

# HOSTESS CITY MANUAL INDEX

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# **GUIDELINES FOR LOCAL ASSOCIATIONS DESIRING TO HOST THE ALASKA USBC WBA TOURNAMENT AND ANNUAL MEETING**

## **I. PROCEDURE TO LOCAL ASSOCIATIONS INTERESTED IN INVITING THE STATE TOURNAMENT AND ANNUAL MEETING**

A. It must be determined by your officers that your association meets all requirements of the Alaska USBC WBA Bylaws to host a State Tournament. Is your city suitably equipped to entertain and comfortably house the entrants and delegates? It is important to consider this before an invitation is placed before the members of your association for consideration.

B. The members of your association, at an open meeting, must agree to invite the State Association to hold its tournament and annual meeting in your city.

C. Your association assumes responsibility of furnishing the many workers required for the operation of the tournament and will be called upon for supervisors, scorers, auditors, office workers, etc.

D. One of the first things to be determined is if your association has the necessary facilities to accommodate the tournament and the convention.

⇒ Adequate housing and restaurant facilities must be available for approximately 100-200 persons during convention weekend.

⇒ A meeting room must be available to accommodate approximately 50 persons seated at tables with additional seating for visitors at the Annual Meeting.

⇒ A small meeting room must be available to accommodate approximately 21 persons at tables for the Board of Directors meeting held Thursday prior to the Annual Meeting and immediately following the Annual Meeting, if necessary. Water and glasses should be available.

⇒ Ensure an American and Alaskan flag are available to the Sergeant-at-Arms for the Board meeting and the Annual Meeting.

⇒ Eating facilities for breakfast prior to the Board of Directors' meeting (approximately 21 persons) and for the luncheon following the Annual Meeting.

E. The cooperation of your own Board of Directors, your members, local businessmen, merchants, industry, Alaska USBC bowling association, and bowling proprietor is an absolute MUST.

F. Your association MUST have adequate funds to host this tournament and annual meeting. The amount needed is determined after consultation with the State President and State Manager. The State Association will reimburse the Hostess Association for convention expenses up to \$250 upon presentation of receipts.

G. After your association decides to bid for the tournament, the following items are necessary:

- ⇒ Tournament bids are presented to the delegation at the Annual Meeting two years in advance of the tournament. Associations bidding are to provide bids from centers interested in housing the tournament for selection at the post board meeting of the same year as the bid was presented.
- ⇒ Notice of INTENT TO BID must be submitted to the Association Manager by January 1 prior to the Annual Meeting at which you will present your bid. Also include in this notice whether or not your association plans to have a skit. Each inviting association will be allowed 15 minutes to present a skit to the delegates during the general session of the Annual Meeting.
- ⇒ Any invitations must be accompanied by **the center bid form and** a letter from the bowling center proprietor committing the lanes and stating that lineage will not exceed the prevailing bowling fees at the time the tournament is held in that city.

H. The Hostess Association will be chosen by the delegation at the Annual Meeting. The lanes will be chosen by the Board of Directors in cases where the hostess association has more than one bowling center.

**Alaska USBC WOMEN'S BOWLING ASSOCIATION**

**Date** \_\_\_\_\_

**CENTER BID**

We request that your bowling center provide the following data to qualify as the site for the Alaska USBC Bowling Association Tournament in conjunction with the \_\_\_\_\_ USBC WBA's bid to host the tournament in \_\_\_\_\_.

1. Will clean conditions, approaches, lanes and concourse be maintained throughout the tournaments? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Will lanes be swept with a line-a-duster and approaches cleaned prior to each squad? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Will the usual dressing be applied to each lane at least twice every 24-hour period throughout the tournament or at such times as requested by the tournament director(s)? And will such dressing be applied consistently throughout the entire tournament? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Will clean pins (legal by USBC standards) be furnished for tournament use? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Will a porter or porters be on duty at all times during tournament play? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Will a counter person be on duty at all times during the tournament? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Will a machine mechanic be on duty at all times during tournament play? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Will scorekeepers be furnished by the bowling center if needed? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Will office facilities and equipment, including calculators, be furnished? Yes \_\_\_\_\_ No \_\_\_\_\_  
Explain in detail:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Will scoreboard and schedule facilities be available during the tournament? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Will there be storage facilities available for out-of-town bowlers to store their equipment over night? Yes \_\_\_\_\_ No \_\_\_\_\_
12. Will coffee shop/restaurant and lane service be available during all hours of the tournament? Yes \_\_\_\_\_ No \_\_\_\_\_  
Explain in detail:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Will the ladies restroom(s) be kept clean and in good working condition during the tournament? Yes \_\_\_\_\_ No \_\_\_\_\_

14. Number of lanes available for tournament use: \_\_\_\_\_

15. Indicate price per line of scheduled tournament bowling: \_\_\_\_\_

16. Will any special awards or prizes be given out by the house for bowling accomplishments?

Yes \_\_\_\_\_ No \_\_\_\_\_

Explain in detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. List any comments, exceptions and/or additions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All questions should be answered or exceptions noted and form signed by qualified official of the bowling center submitting same. Failure to complete all items may result in disqualification. This form, when signed and submitted, will be considered official and binding by the Alaska USBC WBA and the bidder.

Should the conditions of the lanes, approaches, machines or other critical elements necessary in the performance of the state tournament degenerate to a substandard condition prior to the tournament, we readily agree to forfeit the right to host the tournament.

The board of directors of the Alaska USBC WBA reserves the right to accept or reject any or all bids received.

\_\_\_\_\_  
Name of Bowling Center

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or type name and title

This contract is with the Alaska USBC Women's Bowling Association. Any changes being made subsequent to the bid submittal should be negotiated directly with the tournament director, the Alaska USBC Women's Bowling Association manager.

## II. GUIDE FOR HOSTESS ASSOCIATION

A. After the tournament has been awarded to an association, ALL members should cooperate to ensure a successful state tournament.

B. The State President will appoint a Hostess Association Coordinator based on the recommendation of the hostess association and the Association Manager by September 1<sup>st</sup> following the annual meeting.

C. Proprietor must submit a letter of firm price of lineage to the State Manager by February 1 of the year prior to the tournament in that city, and give dates when the lanes will be available. The letter should also include such other information as the example included on Page 2A1 and 2A2.

D. The Hostess Association Coordinator will advise the State Manager by December 1 (or earlier) prior to the tournament of the names of buildings where meetings will be held and time and place of any luncheons or breakfasts planned.

E. The State Manager will advise the Hostess Association Coordinator of the time set aside for Welcoming Ceremonies in the schedule. Ceremonial procedures will be set up by the State President and the Hostess Association. These ceremonies will take place at the bowling center in the evening of the day of the Annual Meeting.

F. The hosting lanes or association will supply recap sheets.

Computerized office - order and hold.

Noncomputerized office - order and hold.

G. The following are cost items for which the State Association will be responsible:

Trophies if not furnished.

H. Your association has given thought to expenses before you extended an invitation. The amount of money needed will be determined to a large extent by your activities to promote a good entry and entertainment of the bowlers.

The following items are those for which your association will be responsible:

1. Hostess City Booklet. If score pages are included, there should be sufficient space to record all scores.

2. Reimburse the Alaska USBC WBA 2<sup>nd</sup> Vice President for reasonable memorial service expense.

3. Optional items - trophies (all or only special ones)  
- gifts for board members  
- pins (you may want to sell these at a fee to cover expenses)  
- hotel room costs for Alaska USBC WBA President  
- lane awards (goody boxes, prizes for splits, etc.)  
- shift door prizes  
- contact the mayor with request to proclaim a "bowling week".

4. Lane monitors (one for every 6 to 8 lanes)

5. Delegate name tags with association name.

6. Hall rental for meetings.

### III. SUGGESTIONS FOR UNDERWRITING EXPENSES

USBC does not condone raffles or gambling of any nature in fund raising projects without proper permits.

Ideas you may use are:

1. Ask the local businessmen to help boost the entry by sponsoring teams. Many local businesses will benefit from purchases made by members of the Alaska USBC WBA coming to your city.
2. When making solicitations for financial help or for entries, it is wise to use the "right approach" in a tactful way. Use only those members who have the ability to diplomatically and tactfully create the right kind of thinking to generate interest and enthusiasm to this city-wide project.
3. Hold rummage sales, card parties, dances, bake sales, dinner, etc.

#### IV. HOSTESS ASSOCIATION COORDINATOR

The local association shall send their recommendation for this position to the State President and State Manager by August 1 following the Annual Meeting at which the tournament was awarded.

This is a time consuming and often difficult task. The member selected must be dependable, qualified, tactful, hardworking, able to get along with people, and one who is dedicated to bowling. She must have time to devote to much preliminary planning in order to assure a successful and efficiently operated tournament. She should have the ability to work with all proprietors in the community and not be associated with any specific bowling center.

She is the liaison between the State Officers and the Local Association. She has to constantly be in touch with each local committee and should attend all committee meetings. She must have her finger on the pulse of every project in connection with the tournament and annual meeting and serves in an advisory capacity under the Association Manager.

The Hostess Association Coordinator cannot perform all the duties alone. She must have 100% cooperation from all committee chairmen, key workers, and those members given special assignments or asked to assist in any way.

Several meetings of ALL committee chairmen should be planned. Continual checks on the progress of each committee should be made, and assistance given, whenever needed. The Association President and Manager must be informed regularly by letter or telephone of progress. Their continual cooperation and guidance is important.

Tournament coordinator should request tournament disc from office manager 10 days prior to the tournament.

## V. COMMITTEES

The chairman of the following committees should be appointed by the Hostess Association Coordinator and the Local Association President:

- |                       |                              |
|-----------------------|------------------------------|
| A. Finance and Budget | F. Transportation            |
| B. Publicity          | G. Housing                   |
| C. Annual Meeting     | H. Auditors & Office Workers |
| D. Welcome Ceremonies | I. Lane Monitors             |
| E. Hospitality        | J. Registration              |
|                       | K. Check In                  |

Duties of the above committees consist of the following:

**A. Finance and Budget:** It is the duty and responsibility of this committee to provide the funds needed to host the State Tournament and Annual Meeting. Fund raising projects should be planned far in advance (See item II-H for cost items)

**B. Publicity:** The publicity chairman should request all committee chairmen to give her complete information on all committee activities.

If the mayor proclaims "Bowling Week", this should be widely publicized.

All publicity concerning the tournament and annual meeting should be collected and compiled by the State Director to be included in the State scrapbook.

**C. Annual Meeting:** The name of the building and room number of the meeting site should be submitted to the State Manager by **DECEMBER 1** prior to the Annual Meeting. The meeting room should be set up well in advance.

Head Table - seating for 4 persons  
pitchers of ice water and glasses  
rostrum with public address system

Delegates' Tables - seating for approximately 50 table identification for local associations

Additional seating for visitors

United States and Alaska flags

**White board** and markers to be set up at front and off to one side for writing of names if necessary.

Tables for Credentials Committee and Tellers. (Credentials table at entrance to room; tellers near blackboard)

Baskets for picking up ballots (State Sgt-at-Arms provides ballots).

Post board meeting will immediately follow annual meeting.

**D. Welcoming Ceremonies:** It is important that the chairman of this committee work closely with the Hostess Association Coordinator and the State President in all phases of planning these ceremonies.

1. Personnel needed include:  
Master of Ceremonies  
Photographer  
(suggestions: oldest bowler, Mayor, Hostess Association Coordinator, President)

2. Materials needed include:

Public address system (checked in advance)  
Ribbon and scissors

The chairman must prepare an outline for the Master of Ceremonies to follow. It is very important to keep the program short in order that the next squad can begin to bowl at the appointed time.

The Alaska USBC State President introduces the Alaska USBC WBA Board of Directors.

Induction of new members into the Alaska USBC WBA Hall of Fame, if any, takes place at this time.

**E. Hospitality:** This committee can provide that extra friendly gesture to assist the bowlers while at the lanes.

One or two of this committee should be at the lanes during the tournament to guide participants to the registration area, check-in area, coffee shop, etc. Constant checks should be made of the restroom facilities for sufficient supplies and cleanliness. A kit containing First Aid supplies, sewing notions, etc. could be prepared and kept where it is readily accessible. This committee may also be responsible for obtaining and distributing tray goodies, drawings, special awards, etc.

**F. Transportation:** A flyer should be prepared by this committee and sent to the Association Manager by **SEPTEMBER 15** prior to the tournament giving names of airlines, car rental agencies, distance from airport to city, etc. This information will be sent with entry forms by the Association Manager to each Alaska USBC WBA Director.

**G. Housing:** A flyer should be prepared by this committee and 11 copies sent to the Association Manager by **SEPTEMBER 15** prior to the tournament, giving names of hotels and motels in the vicinity, distance from the lanes, eating facilities at or near hotels and motels, distance from meeting places, etc. This information will be sent with entry forms by the Association Manager to each Alaska USBC WBA Director.

**H. Auditors and Office Workers:** The chairman of the auditing committee should secure qualified persons to audit the tournament scores. All auditors are under the direct supervision of the tournament coordinator and should be instructed to use the following procedures:

1. Lane assignments are done by the office. The goal for assigning lanes is to mix up associations (we like to bowl with people from different parts of the state) and try to keep like averages together (we like to feel competitive, but not overwhelmed or underchallenged). Recap sheets are printed by this office prior to each squad. Doubles partners will start on the same lane. The State Manager shall determine the doubles/singles rotation procedure.

2. Auditors or office workers must be knowledgeable in making substitutions. In this respect, much tact and diplomacy is required. Always remember--be firm, fair and diplomatic.

3. Substitution forms must be filled out in full with correct average, address, times to be bowled, etc., so bowler can receive any prize money due her. Make sure these are legible.

4. Changes being made must be sent to the Association Manager by February 14<sup>th</sup>. After this date entries must be sent to the tournament office of the hostess association to arrive not later than February 20<sup>th</sup>.

5. Print and post a standings sheet after scoring has been completed for each squad.

## TIPS FOR A SMOOTHLY RUNNING OFFICE

- A. Be familiar with the tournament rules and keep a copy handy in the office.
- B. Bowlers bowling their first 200 game in state tournament (not the first 200 game of their life, just their first 200 in state tournament) should come to the office and fill out a card with the relevant information. Check to make sure they have not already received an ulu pin (ask if they have ever used a different name, etc.); if they have not previously received a pin, give them a pin.
- C. Keep track of all USBC awards that are bowled (e.g. triplicate score, Dutch 200, etc.) with name and address of bowler.
- D. Associate memberships can be purchased from this office.
- E. If a bowler is under age, a parental consent form must be filed with this office PRIOR to her bowling.
- F. Meet with bowling center staff before tournament to determine oiling times and patterns.

### **I. Lane Monitors:** Lane monitors are responsible for the following duties:

1. Check to see that the proper score has been transferred from the computer printout to proper individual recap sheets. Total scores both across and vertically.
2. Lane monitors will enforce house rules regarding eating and smoking.
3. Drunk or disorderly bowlers should be reported to the office immediately.
4. Be courteous, helpful and patient at all times. However, in case of a major dispute, get someone from the office immediately.
5. A bowler bowling her first 200 game in state tournament should be sent to the office at the end of the squad to receive her ulu pin.
6. Monitors should be knowledgeable about the tournament rules and general playing rules (i.e. fouls, etc.).

**J. Registration Committee:** The Registration committee takes care of registering each bowler before she bowls her first squad. Be sure that each bowler signs in the correct association and that her name and address are legible. After registering, the bowler should be given the participation bar to put on her totem pin. Totem pins cost \$3.00 and she may buy as many as she wants. However, each bowler receives only one participation bar.

The State Association will provide the registration book. **MAKE SURE THAT EACH BOWLER REGISTERS IN THE PROPER ASSOCIATION.**

**K. Check In Committee:** Team captains are to check in the whole team when all members are present one-half hour prior to squad time. Doubles and singles are to check in 30 minutes prior to squad time.

Notify bowlers what lane they are assigned to. Substitutions must be made in the office prior to squad time.

Check with the office prior to each squad for any changes that have been made to lane assignments.