

IGBO Representative (Rep)

Quick Reference Guide

For Tournaments



Welcome to IGBO Leadership. As an IGBO Representative, you are IGBO's link to all bowlers that are associated with the specific League or Tournament 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, the Board, and your tournament committee. 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• IGBO Tournament Best Practice Guide
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, proxy another person, or submit it open (no name).	<ul style="list-style-type: none">• General membership meetings are typically held on Friday during the Annual Conference and Tournament, in May each year.• 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.
Renew Tournament 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 tournament by the deadline.	<ul style="list-style-type: none">• Refer to the renewal email that is sent out by the IGBO Secretary for instructions on renewing the tournament.
Reporting Tournament Scores	Provide the TAD Reporting Template to your tournament secretary to complete. Once results are in the template, it can be uploaded here: https://tad.igbo.org/tournaments.php	<ul style="list-style-type: none">• Results are to be turned in within 30 days after close of the tournament.• Visit TAD for more information and instructions.
Report Honor Score Awards	When an honor score occurs during at tournament, the rep is responsible for informing the bowler of their options and then submitting the request for the award within 30 days of the date bowled. Click Here for submission form.	<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.
Facilitate IGBO Events	As a rep, you will need to promote and sell current fundraising efforts held multiple times a year. You may have other events to promote as well.	<ul style="list-style-type: none">• Proceeds for fundraising go toward the next Annual Tournament and Conference.
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 run through 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.

<p>Be Familiar with IGBO and its history</p>	<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 documents listed to the right to assist you.</p>	<ul style="list-style-type: none"> • Introduction to IGBO • HISTORY of IGBO • Organization Info • Membership Info • Committees Info
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<p align="center">IGBO Annual Membership and Dues Information</p>			
<p>Tournament Dues</p>	<p>Annual Membership Dues are based on the amount of bowlers at the previous tournament and are calculated at \$2.00 per bowler.</p> <p>New Tournaments will pay \$50.00 to become a member and will pay \$2.00 per bowler at their next renewal period.</p> <p>Any question please direct them to your Regional Director</p>	<p>Membership Fee for Non USBC Bowlers</p>	<p>MEMBERSHIP \$5 Fee</p> <p>USBC has a fee they charge bowlers that are not part of a Sanctioned league but bowl in a USBC sanctioned Tournament that require USBC membership. That fee is paid to the USBC association. They also have fees like this when Canadian (or other Countries) bowl in USBC sanctioned tournaments.</p>
<p>IGBO MEMBERSHIP</p>	<p>Associate Membership Dues: \$25 per year</p> <p>It is recommended but not required that Tournaments include in their rules that bowlers be an IGBO Member. Bowlers not already on an IGBO league may apply for Associate Membership. They can apply online, or work with tournament to pay dues during registration. If the latter is the case, dues and Associate membership info must be sent to IGBO Treasurer within 30 days of tournament close.</p> <p>For a bowler to join, direct them to the Website, hover over JOIN, then click on 'Membership – Associates'</p>	<p>Fee for Non-IGBO Members</p>	<p>If your tournament chooses not to require IGBO Membership, they may wish to charge a fee for Non-IGBO Bowlers. This is optional and if you choose to collect a fee, that money should be directed to the IGBO Treasurer as a donation to IGBO within 30 days of the tournament closing.</p>

<p align="center">General Information</p>	
<p>Using IGBO's Non-Profit Status and Tax ID</p>	<p>Any IGBO tournament 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. • Then 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. <p>Any questions contact the treasurer at Treasurer@IGBO.org</p>
<p>Join an IGBO Committee</p>	<p>To JOIN a committee, send an email to president@igbo.org. Refer to Forms at IGBO Forms.</p>
<p>Sponsorship</p>	<p>Storm Sponsorship provides free balls and registration bags to IGBO Tournaments and Leagues, along with discounts on the Storm Catalog of merchandize. Storm will contact you.</p>