

HOSTING THE INTERNATIONAL GAY BOWLING CONFERENCE AND TOURNAMENT

INTRODUCTION

The IGBO Conference and Tournament can be hosted by a Local Tournament Committee or by IGBO itself. Hosting an IGBO CONFERENCE AND TOURNAMENT EVENT, going forward in this document as "THE EVENT" may be challenging and there is a lot of work that goes into it. You need dedicated committee members who can work as a team. Your committee will be working together for 2½ years from bid preparation to completion of your event.

Some of you might ask, "What is an IGBO Conference and Tournament?" Let's clarify that before we go any further. IGBO, the International Gay Bowling Organization, meets in person once each year, to conduct business and enjoy friendly competition. The Event occurs within a 4-week window, 2 weeks before up to two weeks after Memorial Day each year. Leagues and tournaments send delegates to the meeting held during The Event. The Event is the best opportunity for IGBO members to conduct business and to chart the direction of the organization. In general, there are three days of meetings. On Wednesday and Thursday, the IGBO Board convenes, and on Friday, the full membership attends the General Membership Meeting. These meetings and the IGBO sponsored tournament are the major items of the event.

When you host The Event, it is important to remember that this is **IGBO's tournament** and as a result, IGBO has a vested interest in its success. Your committee will work closely with the IGBO Board and others during the implementation of your event. Your primary contact with the Board will be your Regional Director. IGBO Board members can provide expertise and assistance as needed. The Bid Process and Support Committee will be an asset from beginning up to completion of The Event. A successful tournament is a win-win situation for all. The draw of the meetings, and the common interest of IGBO and your local committee, guarantee good participation in The Event. This is an excellent opportunity for our IGBO community.

The following should serve as a guide for the implementation of the event.

THE BID PROCESS

Bid Process Introduction

This portion of the booklet is intended to walk you through the event and its “Bid Process”. Many items will be specific as to date and content, but some items will also be of a general nature. Your main contact with IGBO during this process will be with The Bid Process and Support Committee. They will direct you in developing your bid, your bid presentation of its implementation and answer any questions that you have during the bid process.

The winning Event bid is approved and selected two years in advance. This presentation is always held 2 years prior to The Event Date and is presented at The Event during the General Membership meeting. Additional General Membership meetings may be held.

Here is the bid process for both the Annual and Midyear tournaments:

1. Letter of Intent - October 15th of the year PRIOR to the presentation
2. Preliminary Bid Draft - Jan 5th of the year of presentation
3. Formal Bid Package - March 5th of the year of presentation
4. Bid Presentation at the General Membership Meeting of The Event.

1. Letter of Intent

If your city is thinking about hosting the event, you need to submit a Letter of Intent (“LOI”) to the Chair or Co-chairs of The Bid Process and Support Committee and the IGBO President. The letter does not need to be complicated, just a couple of sentences stating that your city is intending to bid to host the event. You should be sure to include a contact person, name, address, phone number, and email address. By submitting an LOI to IGBO, you formally start the bid process. The LOI is not binding. Your city can withdraw anytime during the bid process. The deadlines for the LOI are approximately 2 ½ years before the event. Letters of Intent should be emailed **October 15th** prior to the upcoming event the following year.

IGBO recommends that Letter of Intent (LOI) go to the IGBO President, your Regional Director and The Bid Process and Support Committee.

Upon receipt of your Letter of Intent, The Bid Process and Support Committee will send you an IGBO Bid Package via links to the IGBO Library.

2. Preliminary Bid Draft – January 5th Prior to the Presentation Event

Once a letter of intent is received by IGBO, the formal bid process begins. While developing a bid you will work closely with The Bid Process and Support Committee. The Bid Process and Support Committee is a committee of past tournament directors who will act as your guide during and throughout the bid process. Their role is to inform you of important dates during the process, provide historical information on past tournaments, review drafts of your bid for viability, and to make recommendations on ways to improve your bid. In addition, The Bid Process and Support Committee makes certain that your bid conforms to established IGBO guidelines as identified in the IGBO Policies and Procedures (P&P). The Bid Process and Support Committee is your **direct** contact with IGBO.

You will get to know the Chair or Co-Chairs of The Bid Process and Support Committee very well during the bid process. Remember, they are there to help you develop a sound and acceptable bid. This is to be a cooperative and smooth aid to your bid. The Preliminary Bid goes to each IGBO

Board Member and members of The Bid Process and Support Committee. The Chair/Chairs of The Bid Process and Support Committee will distribute this bid to the Regional Directors and Members of IGBO's Executive Board. Bids to host The Event are presented two years in advance. For example, bids for The Event of 2024, would be presented at The Event of 2022. Your "1st pass" is due to The Bid Process and Support Committee by January 5, prior to the upcoming presentation Event.

Some of the required components of the bid are:

Organization Chart

The organization chart will provide IGBO with a flow of command and responsibility for the tournament. Before you add names to this chart, it is recommended that the organization be determined. Identifying the appropriate number of committees is challenging. You want to make certain your organization chart has enough committees to accomplish the implementation of the event. [Link to Sample Organizational Charts 1, 2, 3](#)

At the top of the chart should be the **IGBO Board of Directors** with a direct line to the **Director or Co-directors** of the tournament, the Regional Director, and the Bid Process and Support Committee. The Director or Co-directors should be strong in management and know how best to motivate people without taking direct control of the tournament. As in any business, the Director(s) take input from their committee before making decisions. Decisions that are made in unison keeps everyone involved, they set the direction of the tournament, and promotes teamwork.

The other positions important to The Event structure are the Secretary and Treasurer. The **Treasurer** ensures the tournament stays on a fiscally sound path and is held responsible and accountable for the monies of the tournament. The major duties of the Treasurer are to produce monthly financial statements of the tournament for IGBO's Board of Directors, and to provide a final accounting of all revenues and expenses for the event. This person must be trustworthy and should be bonded, since they will be handling large sums of money on behalf of the tournament.

The **Secretary** is responsible for the communication of The Event. The Secretary's primary duty is to keep notes and records of all meetings for the local committee, and to distribute copies of these notes to IGBO's Board of Directors and following each meeting. It is suggested that each meeting be recorded by the secretary for their use in developing the minutes of the meetings. A copy of the minutes should also be sent to other event committees.

To facilitate communication with the Board of Directors and to assist your committee during the execution of the tournament your **Regional Director** becomes part of your committee. The Regional Director's knowledge of The Event makes him/her a valuable source of information. As an advisor, the Regional Director will work with your committee to ensure that you operate within the commitment of your formal bid and any applicable IGBO standards.

Below is a list of the most common committees for the operational part of the organization. The actual number of committees can vary, and these are only recommendations. Remember, Committee Chairs should be selected for their knowledge and expertise in the appropriate area.

Fundraising: This committee's main responsibility is to see that supplemental revenues are secured to accomplish the financial goals of the tournament. Some areas of responsibility for this committee are corporate sponsorships, program advertising, and special fundraising events (i.e., league raffles, car washes, yard sales, no-tap and 9 pin tournaments, etc.).

Marketing and Advertising: The main responsibility of this committee is to manage and oversee the publicity and advertising of the tournament.

This may include the entry form, newsletter, direct mailings, tournament program, and advertising in other tournament publications.

Banquet & Hotel: This committee's main responsibility is to coordinate the block of rooms at the host hotel, provide private housing, and be-in-charge of The Event banquet. The IGBO President will sign the hotel contract.

Tournament Operations & Data Stats: This committee's main responsibilities are to manage and oversee the bowling portion of the tournament. This includes registration, statistician, average verification, scratch division, and lane assistants. This committee could be split between Bowling Center Operations and Statistics.

Awards: The main responsibilities of this committee are to secure trophies and special recognition pins. For example, pins can be given for 40 pins over average or 200 games at each bowling event.

Hospitality: This committee's responsibilities usually include coordination of all supplemental programs and forums, either local or for IGBO, assist participants with travel questions, and to run all committee related hospitality functions. This committee may also assist bowlers securing and implementing transportation for bowlers to and from the bowling house and other event sites. These group events are normally an additional expense to the bowlers and provide opportunities to visit local sites with other bowlers and non-bowlers.

Bowler's Interest: Diverse groups of bowlers are increasing throughout IGBO. Some tournaments have found that having a committee to address the special interest and needs of our diversity can increase the visibility and participation by everyone in The Event. Responsibilities of this committee include coordination of all social activities that may be of interest to participants.

IGBAGE: The Host City will organize and execute IGBAGE. This event started in Tampa, Florida in 1991 as an "entertainment" competition between cities. The term "entertainment" is used in the broadest sense since talent such as drag, singing, baton twirling, or whatever can be offered. The basic concept is for each city to choose one talent to represent them at IGBAGE, which Tampa used as an acronym for, "International Gay Bowlers' Annual Best Entertainer." The event is held after the closing banquet or as scheduled by the host city, at a facility that has sound and a stage. There are no set rules, but there are standard procedures. Each talent competes and 3 non-partisan individuals are the judges. During each person's performance, tips are collected from the audience. A mixture of judging and monies collected determine the winner. All monies collected are given to the Charity of Choice for each performer. Checks will be issued to the charities in the name of the performer. All revenue must go towards charities of each performer. For additional information, you can contact your Regional Director.

Each committee listed above will have a Chair and any number of volunteers. It should be the Committee Chair's responsibility to staff and execute their portion of the tournament. Because of the tremendous responsibility placed on the Committee Chair, it is difficult for an individual to Chair more than one of the key committees. The Director/s along with the Executive committee may direct the path of the tournament, but it's the performance of everyone that will make the tournament a success.

IGBO BOWLING CONFERENCE AND TOURNAMENT RULES

Sanctioning

1. The International Gay Bowling Organization (IGBO) Bowling Conference and Tournament is a USBC certified tournament through a Moral Support Certification. This tournament is a mixed handicap competition open to men and women who are affiliated with IGBO. This is an invitational tournament, and the IGBO tournament directors reserve the right to refuse any application by NOT extending an invitation.
2. IGBO requires all participants to be a member of IGBO. If a participant is not a member, in any of its classes, they must become an IGBO Associate Member and pay the appropriate membership fee. The participant will have the opportunity to apply for Associate Membership at the time of registration. IGBO's General Membership must approve associate Membership applications prior to participation.
3. USBC and CTF members in good standing may participate in a moral support tournament with award recognition automatically extended to their national organizations; however, you must be a member of USBC to be eligible to receive USBC honor score awards. Eligible nonmembers may qualify for USBC award recognition by paying USBC associate membership dues before participation. You can join USBC as an associate member at tournament registration by filling out the appropriate form and paying the membership fee. All participants are subject to USBC rules and jurisdiction for the event.

Event Participation

4. The tournament events are handicap events. They are Singles, Doubles, Team. Individual and Team All-Events will also be included but require no additional bowling. Optional Individual Scratch Events by Division will also be offered.
5. Each participant will bowl three (3) games per event and must enter all three events (singles, doubles, team).
 - a. Teams will consist of four (4) members comprising any combination of men and women. Men and women will compete on an equal basis.
 - b. Doubles partners must come from the same team.
6. Each participant may only bowl once in each event.
7. A professional bowler that is not a current IGBO league member or current organizational member, with a minimum of 21 games, may not bowl in the Bowling Conference and Tournament. Only one (1) professional bowler per team will be allowed.
 - a. A professional bowler is defined as any person who has been a "card-carrying" member of a professional bowling organization within the past twelve months preceding the IGBO Bowling Conference and Tournament.
8. Employees of bowling centers being used by the Host City who are not IGBO league members will not be permitted to participate in the IGBO Bowling Conference and Tournament.
9. Teams may request a Substitute. Substitutes may bowl at the discretion of the tournament management. Their entering average must comply with the tournament rules. Substitutes must complete an entry form.
10. Bowlers will be allowed two (2) practice balls per lane or 10 minutes total time for all bowlers per event.

Optional Scratch and Scratch Masters Division(s)

11. At least one optional scratch event will be offered to all participants using a minimum of five divisions as determined by entering average (see Rule 18). The Host City will offer an Optional Scratch Event and/or Scratch Masters Event.

Example of the Optional Scratch Divisions:

Division A: Averages 211 and above

Division B: Averages 191 to 210

Division C: Averages 171 to 190

Division D: Averages 151 to 170

Division E: Averages 131 to 150

Division F: Averages 0 - 130

12. The Optional Scratch will use the scratch scores (without handicap) from the handicap portion of the tournament to determine winners.
 - i. The optional scratch will be divided into three separate categories within each division:
 1. Highest Single Scratch Game (from any of the events).
 2. Highest Scratch Series (from any of the events, three games required);
 3. Highest Scratch All Events (from the nine-game total of all three events).
13. The Scratch Masters will be an additional bowling event. Qualifiers are the highest eight scratch All Events bowlers that signed up, for each division. In case of a tie for eighth place, the bowler with the highest three game series from any event will be the eighth bowler.
 - a. Scratch Masters qualifiers MUST sign in by the posted time to sign in (NOT START THE EVENT) or they will be replaced with alternates. Once replaced the bowler being replaced is done. Tournament is not responsible for traffic, alarms not working, oversleeping etc.
 - b. The round robin format will consist of 4 matches and one position round. Each qualifier will bowl at least 5 games with only scratch scores used.
 - c. After the round robin, a stepladder series will begin with the highest four bowlers after the round robin.
 - i. The stepladder format will consist of three matches: fourth place bowls third place; the winner advances to bowl second place; and the winner advances to bowl first place for the title.
 - ii. Scores are dropped after each match. In the event of a tie, a ninth and tenth frame roll-off will take place to determine the winner of each match.

Awards and Prizes

14. All cash awards will be based on the Total Pins PLUS assigned handicap for each event (with exception of the Optional Scratch Divisions).
15. Awards will be given for the best Singles, Doubles, Team, Individual All Events and Team All Events.
 - a. Individual All Events is defined as the nine-game total plus handicap of an individual bowler.
 - b. Team All Events is defined as the 9-game total with handicap of the four (4) members of the same team who bowled in the team event.
 - i. If any member of the team does not bowl the nine games, that team will be ineligible for the Team All Events recognition.
16. The award ratio for the Handicap Division will be at a minimum of at least 1:10. Individual All Events and Team All Events will be at a minimum of at least 1:20.
 - a. Awards in the Optional Scratch Divisions will follow Rule 10 above
17. The award ratio for the Optional Scratch Divisions will be at a minimum of at least 1:20 per division.
18. Prizes will be distributed via check payable in US currency within thirty (30) days of the completion of the tournament, barring any protests. A tie in any position will result in the sum of the prizes being aggregated for the tied positions and divided equally by the number of ties for that placing. Prize funds will be based on 100% participation.
19. 100% of the entry fee from each division in the Optional Scratch Divisions will be returned to that division
20. 100% of the entry fee less lineage and trophy expense will be returned for Scratch Masters. Sponsorship of the event could pay for lineage and trophies and allow for return 100% of entry fee.

Entering Averages

21. Any bowler entering the IGBO Bowling Conference and Tournament must use a ten-pin average acceptable to USBC. The following rules will be used to determine the entering average:
 - a) The league average as of December 31 of [enter previous calendar year] with a minimum of 21 games. If competing in more than one league, the bowler MUST submit the COMPOSITE

AVERAGE of all leagues bowled, even if a league has less than 21 games bowled.

- a. COMPOSITE average is totality of pinfall from all leagues bowled including subbing, divided by number of games bowled. USBC, www.bowl.com, has composite average for yearbook.
- b. Example – Bowler bowled in 2 leagues and subbed in 1. League 1 pinfall is 10250 across 60 games. League 2 pinfall is 12581 across 75 games. League 3 pinfall is 750 across 6 games. Composite average is $(10250+12581+750)$ divided by $(60+75+6)$ for a 167-composite average. $(10250+12581+750)/(60+75+6) = 167$.
- b) If “a” is not available, use **[enter previous season year]** book average (minimum 21 games). If competed in more than one league, the bowler MUST submit the COMPOSITE AVERAGE of all leagues bowled, even if a league has less than 21 games bowled.
- c) If neither “a” or “b” is available, use the **[enter current year]** final summer league average (minimum 21 games). If competed in more than one league, the bowler MUST submit the COMPOSITE AVERAGE of all leagues bowled, even if a league has less than 21 games bowled.
- d) If neither “a”, “b” or “c” is available, a current season average (minimum 21 games) as of April 1, **[enter tournament year]** will be accepted. If competing in more than one league, the bowler MUST submit the COMPOSITE AVERAGE of all leagues bowled, even if a league has less than 21 games bowled.
- e) Non-certified bowlers will use a minimum average of 130 and must submit all league averages and tournament scores (12-months immediately preceding the entry cut-off date) for possible average adjustment.
- f) If none of the scenarios above are applicable, then the entering average will be equal to the Tournament Scratch Score (see Rule 20).
- g) The above averages MUST be verified using:
 - a. League standing sheet, signed and dated by League Officer, or
 - b. Letter from League President or Secretary, or
 - c. Photocopy of book average (with year noted), signed and dated by League Officer.
- h) Averages from “Sports Condition” leagues are not acceptable at any time.
[Link to New Average Flowchart](#)

22. The Tournament Scratch Score will be the highest entering average for the event rounded up to the nearest 5. Negative handicaps will not apply. Should a substitution and/or bowler replacement be necessary after the entry cut-off date, the Tournament Scratch Score will NOT be affected.
23. The per-game handicap for the tournament will be based at 90% of the difference between the bowler’s entering average (as determined in Rule 18) and the Tournament Scratch Score.
24. USBC rules regarding the BOWLER’S responsibility to verify the accuracy of his/her entering average, whether submitted by the bowler, the team captain, or any other individual, applies to all bowlers. Failure to use proper average will disqualify scores if the submitted average is lower than the actual average, thereby resulting in a lower classification or more handicap. Event placement and/or prize winnings will be based on the higher average should the submitted average prove to be higher than the bowler’s actual average.

Average Adjustment

25. The tournament management has the authority to adjust the entering average of any bowler. Average adjustments will be applied as set forth under USBC rules. All average adjustments will be completed prior to the start of each event (singles, doubles, team) and NOT during an event. A bowler unwilling to accept an average adjustment is entitled to a full refund for the non-bowled events, but they are done in the tournament.
26. If a bowler has a current tournament average (comprised of a minimum of 21 games bowled during the 12-months immediately preceding the official start date of this tournament) that is one or more pins higher than their Entering Average (as outlined in Rule 19), they must use the higher

tournament average as their entering average. Per Rule 22, it is the bowler's responsibility to report ALL tournament scores that are relevant in calculating their current tournament average. Failure to report this information may result in AUTOMATIC disqualification and loss of all prize winnings – subject to Tournament Management discretion.

Tardiness

27. It is solely and entirely the bowler's responsibility to be present at the assigned lanes at the time of bowling. Each bowler will have the total responsibility to arrive in time to bowl. Mechanical failures, transportation irregularities, improper directions and related reasons DO NOT alter the application of Rules 24 and 25 below (USBC rules will apply). Tournament offered transportation and catastrophic events will be subject to Tournament Management discretion.
28. Late bowlers will begin bowling in the frame in which they are ready, with prior frames being scored as zero. No practice balls will be allowed for late bowlers.

Entry Requirements

29. The entry fee is payable in US funds. Online payment options through PayPal are accepted. Other electronic payments may become available, but PayPal is primary at this time.
30. Tournament average documents will be accepted via email or online league standings. Bowler must provide the online league standing league ID. Email standings to [secretary@igbo\[year\].org](mailto:secretary@igbo[year].org)
31. Entries will be limited to a maximum of [\[enter maximum\]](#). Once this maximum has been reached, no more entries can be accepted. Entrants' acceptance will be based on the order in which received. Once an entry has been accepted, refunds will only be issued at the Host Committee's discretion.
32. Partial team entries will be accepted, and the tournament management will make every effort to fill the vacancies.

Scoring Errors

33. After a score has been recorded, it cannot be changed unless there has been an obvious error in scoring or calculation has occurred. Obvious errors must be corrected by a tournament official immediately upon discovery. Questionable errors must be reported to a tournament official within two (2) hours of the error and will be decided by tournament management. (USBC Rule 328).

Protests

34. Protests and appeals must be in writing, stating the grounds for the protest and/or appeal.
 - a) A protest involving eligibility or playing rules must be filed with the tournament management within 24hrs after the event.
 - b) The decision of the tournament management will be final unless a written appeal is filed with the local association or USBC Headquarters prior to tournament prizes being awarded/paid. Upon notification of a protest or appeal, tournament management must withhold all affected prizes until the protest or appeal is resolved.

Miscellaneous

35. All other USBC rules will apply.
36. Any person attending and requiring special needs MUST notify the tournament management in writing.
37. The team captain MUST acknowledging he/she has read the rules. The online form will require this acknowledgement.

Links to Rules from Past Events. [1](#), [2](#), [3](#)

Bowling Facilities

Your committee must develop a bowling schedule and squads to accommodate the maximum number of participants projected or "capacity" of the Annual or Midyear tournament. Be considerate of IGBO Reps, Committee chairs and Board members who will be involved in meetings Wednesday, Thursday, and Friday. Optional shifts must be noted and stated that they might be

canceled if the tournament does not reach its expected numbers. Keep in mind it is an IGBO policy that the singles event must be bowled before the doubles event.

You need to secure bowling facilities to support the schedule. Depending on the size of the bowling facilities in your area, you may want to consider using one or two houses. Keep in mind that if you have two houses, it will expedite the bowling time and give you more time for compilation of the scores but will also require more volunteers. When two houses are used, one is usually designated for singles and doubles events and the second house for team event.

Once you know which bowling houses you will use, you must get a contract issued from those facilities. Negotiate favorable lane fees. You will probably be able to get a lower lineage rate at the houses where your local leagues bowl. Keeping costs to a minimum will ensure a higher participation rate because lower costs will be passed on to the bowler through a lower entry fee. The house contracts are made in IGBO's name and will be signed and executed by the IGBO Contracts Committee once your city is selected to host the tournament. **Do not execute the contract.** The contract from the facility should be pending the award of the bid from IGBO. The only valid signature on a contract is that of the Chair of the Contracts committee, the IGBO President.

[Link to Bowling House Contract](#)

Host Hotel

A critical decision in your bid is the selection of a Host Hotel. The selected hotel must accommodate the meeting needs of IGBO and house as many of the bowlers as possible. Although it is favorable to house all the participants in one hotel, it is not a requirement. Multiple hotels can be used, but keep in mind that this may impact your ability to negotiate with the hotels. Multiple hotels may also affect your tournament logistics. The BPSC will give you historical data on hotel bookings from prior tournaments. Remember that your hotel must be ADA (American Disabilities Act) compliant.

Use the Visitors and Convention Bureau in your City

Your local CVB is a great tool to help you find everything you need to put together a great Bid. The CVB can gather your information and send out to all business/hotels to get bids for your event with whatever you may require. Let them help you with the work and they will also have all the "local attractions" and graphics you may need for your presentation and Bid. To enhance your bid, add historical city information, local attractions including the arts and museums, shopping options, and sports that might be available during the tournament. Include endorsements by bowling leagues, government agencies, local gay community supporters and other bowling tournaments that endorse your bid. All of this shows support and will help increase your chances of being awarded the bid. You will have to prepare BOTH a Bid Proposal and an actual Hotel Contract to be review by BPSC.

In looking for a hotel here are some basic items that you will need to satisfy in negotiating a tentative contract for IGBO pending award of the bid. Keep in mind, the IGBO President will execute the final contract and may renegotiate certain aspects before signing. The contract will NOT be signed by the host committee.

1. Negotiate a block of "room nights" that will satisfy the needs of the tournament. Room nights are the total nights that will be occupied by the bowlers. For example, if a bowler books a room for four days that is four room nights. IGBO does not guarantee reservations. The participants will make their own reservations and use individual credit cards to guarantee them. Normally, the block is held until a certain date and then released for the hotel to sell to others. Negotiate a release date as close to the tournament date as possible as this will be beneficial to the bowlers' booking rooms since many tend to wait until the

last minute. Twenty to thirty days prior to the start of the event are normal release dates and should coincide with the tournament entry deadline date. It is also beneficial to ask the hotel to offer the group rate after the release date subject to availability. Most will do this or provide another rate, subject to availability, after the release date. However, in the application, you will publish the release date to the members, and it will be their responsibility for their accommodations. The Proposal will include features of the Host Hotel and Benefits while the Contract will have specific information relating to the requirements and needs of both the Hotel and the Bidding City.

[Link to Past Hotel Contracts 1, 2](#)

2. Try to negotiate a room rate that includes single, double, triple, and quad occupancy since this is more attractive to our bowlers. You should quote all applicable tax rates separate from the room rate. Quoted rates in the bid should **exclude** taxes and be non-commissionable. Non-commissionable means that travel services receive no commission on the rates. This usually allows the hotel to quote a lower rate since they do not have to pay commission on the room. There should also be **no escalation clause in the contract**, which means that the hotel cannot raise the rate of the room between the signing of the contract and the event. **An escalation clause is not acceptable**, and the rate should remain as quoted until the negotiated release date.
3. Next, negotiate with the hotel for *complimentary* items. In contracts of this size, it is not out of the ordinary to have complimentary amenities.
 - a. A suite with parlor should be provided for IGBO's President for seven nights for the Annual tournament (Tuesday through Monday). A one-bedroom suite, two bedrooms if possible.
 - b. Meeting Space as follows:
 - (i) Board meeting room accommodating 20 people (Wednesday and Thursday, 8:30A.M. – 10:00 P.M.)
 - (ii) General membership meeting room, Friday from 7:00 A.M. until 5:00 P.M. The room must be able to accommodate 120 people, classroom style, split into three sections with a gallery for guests of up to 20 people. A host table with room for 8 people is to be set up and elevated in the front facing the membership. This area should include extension cords and one podium. Two more microphones should be set up in the membership section for questions and reports. Meeting space varies due to breakout sessions and committee meetings.
 - (iii) Over the past years the Quilt Display has evolved into a display that can take place via the IGBO Mini Quilt Panels throughout the event in a room or alongside Registration. It may also be done in Video form
 - (iv) The local committee will need a room for registration for at least three days, Thursday through Saturday. An optional committee suite, if you can negotiate it, and a Hospitality Suite if your committee is planning on hosting one. Hosting a Hospitality Room is optional.
 - (v) One or two suites should be available for the bidding cities to use as Hospitality Suites on Thursday night before their bid presentation or an Area that can be used.

Each hotel normally offers groups a set number of complimentary (comp) rooms for room nights booked. The items above may be included in or added to the standard comp schedule.

4. Negotiate a banquet room and banquet menu. The banquet is usually held on Sunday evening and the facility must be able to accommodate all the bowlers, non-bowlers, and guests. Normally, there is no additional charge for the banquet room as the room is included with the menu price quoted per person. Try to negotiate an all-inclusive price

(including taxes and gratuities). One way to get the meal you want is to say I have X dollars to spend per person and ask what you can get for that amount. There is usually a separate banquet contract that is negotiated with the Food and Beverage Manager, in addition to the hotel contract. Again, **do not execute this contract**, as it is to be pending award of the bid. The IGBO President must sign it. There is no requirement that the banquet be held at the Host hotel although it adds to the value of IGBO's occupation of that hotel. It usually helps to negotiate a better room rate and solidifies the request for comp items mentioned above.

The banquet is one of the largest expenses during the IGBO event, and sales tax can add an unexpected burden to your committee. Although IGBO is tax exempt under Section 501(c)3 of the Federal Tax Code, this does not guarantee tax exemption in every State. When negotiating the banquet, ask what documentation and forms are required to take advantage of the exemption. If the process is complicated, or if there is doubt that the exemption can be used, your committee should budget for the sales tax in your bid.

5. If the hotel charges for parking or concierge services, as many do, try to negotiate complimentary or reduced rate parking for the group. If this is not possible, ask for alternatives to parking at the hotel. In some hotels, this is a major expense and can be up to \$30.00 or higher per day and varies by city. Rates this high add to the bowlers' overall cost and may impact tournament participation.

Links to Past Hotel Contracts see under Item #1 above

Schedule of Events

A complete schedule of events should be included in your preliminary bid package. This schedule should be in chronological order by date and include all the day's activities, meetings, and forums. Optional non-bowling events should also be included here so the bowler can choose how to occupy their free time. TBA is quite confusing and results in lack of participation.

[Link to Prior Schedule of Events 1, 2, 3](#)

Transportation

Transportation becomes an important issue with the bid. Do participants need to rent a car or is there enough reasonable public transportation? Is the committee going to provide any transportation, either for a fee or gratis, to the bowling facilities and events? Is there shuttle service to and from the airport for a fee or gratis? Will the host hotel offer shuttle service around town for their guests? None of this is required, but ease and cost of transportation may influence the site selection process. If the Banquet is held off-site, the cost of transportation should be offset by the Host Committee.

Budget

A detailed budget must be developed to ensure the fiscal success of the tournament. The budget should be reasonable and attainable. Base the budget on an anticipated number of bowlers using history and local tournaments as guidelines for this estimate. The Event budget is based on 400 participants when developing your formal budget. Although your capacity may vary, these guidelines help the membership to compare your proposal to others during the site selection process.

The first step is to decide on the *entry fee*. The entry fee must be broken down to include cost of 100% of the lineage (lane fees), 80% of the banquet expenses, the IGBO Administrative Fee of \$10.00, and Prize Funds. Banquet facility, decorations, prize fund, trophies, hospitality costs, and miscellaneous expenses can be supplemented by your fundraising efforts. The entry fee becomes the main revenue source of the tournament. Since IGBO is an international organization, it is recommended that a currency conversion chart be present at the time of printing with the date and

source, to accommodate our bowlers from Canada, Europe, Australia, and New Zealand. It is recommended not to charge an early bird discount but assess a late fee if entries are not paid by a certain date. You can show the late fee as additional income.

Below is an example of an entry fee breakdown. Though not required, many bids show the breakdown in both US and Canadian Dollars.

	US \$
Lineage	\$27.00
Prize Fund.....	33.00
Banquet.....	50.00
IGBO Donation.....	10.00
Administrative Costs (Trophies ...ETC.).....	5.00
 Total Entry Fee	 \$125.00*

The budget should also detail other *revenue projections* such as non-bowler fees, optional scratch fees, program advertising, fundraising, sponsorship and miscellaneous revenue. Expenses should also be detailed. This includes the prize fund, trophies and awards, lineage, banquet expenses, scratch prize fund, (this should be equal to scratch fee revenue as 100% of scratch revenues must be returned to the bowler except for scratch masters in which you can deduct lineage or other direct expenses), printing, tournament raffle, apparel, decorations, registration expense, tournament advertising, postage, fundraising expense, and miscellaneous. The more detail the better as this will be scrutinized by the IGBO Board and voting membership. Be realistic as you will be constantly referring back to the budget to be sure that you are on track.

[Link to Previous Budgets 1, 2](#)

3. Formal Bid (March 5th)

The final bid package is your formal bid. Formal bids are distributed to and reviewed by the BPSC and each member of the IGBO Board. After changes, this is forwarded to the IGBO SECRETARY for distribution to the Site Selection Committee (which is the voting membership of IGBO). The voting membership consists of representatives from all member leagues and tournaments. IGBO Board members do not have a vote in this process. A sample bid package can be obtained from the BPSC or any member of the IGBO Board.

4. Bid Presentation

Your bid will be presented in person to the Site Selection Committee at the Friday General Membership Meeting of the respective "The Event". In some cases, the decision for the site is made by the merits of the presentation. Therefore, know your bid package inside and out. Your committee will be questioned on the entry fee, hotel rate, bowling schedule, transportation, and anything else that might be important to IGBO members. It is very helpful to have a presenter who is good at public speaking and who can comfortably respond to questions from the floor. Visual presentations often help.

Competition to host the IGBO Annual Conference and Tournament events should be expected. The membership will choose the bid that they perceive to be the best. Location, amenities, experience and most importantly cost are key factors in the decision. However, the quality of your presentation, and the competency of your committee goes a long way in influencing the voting membership.

The voting is done by secret ballot and a majority vote is required to win. If there are two or more cities bidding and no one gets the majority vote, a run-off will take place between the top two bidding cities with the most votes.

You will know before the end of the meeting if your city was successful in winning the bid!

TOURNAMENT PREPARATION AND IMPLEMENTATION

Now the fun begins. Your committee has won the bid to host an IGBO event. What comes next? The meat and potatoes, *other activities* during the tournament. A lot of what needs to happen has already been mentioned, but let's discuss some other necessities and your committee's interaction with IGBO's Board during this period. In the sections below, "Your Committee" and "Host Committee" mean the same thing.

Tournament Preparation

Your committee now has two years to prepare for your IGBO event. This may seem like a long time, but you will be surprised how quickly the time goes. During these two years, you will need to hold regular meetings, obtain sponsorship, complete your fundraising, and put the finishing touches on your event. The following is a list of the most common activities and some special notes for each.

1. Meetings

Your committee will have many meetings during the period before the tournament. Most of the meetings will be to plan the execution of your bid. The Directors and Committee Chairs will regularly meet and discuss the progress of execution, including fundraising and marketing, of the tournament. Your committee should meet at least once a month then weekly as the tournament gets closer. Remember that your Regional Director is now part of your committee and your best line of communication to the IGBO Board. Though he/she may not be able to attend every meeting, it is recommended that your Regional Director know when you are meeting.

In addition to your meeting notes, your committee is required to provide regular financial statements. The financial statement should always give the current condition of the tournament and a comparison to budget to be sure the tournament is financially on track.

2. Marketing and Finance

IGBO traditionally assists the Host Committee in raising money for the tournament through the IGBO Fundraising Committee. IGBO will assist in a couple of fundraising events. These include the *Mail-In-Tournament* and Annual or Midyear *Multi-City Raffle*.

The Mail-In-Tournament is coordinated by the IGBO Fundraising Committee in cooperation with the IGBO League Reps. The IGBO Fundraising Committee distributes the forms, collects the entries and compiles the results. Normally, a time of two to three weeks will be allowed to collect the scores from regular league bowling. The results and prize fund will be distributed by the Marketing and Finance Committee and the balance will be turned over to the IGBO Treasurer as fundraising revenue. The IGBO Treasurer holds the funds in escrow until requested by your committee.

In the past, the Mail-In-Tournament has been used primarily for the Annual event. However, if the Host Committee for Mid-Year wants a Mail-In-Tournament, the Host Committee must request it and the Marketing and Finance must agree to run it.

The Multi-City Raffle requires a little more coordination between the Host Committee and the IGBO Fundraising committee. For the Multi-City Raffle, the Fundraising Committee will send out raffle tickets to be sold by IGBO league reps. The prizes are determined and supplied by the Host City. Typical prizes include free entries, complimentary hotel nights, and round trip airfare for the winner/s. (Prizes will need to be determined one year before your event.) The reps will collect the raffle revenue and forward it to the Fundraising Committee who will supervise the drawing of the raffle and distribute the prizes. The IGBO Treasurer will forward the revenue to the Host City. In the past, the revenue realized from this effort has been several thousand dollars. The money realized from this IGBO sponsored event more than covers the cost of the prizes and is a major asset to the committee's fundraising efforts.

The Host Committee will execute IM fundraising and marketing plan from the bid to raise the necessary revenue budgeted for these items.

3. Sponsorship

Sponsorship can also be used to meet the financial obligations of your committee. There are two types of sponsorship, Local and National. Local sponsorship is secured by your committee and includes businesses and patrons within your local community

National sponsorship requires coordination with the IGBO Sponsorship Committee. Since this event is an IGBO event, we are required to honor all sponsorship agreements acquired by IGBO. These agreements may include, but are not limited to, beverage company, airlines, travel service companies and merchandisers. Before entering into these types of agreements, you should discuss your plans with the Board to avoid direct conflicts. If your current local tournament has a sponsorship that conflicts with one IGBO already has, then you will need to notify them that your tournament will be taking a one-year hiatus. (i.e., if you have Miller as your local beer sponsor and IGBO already has Coors as a national sponsor, then you will not be able to use Miller if you receive the bid to host Midyear or Annual).

Currently, IGBO has several National Sponsors, and these companies must be recognized as sponsors of the Annual and Mid-Year Tournaments. Their products must be featured whenever possible. For example, when this document was created, IGBO had sponsorship agreements with American Airlines, Storm Bowling Products, and IGBO Store Merchandisers. Consult with IGBO for updated lists of Official IGBO Sponsors for the current year. They are a great financial resource for the tournament. If IGBO has a beer sponsor, this must be the official beer of the tournament. Even if that beer is not sold in your city, hotel or bowling house, you must agree to advertise it and display banners at registration and other events throughout the tournament.

As an IGBO Annual Conference and Tournament, your committee can use IGBO's 501C3 (non-profit) status for this event. This means that any donations (cash, goods, or services) from local sponsors are tax deductible as a charitable donation. The non-profit status is only recognized in the United States.

Of course, we do not live in a perfect world. If some aspect of your bid can not materialize, communicate this to the IGBO Board and come up with alternatives. The IGBO Board will do their best to accommodate your tournament needs and will assist wherever they can to help make it a success.

The Bid Process and Support Committee will be your direct assistance once the Bid has been awarded. The BPSC will assist you with maintaining your timeline of events and helping you with any questions, addendums or changes that may be necessary prior to your Event including meeting with the IGBO Board. You will find the following tools helpful:

[Timeline from Winning the Bid to the Event](#)

[Best Practices from other Events](#)

Feel free to contact the BPSC Committee with any questions or clarification that you may have regarding hosting your Event.