

IGBO Representative (Rep)

Quick Reference Guide

For Leagues



Welcome to IGBO Leadership. As an IGBO Representative, you are IGBO's link to all bowlers that are associated with the specific League that you represent. This Quick Reference Guide will provide you with an overview of the IGBO Rep's Responsibility, Tasks, and Guidelines that contribute to the success of this organization. All documents referred to below are located on the IGBO website in the Library under Other Documents or in the Forms section. Here are links to both sections. [IGBO Library](#) [IGBO Forms](#)

Responsibilities	Info / Task	Guidelines
Respond to Inquires	As an IGBO Rep, you will need to respond to questions and requests from bowlers, your Regional Director, or the Board. It is your duty to respond to these inquiries in a timely manner.	<ul style="list-style-type: none">• Be sure to add your regional director's email to your contacts, and any other IGBO committee member you are working with. IGBO Board Contact Info at BOD.
Attend IGBO Meetings	Reps are required to attend at least one General Membership meeting and all Regional Director meetings if you are in attendance of the regional tournament. If not attending the general membership meeting, arrange for the Alternate to attend, submit a proxy either assigning someone who will be there as your proxy, or leaving it open to allow the Regional Director to make the assignment.	<ul style="list-style-type: none">• General membership meetings are typically held on Friday during the Annual and Mid-Year Conference and Tournament, in May and November each year respectively.• Regional Director meetings are held at a tournament in the given director's region or online.• Proxy forms and absentee ballots will be provided by IGBO Secretary before each meeting. Generic forms can also be located at the Forms section on the IGBO website.
Renew League Membership	In the Fall, the IGBO Secretary will email out the renewal information and instructions to the IGBO Rep of Record. Submit membership renewal and payment for your league by the deadline.	<ul style="list-style-type: none">• Watch your email for information on this.• Each league rep will receive instructions on how to renew.• Be sure to use the correct login credentials for each league if you are renewing multiple leagues.
Report League Roster	You will need to obtain your league roster from the secretary and email it to Secretary@igbo.org . If league officer, bowlers, or IGBO Rep information changes report to your Regional Director immediately.	<ul style="list-style-type: none">• Format in excel with First Name, Last Name; USBC#; Email address, phone# if available• Submit within 30 days of start of league submit your league's bowler roster
Report Honor Score Awards	IGBO provides awards for certain scores. You will need to work with your league secretary or statistician to be notified when a score of 300, 299, or 800 series occurs. All requests must be submitted within 30 days of date bowled. View current list of recipients dating back to 2016 HERE .	<ul style="list-style-type: none">• Bowler is allowed one free shirt for 300 game and 800 series per calendar year. Bowler may purchase additional shirts.• Game Ring/Watch Awards are not free, and bowler can request the award for each score bowled.• Link to: 300 Game/800 Series Requests• Link to: IGBO 299 Watch Award• Link to: 300 Game Championship Ring Form
PIN Awards	IGBO offers Award PINS for Individual score/bowling achievements. Each bowler is allowed to receive one PIN in each category they qualify for. It is your responsibility to track these achievements, order the PINS, and distribute to the bowlers.	<ul style="list-style-type: none">• Award list: Individual PIN Awards• Tracking Worksheet: PIN Tracker Worksheet• Bowler Tracker Cards: Bowler PIN Tracker Cards

Facilitate IGBO Events	As a rep, you will need to promote and sell Multi-City Raffle Tickets held multiple times a year. You will also promote and submit scores for the Mail-In Tournament in October and February.	<ul style="list-style-type: none"> • Proceeds go to the host city for the next Annual or Midyear Tournament. • Mail-In Tournament is best 3 of 6 format. • Collect money, submit payment via PayPal, and scores via instruction in the email.
Be Familiar with IGBO and its history	<p>As an IGBO Rep you should be knowledgeable of the history and purpose of IGBO and be able to Inform your league bowlers when appropriate. You can share the IGBO Trifold and Regional Tournament List to bowlers to help facilitate this.</p> <p>Use the document listed in the Guidelines to assist you.</p>	<ul style="list-style-type: none"> • Introduction to IGBO • HISTORY of IGBO • Organization Info • Membership Info • Committees Info
Promote IGBO Leagues and Tournaments	Email IGBO information and updates to your bowlers. Post IGBO information on your League website and Facebook page (or on any other social media). Hand out “IGBO Trifold Rep Handout” and Hand out “IGBO Region Tournament List”	<ul style="list-style-type: none"> • Any promotional document not provided by IGBO should be approved by your Regional Director before sending out to your bowlers. • Some documents are templates, and you need to add your information and your region’s information.

IGBO Annual Membership Due Information		General Information	
League Dues	Annual Membership Dues – leagues pay \$3.00 per rostered member at the time of their renewal.	Using IGBO’s Non-Profit Status and Tax ID	<p>Any IGBO league can use IGBO’s Non-Profit Status for companies that wish to donate or sponsor. There are specific guidelines that MUST be followed:</p> <ul style="list-style-type: none"> • Checks must be made payable to IGBO, sent to IGBO Treasurer, and deposited into the IGBO account. • IGBO will send back a donation (95%). • If the sponsor needs a W9 have the sponsor contact the IGBO Treasurer. Treasurer will work directly with sponsor. • Treasurer will need the company name and contact. • Any questions contact the treasurer at Treasurer@IGBO.org.
		Join An IGBO Committee	To JOIN a committee, send an email to president@igbo.org. Refer to Forms at IGBO Forms .

Sponsorship	Storm Sponsorship provides free balls and registration bags to IGBO Tournaments and Leagues, along with discounts on the Storm Catalog of merchandize. Storm will reach out you.
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