guard is used, they would place the flags in the proper place.

A podium and good PA system must be set up for the use of the speakers. The PA system should be checked so it is in good working condition before the ceremony begins.

CEREMONY

Invocation

Pledge of Allegiance

Singing of the Star Spangled Banner or America

Welcome speech by the local association president.

Local association president will introduce local dignitaries. (Ask for a few words of greeting from some of them.)

Local association president will introduce State President.

The President will introduce the members of the State Board of Directors who are present and guests invited by the Illinois State USBC WBA.

State President will cut the ribbon assisted by the mayor, the local association president or a person designated by the local association president.

The first ball is rolled by a local dignitary, the mayor or someone chosen and contacted by the local association president (person usually selected by the local board.)

The State President then announces that the _____ Annual Tournament is officially opened.

DUTIES OF THE PUBLICITY CHAIRMAN

Get as much coverage as your local and surrounding community newspaper will take. Cover all phases of the tournament and annual meeting preparations, meetings, appointments, etc.

The publicity chairman's role is to publicize the Championship Tournament to local media in advance of the tournament opening.

Much of the publicity work will happen the month prior to the opening; but, groundwork should be laid as much as a year in advance.

Contact the news media –(arrange for pictures of Opening Ceremony)

Instruct all chairmen to keep you posted on the activities of their committees.

Be sure that any and all information you give out is correct.

Work closely with the State Association Manager to ensure efforts between the two groups are not duplicated.

IT IS ADVISABLE TO SELECT A PUBLICITY CHAIRMAN WHO HAS A FLARE FOR WRITING – A NOSE FOR NEWS – THE LOCAL ASSOCIATION MANAGER IS VERY BUSY SECURING AND PROCESSING ENTRIES FOR THE TOURNAMENT AND SHOULD NOT BE BURDENED WITH THIS RESPONSIBILITY.

DUTIES OF THE CHAIRMAN OF SCOREKEEPERS/LANE MONITORS

The local association must furnish all scorekeepers/lane monitors.

A scorekeeper/lane monitor's workshop is held by the State Association Manager in the tournament city prior to the tournament. The State Association Manager will work with the local association in selecting a date, time and place.

Prepare a card file or data sheet for each scorekeeper/lane monitor from the list of persons selected to keep score.

Prepare a schedule and begin contracting the scorekeepers/lane monitors at the workshop. Start contacting scorekeepers/lane monitors at least three weeks prior to the start of the tournament. Always have your schedule completed a week in advance. Keep the schedule book at the scorekeeper/lane monitor's table at ALL times during the tournament so that the scorekeepers/lane monitors can sign up for future weeks. This will save you a great many phone calls during the week.

Assign scorekeepers/lane monitors to specific lanes. Make sure that all of their recap sheets and score forms are on a clip board and ready to present to them prior to the start of the squad. Scorekeepers/lane monitors **MUST** report to the chairman **FIFTEEN (15)** minutes prior to squad start time. (If all bowlers have checked in, the squad will start early.)

SCOREKEEPERS/LANE MONITORS MUST REFER ANY AND ALL COMPLAINTS IMMEDIATELY TO THEIR CHAIRMAN AND SHE IN TURN REPORTS TO THE TOURNAMENT OFFICIAL(S) IN CHARGE. IF IT IS A SCORING PROBLEM OR SITUATION, (EX: Bowled on wrong lane, not present when it is bowlers turn, score wrong, etc) STOP BOWLING IMMEDIATELY SO PROBLEM CAN BE RESOLVED BY A TOURNAMENT OFFICIAL.

Keep your scorekeepers/lane monitors supplied with pencils, give them a break when necessary, **PATROL THE LANES** to see that everything is running smoothly.

The State will furnish score monitor **APRONS** to be worn by all scorekeepers/lane monitors and chairmen on duty. Please ask the scorekeepers/lane monitors to keep them as clean as possible. The **STATE** is responsible for laundering them.

We all know that a good tournament cannot be run without efficient scorekeepers/lane monitors. Pick the "cream of the crop" for this job. If you have problem with a scorekeeper/lane monitor it is best **NOT** to contact her/him again.

**NOTE: ANYONE WISHING TO WORK AS A MONITOR
MUST ATTEND THE WORKSHOP.**

TOURNAMENT OFFICE HELP

The State Association Manager will schedule the tournament office help from State Board members. If a State board member is unable to work, she notifies the Association Manager. The Association Manager will replace person with other State Board member, State office personnel or State member from tournament site location.

LOCAL ASSOCIATION SALES TABLE

How the local association wants to handle the sales table is up to their board of directors. If they choose, they can have their local Youth program help at one or both tables or have the local Youth responsible for one center and the local WBA responsible for one sales table. It is more beneficial for both tables to sell the same items. These items are purchased by the local WBA and the inventory is done by the local WBA. A percentage of the profits (after all expenses have been deducted) can be the incentive for the local Youth Association .

The local association may choose to sell anything except towels and pins (other than a local association tournament pin).

MISCELLANEOUS PROCEDURES

- 1. Tournament workers being paid by State will be paid at the end of the tournament. State will pay all Scorekeeper/Lane Monitor Chairmen and all scorekeepers/lane monitors by issuing one check to the local association. The local association will then pay these people. Anyone making over \$600 will need to be issued a 1099 Tax Form by the local association.**
- 2. If a 50/50 donation is conducted during the tournament, ½ of the money collected will be given to the winner (must be present when number is drawn). The other ½ of the money collected is deposited for distribution at the end of the tournament. Expenses incurred (purchase of tickets, etc) will be deducted prior to dividing the local's and State's portion. The local will furnish a 50/50 chairman at each center and they in turn will be responsible for getting their help to sell the tickets each squad. Tickets will be sold as follows: 1 for \$1.00; 3 for \$2.00; 9 for \$5.00 and 21 for \$10.00. After drawing for winner each squad ½ of funds will be placed in envelope with winners name, association or address and ticket on front of envelope and given to Association Official for return to State office. The local WBA will be responsible for paying these persons out of their portion of the 50/50.**
- 3. The local association will assign two co-chairman at each center for scoring duties. One of these four people should be the local association manager.**
- 4. The State has gone out of the substitute business and neither will the local association be responsible for getting substitutes. A Substitution Board will be available on the Web Site. The local association hosting the tournament must make a list of available substitutes (for emergencies only) and keep duplicate lists in the tournament offices located in both centers.**
- 5. Hostess city entries will be assigned dates by the tournament manager (Association Manager). No hostess city entry fee will be refunded.**

SAMPLE LETTER FOR WORKERS

_____ **USBC WBA**

HELP WANTED

For the ILLINOIS STATE USBC WBA TOURNAMENT

TEAM EVENT _____

DOUBLES & SINGLES EVENT _____

Tournament Opening Date _____ **and will continue for twelve to fifteen weekends.**

CHECK TYPE OF WORK PREFERRED:

SCOREKEEPER/LANE MONITOR _____

SALES TABLE _____

WHERE NEEDED _____

I would prefer to work at _____ **(team)**

I would prefer to work at _____ **(doubles/singles)**

AVAILABLE TO WORK:

Mornings _____ **Afternoons** _____ **Evenings** _____

Saturday _____ **Sunday** _____

NAME _____ \

ADDRESS _____

PHONE # DAYS _____ **EVENINGS** _____

RETURN TO: