



TOURNAMENT

HANDBOOK

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INTRODUCTION

IGBO hosts 2 major tournaments each year – IGBO Annual and IGBO MidYear. We invite all cities to bid on hosting and Annual or MidYear Tournament. Do not let the size of your league or your city keep you from bidding. Some of the most successful IGBO tournaments occurred in smaller cities. Hosting an Annual or Midyear event is challenging, and there is a lot of work that goes into it. To be successful, you need dedicated committee members who can work as a team. Your committee will be working together for about 2½ years from bid preparation to completion of your event.

Why would I want to host an IGBO tournament? With the hard work and dedication come many rewards. The first is the opportunity to develop new friendships between your committee members and other IGBO members. It's amazing how working toward a common goal can build and strengthen relationships. Another benefit is the opportunity to proudly show off your city to the participants. An IGBO Tournament can introduce many people to your great city. There is also a sense of accomplishment and satisfaction when the job is done. The most important reward is seeing the faces of the bowlers who attend enjoying a well planned, well executed tournament. This makes all the effort and work worthwhile. You want your tournament to be the best one that the bowlers will remember for a long time.

Some of you might ask, "What is an IGBO Annual or Midyear tournament?" Let's clarify that before we go any further. IGBO, the International Gay Bowling Organization, meets twice a year to conduct business and enjoy friendly competition. The Annual event is the larger of the two and falls over the U.S. Memorial Day holiday weekend. The Midyear occurs in November on the weekend closest to the U.S. Veteran's Day holiday. Both meetings are important to the organization. Leagues and tournaments send delegates to the meetings held during the IGBO events. The Annual and Midyear are the best opportunities 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 an Annual or Midyear tournament, it is important to remember that this is **IGBO's tournament** and as a result, IGBO has a vested interest in your success. Your committee will work closely with the IGBO Board and others during the execution of your event. Your primary contact with the Board will be your Regional Director. However, other Board members can provide expertise and assistance as needed. A successful tournament is a win-win situation for us all. The draw of the meetings, and the common interest of IGBO and your local committee, guarantee good participation in your Annual and Midyear. This is an excellent opportunity for your community.

Now let's take it step by step, from conception of wanting to place a bid, through the execution of the tournament. We will discuss IGBO's role in the tournament and the interaction between your city's Committee and IGBO.

BID PROCESS

Bid Process Introduction

This portion of the booklet is intended to walk you through the Annual and Midyear 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 Standards Committee (BSC). They will direct you in developing your bid and answer any questions that you have during the bid process.

The winning Midyear and Annual tournament's bids are approved and selected two years in advance. Both are selected at their respective Annual or Midyear meetings. The Annual tournament is always held on the U.S. Memorial Day weekend, while the Midyear tournament is held over the weekend which occurs closest to November 11, the official U.S. Veterans Day holiday. **Should this holiday fall on Wednesday, the Mid-Year events shall be held over the preceding weekend.** Additional General Membership meetings may be held.

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

1. Letter of Intent
2. Preliminary Bid Draft
3. Pre-Formal Bid
4. Formal Bid Package
5. Bid Presentation

There are a lot of procedures here, so let's go through every step in detail.

1. Letter of Intent

If your city is thinking about hosting an IGBO event, you need to submit a Letter of Intent ("LOI") to the Chair or Co-chairs of the Bid Standards Committee ("BSC") 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 IGBO tournament (Annual or Midyear). 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 postmarked on or before **October 15** for Annual and May 1 for Midyear.

IGBO recommends that at least the copy to the IGBO President and BSC be sent certified mail, return receipt requested, to insure postmarked receipt by the deadline.

Upon receipt of your Letter of Intent, the BSC will send you an IGBO Bid Package.

2. Preliminary Bid Draft

Once a letter of intent is received by IGBO, the formal bid process begins. In developing a bid you will work closely with the Bid Standards Committee (BSC). The BSC is a committee of past tournament directors who will act as your guide during 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 BSC makes certain that your bid conforms to established IGBO guidelines as identified in the IGBO Policies and Procedures (P&P). The BSC is your **direct** contact with IGBO. You will get to know the Chair or Co-Chairs of the BSC very well during the bid process. Remember, they are there to help you develop a sound and acceptable bid. Although this part of the process may be frustrating at times, it is critical to your bids success.

The Preliminary Bid goes to each IGBO Board Member and members of the BSC. Bids to host an Annual or Midyear event are presented two years in advance. For example, bids for IGBO

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Annual 2022 are presented at the Annual in 2020. The first deadline, of **deadline dates**, is for the Preliminary Bid Draft which is January 5th for Annual and July 3rd for Midyear.

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 fill out the Org, check with each person to ensure they have knowledge or passion for the role you're asking them to fill. It is recommended that the organization be passionate about the bid and your city. Not every bid will have every committee; identifying the appropriate number of committees is challenging. You want to make certain your organization chart has enough committees to accomplish the execution of the event, but too many committees can be ineffective or inefficient. (See APPENDIX A for example).

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 Director or Co-directors should be strong in management and know how best to motivate people without micromanaging each aspect of the event. As in any business, the President or Director takes input from their staff before making decisions. Decisions that are made in unison keeps everyone involved, sets the direction of the tournament, and promotes teamwork.

The other positions of the executive committee are Treasurer and Secretary. These two positions are probably the most important to the organization.

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 since they will be handling large sums of money on behalf of the tournament.

The **Secretary** is responsible for the communication of the tournament. The Secretary's primary duties include:

- keep notes and records of all meetings for the local committee
- distribute copies of the notes to IGBO's Board of Directors following each meeting, as requested.
 - It is suggested that each meeting be taped by the secretary for their use in developing the minutes of the meetings.
 - A copy of the minutes should also be sent to other tournament committees.
- Lately, the Secretary has been the primary contact for registrations for attendees, which requires a lot of email communication.

To facilitate communication with the Board of Directors and to assist your committee during the execution of the tournament your **Regional Director** should part of your committee. The Regional Director's knowledge of IGBO Annual and Midyear tournaments 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

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

Banquet, Hotel & Housing: 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 IGBO banquet. The person in charge of housing will work closely with the IGBO President and the host hotel. The IGBO President will help negotiate and sign the hotel contract. Some of the major functions of this committee are to accommodate special meal requirements, handicap needs, and ASL Interpretation at the membership meeting and banquet. Make sure that the hotel has a TTY for communication for those who are hearing impaired.

Tournament Operations: 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.

Awards: The main responsibilities of this committee are to secure trophies and special recognition pins. Trophies are for first, second, and third place in Singles, Doubles, and Teams; first place in Team All Events. Others might include high game handicap male and female, high scratch game male and female, high series male and female (handicap). Then specialty pins include pins earned for 40 over average, 40 under average and/or over 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 is also responsible for securing and implementing transportation for bowlers to and from the venue site which is a service that should be charged for as well as transportation for a bar tour if one is planned at no cost to the participant. These group events are normally an additional expense to the bowler, but provide opportunities to visit local sites with other bowlers and non-bowlers.

New Members Social: IGBO wants to welcome first time attendees to the tournament with a New Member Social. This makes them feel more welcome and hopefully encourages them to come back to more IGBO tournaments. This should be done in coordination with IGBO Membership Chair.

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.

Committee Biographies

A brief biography of each member of the Executive Committee and Committee Chairs should be provided to show the experience that he/she has to accomplish the goals of that position (SEE APPENDIX B for example).

Tournament Rules

A copy of the tournament rules with exceptions should be included as part of each round of the bid process. IGBO has standard tournament rules for both Annual and Midyear which are approved by the IGBO Rules Committee and the IGBO Board. There is some flexibility with optional scratch events that can be localized. Both Annual and Midyear are USBC Certified events (inside the United States). IGBO tournament rules may be found as Addendum A and B under the Policies & Procedures section of the IGBO handbook.

Budget

A detailed budget must be developed to insure the fiscal success of the tournament. The budget should be reasonable and attainable. Base the budget on an anticipated amount of bowlers using history and local tournaments as guidelines for this estimate. For the sake of comparison across each competing city, use **400 bowlers for Annual and 250 bowlers** for Midyear as a standard 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 lineage (lane fees), banquet expenses, IGBO fee of \$8, prize fund, trophies and miscellaneous (admin costs). The entry fee **must** cover 100% of the cost of lineage, IGBO donation fee and 80% of the cost of the banquet. Banquet facility, decorations, prize fund, trophies 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, 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 show the late fee as additional income in your budget.**

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

	US \$	Canadian \$
Lineage	\$21.75	\$27.33
Prize Fund.....	26.00	32.67
Banquet.....	40.00	50.27
IGBO Donation	8.00	10.05
Trophies.....	2.00	2.51
Miscellaneous	<u>2.25</u>	<u>2.83</u>
Total Entry Fee	\$100.00*	\$125.66

*April 16, 2018

The budget should also detail other *revenue projections* such as:

- non-bowler fees for guests,
- optional scratch fees,
- program advertising,
- fundraising,
- sponsorship
- 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 with the exception of scratch masters in which you can deduct lineage or other direct expenses),
- printing,
- tournament raffle tickets,
- apparel,
- decorations, r
- registration expense,
- tournament advertising,

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- postage,
- fundraising expense,
- IGBO meeting expense, and
- miscellaneous.

The more detail the better as this will be scrutinized by the IGBO Board and voting membership. Be realistic but know that this is a budget and it is better to be under budget at the start, but have it as a floor that you do not want to go under. If your fundraising, attendance, etc results in MORE monies and more people attending then of course your initial budget will be different than your final budget. You should be constantly referring back to the budget to be sure that you are on track.

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; by this, don’t plan the only shifts for bowling to start while the meetings are taking place – this would force the Board to bowl all 9 games on Saturday, which doesn’t make for a happy Board. Conditional shifts must be noted and stated that they might be canceled if the tournament does not reach its expected numbers. Keep in mind historically, the singles event is 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. This is especially important if your primary house is less than 30 lanes.

Once you know which bowling house(s) 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 insure 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.

A copy of the IGBO Bowling Contract is attached.

Host Hotel

Another 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 BSC will give you historical data on hotel bookings from prior tournaments. Remember that your hotel must be ADA (American Disabilities Act) compliant.

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 bowlers and it will be their responsibility for their accommodations. (See APPENDIX C for illustrative example of hotel contract with room blocks for Midyear and Annual)

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. There should 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 two-bedroom suite with parlor should be provided for IGBO's President for seven nights for the tournament (Monday through Monday).
 - b. Meeting Space as follows:
 - (i) Board meeting room accommodating 20 people (Wednesday and Thursday, 8:30A.M. – 10:00 P.M.)
 - (ii) Seminar and Forum meeting room for 20-30 people Friday and Saturday, from 5:00 P.M. until 10:00 P.M.
 - (iii) 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.
 - (iv) Quilt viewing room for 5-6 hours minimum. The display of the quilts can be creative but here are the necessary dimensions and typical times needed. Approximately one hour will be used for setup, two for viewing, and one hour for breakdown. Currently, IGBO provides a framed picture of each panel and not the actual panels and/or a DVD which scrolls through all of the IGBO panels. Optionally, Annual sometimes displays the entire quilt which can be up to 20 panels with each panel being 12ft X 12ft. Midyear normally displays a panel or two. Quilt panels must not be hung. The display of the quilt and the details of the service are determined by the local committee. A microphone may be needed for the service at the end of the viewing.
 - (v) The local committee will need a room for registration for at least three days, Thursday through Saturday.
 - (vi) An optional committee suite,
 - (vii) a Hospitality Suite if your committee is planning on hosting one. Hosting a Hospitality Room is optional, but is highly sought after.
 - (viii) One or two suites should be available for the bidding cities to use as Hospitality Suites on Thursday night before their bid presentation

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and Board have reviewed it, they will give their consent for distribution to the voting membership as your Formal Bid.

Deadline dates for the pre-formal bid application is March 5th for the Annual and September 4th for the Midyear tournament.

4. Formal Bid

The final bid package is your formal bid. Formal bids are distributed to the BSC, each member of the IGBO Board, and 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. IGBO's Secretary will email your final bid package. This bid package must be emailed to IGBO by April 15th for the Annual and October 1st for the Midyear tournament.

A sample bid package can be obtained from the BSC or any member of the IGBO Board.

5. Bid Presentation

Your bid will be presented in person to the Site Selection Committee at the Friday General Membership Meeting of the respective Annual or Midyear Tournaments. 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.

If you follow your bid package and concentrate on the execution as presented to the voting membership, you are almost certain to have a successful tournament. This bid package becomes your best reference source and you must rehearse and rehearse all the verses until your committee is positive you can execute it as presented.

Competition to host the IGBO Annual and Midyear 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!

Note, if you do receive the bid, you will be invited to attend a Wrap-up Meeting held Monday morning. The time and place will be determined by the IGBO President. It is usually early to accommodate noon departure times.

TOURNAMENT PREPARATION AND EXECUTION

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.

After every meeting your secretary must forward a copy of the minutes and current financial statement to each IGBO Board Member. The IGBO Board will monitor the minutes and fundraising. This keeps them informed of your progress and eases any concern that the tournament will be executed as stated in the bid. It also allows the Board to respond to questions or concerns raised during your meeting. Some Board Members have experience as IGBO Tournament Directors or committee members which can be a tremendous asset to your committee.

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.

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

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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 their own fundraising and marketing plan from the bid to raise the necessary revenue budgeted for these items.

3. IGBO Liaison

An IGBO Liaison is selected (and noted on the organizational chart) by the Host Committee to be at the disposal of the Board of Directors during the week that they are in your city for the tournament. The liaison will be the Board's boy/girl Friday. This liaison will assist the Board's needs for copying, printing, transportation, local information, emergency information, etc. This liaison must be available from Monday to Monday and also be able to attend the IGBO Board meetings and the General Membership meeting for tasks as they arise. See IGBO Policies and Procedures (P&P) Section 6.6A. Copies of the IGBO P&P and IGBO Bylaws can be obtained from the IGBO Secretary or your Regional Director.

4. IGBO Entry Coordinator

An IGBO Entry Coordinator is a person recommended by the Host Committee but is not a member of the Host Committee and serves as an assistant to the IGBO Treasurer. This appointment is made one year out prior to Tournament Entry forms being distributed. This person must be approved by the IGBO Board by a majority vote. The IGBO Entry Coordinator will open a PO Box and be the sole holder of the key. This will be the address that all entries will be mailed to and published on your website and on the entry form. The Entry Coordinator will work directly with the IGBO Treasurer and will send copies of entries, a completed spreadsheet and all money received with entries to the IGBO Treasurer. The Entry Coordinator will send the original and copies as needed to members of the Host Committee.

5. 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, you 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 Storm Bowling Products. At the time of printing of this document, the above listed sponsors must be recognized as official and exclusive. 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 acknowledge that sponsorship, but obviously, you cannot sell it.

As an IGBO Annual or Midyear, your committee is able to 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. This coordination to use the 501c(3) status is done through the IGBO Treasurer and **MUST BE RUN THROUGH THEM.**

6. IGBABE (MIDYEAR ONLY)

IGBABE is an event that is only presented at the Mid-year tournament. The Host City will organize and execute IGBABE. 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 IGBABE, which Tampa used as an acronym for, “*International Gay Bowlers’ Annual Best Entertainer.*” The event is held after the closing banquet, at a facility that has sound and a stage. There are no set rules, but there are standard procedures. Each talent competes and non-partisan panels are the judges. It is best to have local judges that have no ties to any particular city. A participant from the Host City can perform. 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 split equally between the winner’s city and the Host City to use as a donation to the charity (or charities) of their choice in each city. Checks will be issued to the charities in the name of the contestant. All of the revenue must be used for this prize. For additional information, you can contact your Regional Director.

7. Formal Bid Package

If you follow your bid package and concentrate on the execution as presented to the voting membership, you are almost certain to have a successful tournament. This bid package becomes your best reference source.

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.

EXECUTION:

This section addresses what is expected of the Host Committee and IGBO leading up to and during the tournament.

1. Preparation of the Tournament Application

The Host committee prepares a draft of the tournament application at least 12 months before their event. The draft is distributed to the IGBO Board for review and comments. **Board review is required.** Once comments are received from the Board, and the application is finalized, it can be released. It is common practice to distribute the application at the IGBO event immediately before your own. For instance if you are hosting the IGBO Annual, your applications will be distributed at the preceding Midyear. However, there are advantages to an earlier distribution. If this is part of your marketing strategy, you must contact the Directors of the IGBO tournament(s) before your event as a courtesy. If they believe the distribution of your application will have a detrimental impact to their event, they may ask you to hold-off. Typically, the other Director(s) are glad to have the opportunity to help.

2. Scheduling and Managing Squads

The Host Committee receives the entries and schedules bowlers within the squads. As the tournament approaches, the Host Committee might see a need to cancel optional squads. This decision is strictly the committee's, but schedule changes should be reported to the IGBO Board. The Host Committee may have a difficult task in trying to please the bowler's choice of squads, but must also run an efficient tournament.

3. Verifying Membership

The Host Committee verifies membership in IGBO and USBC by IGBO and USBC membership cards. Non-members are allowed to participate in the tournament provided they pay all applicable IGBO participation fees. Membership application to USBC is optional as long as IGBO maintains Moral Support Status.

4. IGBO Board communicates with IGBO Liaison

A few months before the tournament, the IGBO Board opens communications with the Host City's IGBO Liaison and starts the preparation for their arrival. The Board will determine services needed during the Board or General meeting and the Liaison will make the appropriate arrangements so the IGBO Board can get down to business when they arrive.

5. Tournament Raffle

The Host Committee initiates and operates the tournament raffle. Members of the IGBO Board often volunteer to assist the Host Committee if help is requested. This raffle is normally a huge moneymaker for the tournament.

6. Rules Committee

The IGBO Board initiates the Rules Committee, which is comprised of all the Regional Directors on the IGBO Board. A chair to the committee will be appointed by the President prior to the commencement of bowling. The Rules Committee is represented at all squads and works with the Host City's committee in hearing and settling disputes. Normal procedure is that the Host Committee should address all problems first. If the Host Committee cannot solve the situation, the bowler can file a formal protest in writing. [The protest must be made within two hours of the error or dispute.](#) A copy of this written protest should be submitted to the Host City's tournament Directors and a copy to the IGBO Rules Committee. The three parties: participant, tournament director, and IGBO Rules Committee shall settle the dispute according to IGBO Tournament rules and USBC Tournament Rules. The Rules Committee will have the final word and ruling on the issue. If the bowler is still not satisfied, he/she can file a protest to USBC within the allotted time after the tournament.

7. IGBABE

If this is a Midyear Tournament, the Host Committee organizes and solicits contestants for IGBABE. IGBABE is held after the banquet at a facility with a stage or at the banquet room after the banquet. (For more details, refer to IGBABE in the Tournament Preparation section above.)

8. Meetings and Seminars

The IGBO Board conducts its Board meeting and General Membership meeting during the week leading up to the tournament. It also calls and hosts as many additional meetings and seminars necessary to conduct the business of IGBO. It is the Host Committee's responsibility, with the guidance of the IGBO Board and Quilt Committee, to plan and execute the Quilt Viewing and Service.

9. Logistics

The Host Committee is responsible for seeing that all the logistics of the bowling events and other activities are operated as smoothly as possible. That is an ambiguous statement, but the bottom line is that the Host City has to be in charge of all the events that are happening during the tournament week. It is important that events start on time or if there is a problem, that the problem is communicated to the participants and the IGBO Board

10. Banquet & Awards Program

The Host Committee is responsible for conducting the banquet and awards program with one exception. The IGBO Board is allotted time during the program, usually 30-50 minutes, to take care of IGBO business and awards, such as the presentation of IGBO's Tom Hack Service Award and the Fellowship Award. The Host Committee determines the seating arrangements at the banquet. Tables must be reserved for the IGBO Board and guests and the hearing impaired as well as provide interpreters who know American Sign Language (ASL).

The order and content of the awards program is solely up to the Host Committee, but it has been tradition that the IGBO President be first on the agenda after the National Anthems and dinner. Remember, results are subject to verification until the closing of the tournament (30 days after the event.) Printed results are optional to give at the banquet because for most tournaments, it is impossible to produce the standings in such a short time.

11. Tournament Finances

The IGBO Treasurer, the Host City Treasurer and the Entry Coordinator(s) will work closely together to monitor and audit the finances for your event. The IGBO Treasurer or Entry Coordinator will collect all monies received from entries, keep accurate financial records, and distribute funds accordingly. Money for excursions, transportation, USBC, trophies and other miscellaneous items will be turned over to the Host Committee as received. The IGBO Treasurer will hold lineage, banquet, and IGBO fees and donations until they are due each facility or organization. IGBO will issue the checks for lineage and banquet directly to the facility. The Host Committee will supply the prize list to the IGBO Treasurer. The IGBO Treasurer will issue prize checks within 30 days of the tournament assuming there are no protests.

The Host Committee's Treasurer is responsible for all other income and expenses associated with the tournament.

WRAP UP

It's over! The bowling is done, the banquet went off without a hitch, and the kudos are flying. Congratulations! It's been a long week, but the effort was worth it. Before you can put your files away and bask in the success of your event, there are a few "wrap-up" items to complete. These items are just as important as the planning and execution of your event. Your follow-through (or lack thereof) can make a lasting impression on the IGBO membership.

1. **Wrap Up Meeting**

On Monday morning following the end of the tournament, you must attend a wrap-up meeting with the IGBO Board and members of upcoming IGBO events. This meeting is a "lessons learned" meeting and is held informally with the Board of Directors.

The Board will discuss the success of your event and identify areas where improvement is possible. This meeting is not to criticize the work of the your committee. Instead, it is an opportunity for future IGBO tournaments to learn from your achievements and mistakes. As indicated above, Directors of upcoming IGBO tournaments attend this session. The information shared is extremely valuable to these IGBO Directors.

During the meeting, you will also have an opportunity to provide feedback to the Board. How did the Board's involvement help or hinder your IGBO event? Where can we improve? What would you do differently if you had to do it again? Your comments, concerns and suggestions will help to improve the relationships between the Board and future IGBO events. Our ultimate goal is to continue to improve the interaction between the IGBO Board and the Annual and Midyear Committees and to ensure the future success of our events.

2. **Financial Reconciliation**

During your IGBO Annual or Midyear event and immediately following, the Host Committee treasurer, the Tournament Treasurer(s) and the IGBO Treasurer will work to reconcile your financial accounts. Below is a listing of the major responsibilities of your committee and IGBO.

Annual/Mid Year Committee must:

- a. Pay remaining obligations
- b. Allocate and disburse the remaining funds. After all the financial obligations are complete; the balance of the revenue may be donated to local charities. Keep in mind however, that IGBO is a non-profit entity and there can be no monies left over or used for profit.
- c. Prepare the final Balance Sheet and Profit and Loss Statements to close out the tournament.

The IGBO Board must:

- a. Pay the remaining obligations to the bowling facility, hotel for the banquet, and any Board meeting expenses & incidentals.
- b. Prepare a final reconciliation of entry revenue and receipts for the Host Committee.
- c. Issue the prize checks to the tournament winners.

3. **Tournament Results**

The accuracy and timeliness of your tournament results is very important and leaves a lasting impression on the participants of your event. Copies of the preliminary results can be distributed at the banquet, but this is not required by IGBO. Instead, your target goal is to verify the results, and give the IGBO Treasurer the funds and information needed to distribute the payout within thirty (30) days after the conclusion of your event. The prize checks are written and mailed by the IGBO Treasurer. Distribution of the results is the responsibility of the Host Committee. In the past, the IGBO Treasurer and the Host City have combined the mailing to save postage and to present a coordinated effort to the participants. To do this,

[Type here]

The Annual/Mid Year Committee must:

- a. Resolve protests and disputes so the tournament can be closed.
- b. Prepare and validate handicap and scratch results.
- c. Determine total pay out based on pay out ratios, (Handicap and Scratch)
- d. Submit list of cash prize winners to the IGBO Treasurer (Handicap and Scratch)
- e. Mail any supplemental proceeds of the prize fund to the IGBO Treasurer to add to the prize fund portion of the entry fee already collected.
- f. Supply the IGBO Board and participants with the final results and standings.
- g. Submit an electronic copy for the IGBO Tournament Average Database
- h. Send USBC certification fees and file results with USBC to satisfy sanction requirements.

This must be completed within 30 days after completion of the event!

The IGBO Board must:

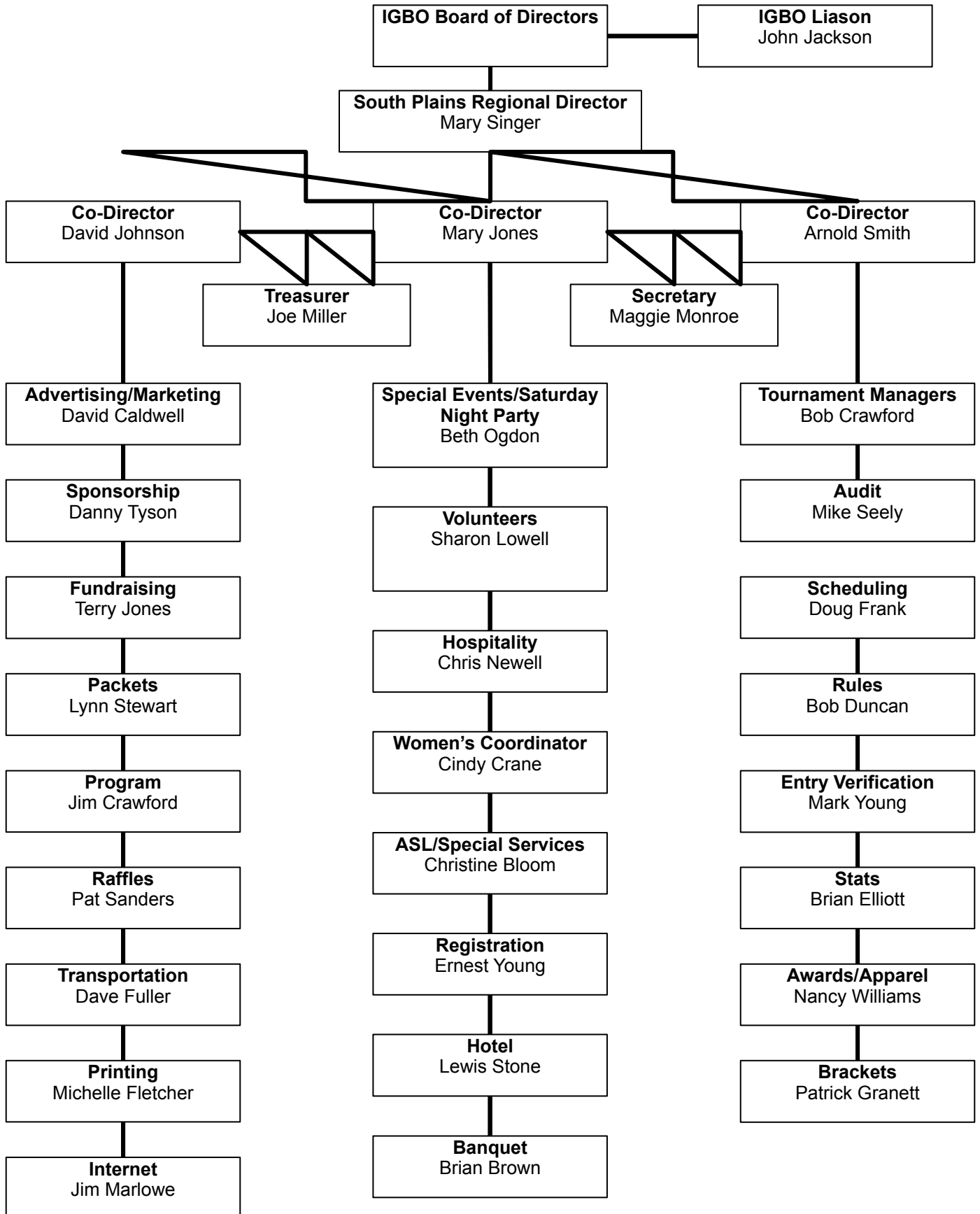
- a. Assist the hosting committee with disputes and protests through the IGBO Rules Committee.
- b. The IGBO Treasurer drafts prize fund checks and coordinates mailing of the checks. Assuming the tournament closes on time, this must be done within 30 days of the end of the tournament.

4. Wrap-up Report (See APPENDIX D for example)

The last and most critical part of the wrap-up process is the Final Report. Your committee must summarize your event for the IGBO membership and future tournaments. A clear and concise report is invaluable. Your report should include hotel statistics, bowling statistics and demographics, fundraising results and comments, a financial statement showing actual results as compared to your original budget, lessons learned (Do's and Don'ts), and other information you want to share with IGBO. As you prepare the report, consider how helpful similar information was (or would have been) to your bid and tournament.

That's it! Are you excited yet? We encourage you to give it a try, whether it is Annual or Midyear. We welcome your bid and the opportunity to visit your city as it hosts an IGBO event. *Return to the front of this handbook and begin by writing your letter of intent.* **GOOD LUCK!**

IGBO 20XX



[Type here]

APPENDIX B

TOURNAMENT COMMITTEE

Mary Jones – Co-Director

Mary has been involved in the gay bowling leagues since 1986 and has served in a league officer position in at least one league for the past 8 years. She co-founded the women's league in 1991. Mary is in her third year as Co-Director of her local tournament. Mary is also active in community service outside the bowling community, having served 2 years on the Gay Pride Committee, and spending 4 years as a volunteer with the Gay and Lesbian Switchboard. She currently donates her time to a group that is a non-profit organization dedicated to setting up care teams for lesbians with chronic or debilitating illnesses.

Arnold Smith – Co-Director

Arnold began his IGBO-affiliated bowling eleven years ago in the Monday Night Men's League. He has served as Vice-President of the Monday Night, Wednesday league, and the Alternative leagues. In addition, he has been the IGBO representative for the Wednesday Night league for the past two years. Five years ago he became a member of the local tournament committee. He has served as Participant Packet Chair, Fundraiser Co-Chair, Advertising Co-Chair, Strike Pot Co-Chair, Program Co-Chair, and most recently Co-Director. He has helped run brackets at both the 1998 IGBO Annual and Midyear tournaments. Furthermore, Arnold has also been Transportation Chair of the 1994 Volleyball Classic. Arnold's knowledge, energy and enthusiasm will be a tremendous asset in ensuring the success of the IGBO tournament.

Randy Johnson – Treasurer

Randy began his IGBO-related bowling in San Diego. He served as IGBO Representative, President, and Secretary. In 1984 and 1985 he was Co-Director of what was then known as the Roll-Off Tournament. Randy moved to Jackson and started bowling in the Monday Night Men's League in 1990, and has since served as President and Treasurer in this league. Randy has been a part of the local tournament committee since coming to Jackson, serving as Fundraising Chairman, Hospitality and Registration Chairman, Director in '92, Scratch Division Chairman, and most recently Tournament Manager for '97 and '98. Randy started the weekly Strike Pot fundraiser and has been in charge of the Annual Miss Bowler Review. He has organized brackets and optional sidepots, with the help of other Jackson bowlers, in various tournaments throughout IGBO. Randy's experience with gay and lesbian bowling tournaments and his support of IGBO will be a great benefit to this IGBO committee.

APPENDIX C - Sample Hotel Contract

CONVENTION/MEETING AGREEMENT

DATE PREPARED: October 11, 2015
DATE REVISED: December 28, 2015
GROUP NAME: IGBO
CONTACT PERSON: IGBO President
ADDRESS:
TELEPHONE #:
FAX:

FUNCTION NAME: IGBO
OFFICIAL MEETING DATES: November 6, 2020 - November 14, 2020

SALES MANAGER:

IGBO and the HOTEL agrees as follows:

These dates and rooms will be reserved on your behalf until December 31, 1999, by which time the Hotel asks that you return a signed copy of this agreement along with a letter verifying your acceptance. If so executed by the Group and the Hotel, this Agreement shall be a binding contract for the Room Block and Meeting Space on the terms contained herein. In addition, if we have a request for your dates from another organization prior to December 31, 1999, we will contact you for a definite decision to confirm or release these dates in writing within 48 hours. If we have not received the signed copy of this agreement by the date set forth above, the hotel shall have the right to release all space for resale.

DEFINITE BOOKING INFORMATION

Day, Date	Rooms
Monday, November 6, 2020	10
Tuesday, November 7, 2020	10
Wednesday, November 8, 2020	10
Thursday, November 9, 2020	50
Friday, November 10, 2020	100
Saturday, November 11, 2020	100
Sunday, November 12, 2020	75
Monday, November 13, 2020	10

The _____, agrees to block the above mentioned number of guest rooms on the corresponding dates. These room numbers however are subject to change per pending history from past hotels.

All complimentary guest rooms are included in the room block. All guest rooms are run-of-the-house unless otherwise set forth above. Guest room types cannot be guaranteed and will be reserved on a first-come, first-served basis. Reserved suites are included in the Room Block. Additional suite requests are subject to availability.

GROUP ROOM COMMITMENT

The _____ reserves the right to review and adjust the Room Block up to 60 days prior to November 6, 2020 based upon the room confirmations received by that date. If you reject our recommendation for reduction in your requirements, you must commit to a definite number of rooms and we have the right to require financial security for your room requirements.

If the number of guest room night actually sold to your Group is fewer than 80% of the total Room Block, the Group shall be liable for the guest room charges at the applicable rate for all guest room nights in the Room Block that were not sold to your Group guests by November 6, 2020.

[Type here]

GUEST ROOM RATES:

The Hotel's current standard rates are as follows:

Single Occupancy	\$185.00
Double Occupancy	\$195.00
Additional Person	\$ 10.00
Regal Class Single	\$205.00
Regal Club Single	\$245.00
Suite	\$295.00

The _____ is pleased to extend the following rates for your Group for November 6, 2020 to November 14, 2020:

Single Occupancy	\$ 79.00 per night
Double Occupancy	\$ 79.00 per night
Additional Person	\$ 79.00 per night
Regal Class Single	\$ 79.00 per night
Regal Club Single	\$ 79.00 per night
Suite	\$159.00 per night

The above rates include a \$4.00 rebate to go back to IGBO but does not include state and local taxes, which currently are 12% and are subject to change without notice. Sleeping room rates are also applicable three days before and three days after the Meeting Dates, subject to space availability.

CUT-OFF DATE:

All guest rooms in the Room block will be held, subject to the 60 day adjustment (referred to under group commitment above), until October 16, 2020, at which time all unreserved rooms will be released to our Front Office for general sale. The Hotel will use all reasonable efforts to sell its available rooms to reduce the Group's liability for these remaining room block rooms. Additional reservations for your guests will be accepted after October 16, 2020 on a space-available basis at the Hotel's standard rates.

COMPLIMENTARY ACCOMMODATIONS AND AMENITIES:

The hotel will provide one complimentary room night for each 50 room nights actually sold to you for the meeting dates. These complimentary room nights will be accounted for on a per night basis. Included in the room block agreement, there is one (1) complimentary suite for the President of IGBO.

Complimentary rooms have no value and may not be used for credit. A written list of complimentary guest room assignments that sets forth the guest's name and type of accommodations desired and his or her arrival and departure dates shall be prepared by the group and sent to the Hotel no later than October 16, 2020.

All complimentary accommodations and amenities are provided based on the sale to your Group's guests of at least 80% of the Room Block by October 16, 2020. Should the Group not achieve 80% pick-up by October 16, 2020, all complimentary and "special consideration" accommodations will be subject to modification at the hotel's discretion.

GUEST RESERVATIONS:

Guest reservations must be confirmed by a valid major credit card, check or money order. The amount of deposit required equals the value of the first night's accommodations at the applicable meeting rate. Reservations and deposits should reach the Hotel no later than October 16, 2020. The form used for reservations shall be the Hotel's unless the Group has proposed the use of its own form to the Hotel and such form is approved by the Hotel before printing and distribution to potential guests.

Each reservation for which the required deposit has been received is guaranteed for arrival until 7:00 a.m. of the day following the first date reserved. Deposits are refundable to the guest if notice of cancellation is received by the Hotel at least 72 hours prior to arrival. Lost room revenue due to early departures, cancellations less than 72 hours prior to arrival or no shows, will be charged to the individual guest's credit card account.

[Type here]

It is our understanding that your guests will be making their own reservations. For their convenience, we have a toll-free 800 number, 1-800-_____, or your guests may call the hotel directly at _____. Guests should request a room under the IGBO's room block.

CHECK IN AND CHECK OUT:

Check-in time is 3:00pm. While the Hotel will make reasonable efforts to accommodate guests who arrive before the check-in time, guest rooms may not be immediately available before 3:00pm. Check-out time is 12:00 Noon. Request to retain rooms beyond that hour should be directed to the Hotel's Front Desk Manager. Depending on guest room availability, a late departure charge may apply.

MEETING SPACE:

Enclosed with this agreement is an Initial Program for your meeting agenda. Space will be held according to this agenda until the Confirmation Date and thereafter if this Agreement is executed as provided above. A more specific program is required 12 months prior to November 6, 2020. If the Tentative Program is not received 12 months prior to the First Meeting Date or the Final Program is not received by 6 months before the First Meeting Date, space will be held at the Hotel's discretion. Any changes in this agenda (e.g., number of people, time, function space) should be given to your Convention Services Director as soon as they are known.

The Hotel reserves the right to assign and amend the space outlined on the Initial Program attached to this Agreement based on the requirements and needs of both parties. Room rental will be commensurate with these requirements and space outlined.

The Hotel also reserves the right to request that all signage being supplied by the Group be professionally produced and approved by the Convention Services Director. For your Group's protection, please be sure all materials to be printed are first reviewed by the Convention Services Director to insure the accuracy of meeting space assignment.

MEETING SPACE CHARGES:

Charges for your meeting space needs have been based on at a food and beverage minimum of \$12,000.00 (all food and beverages purchased during your event). Once your group has met this minimum, there will be no additional charges above the minimum amount. If the minimum is not met, the difference will be paid in room rental.

FOOD AND BEVERAGE/HOSPITALITY SUITES:

All food and beverage must be supplied and prepared by the Hotel, including any food and beverage service in a guest room or suite. Hospitality functions requested have been incorporated into the initial program. All food and beverage functions are considered binding based upon your Group's agenda.

The Hotel will confirm all food and beverage prices no later than 90 days prior to November 6, 2020. The Group shall confirm all menu arrangements in writing no later than 90 days before the group's arrival date. If such confirmation is not received by that date, the Group's requested menu selections may not be available. The Group must guarantee food and beverage function attendance no later than 72 hours before the First Meeting Date. The Hotel will be prepared to set up to a five percent (5%) overage for attendance up to 400 guests. The Group shall be liable for all food and beverage charges related to the Group's meeting.

All food and beverage items are subject to current taxes as follows: 10% for food, 12.5% for alcoholic beverage and 7% for audio visual equipment, these taxes are subject to change without notice. In addition, a service charge of 18% shall be added to all food and beverage charges.

Appendix D – IGBO BOWLING CENTER CONTRACT

IGBO & Bowling Facility Contract

This contract is written and entered into and effective on _____(date) between International Gay Bowling Organization (IGBO) and _____(Center), located at _____(address). This is for holding the 20__ IGBO Annual/Mid-Year Tournament Singles, Doubles, Team, and Scratch Masters Event(s) which will open on _____(date) and continue through _____(date).

1. Center agrees:
 - a. To furnish for the exclusive use of the bowlers entered in said tournament ___ lanes at \$___ per game (excluding all taxes as IGBO is 501c3 tax exempt).
 - b. That the lanes, approaches and foul-detection devices are to be up to USBC standards and maintained throughout the tournament.
 - c. That each set of pins will meet by-laws of United States Bowling Congress (USBC) and will weigh between three (3) pounds six (6) ounces and three (3) pounds eight (8) ounces.
 - d. To condition/oil the lanes utilizing the same oil pattern before start of each shift. This condition will be agreed upon prior to the start of the tournament.
 - e. That the lanes shall be for the exclusive use of the 20__ IGBO Annual/Mid-Year Tournament during the agreed upon bowling shift times and dates.
 - f. That all lanes shall be ready for bowling as per the schedule. If more than 20% of the lanes are not ready, IGBO will reduce payment for use of those lanes by 10% per lane per 15 minute interval.
 - g. To have the seating areas clean and in good condition.
 - h. To have a mechanic on the premises at all times during IGBO shifts to maintain the pinsetters in good working condition.
 - i. To provide printed scores for verification at the conclusion of each shift. If needed, the center will provide the tournament with a frame by frame print out should there a question or concern on a bowler's score.
 - j. To provide ample lounge and snack bar staff for the shift times of the tournament. IGBO will ask entrants start checking in one hour prior to the start of their shift. We ask that the facility is staffed and ready to go at that time.
 - k. That the entrants, while bowling in the tournament, shall not be hurried by the management or staff but shall be given full time necessary to bowl each event.
 - l. To post notices concerning where beverages are allowed during tournament play, i.e. Not drinks allowed in settee area
 - m. To furnish sufficient and suitable enclosed space and tables, desks, chairs as required to be used exclusively by IGBO and its committees.

- n. Assist the IGBO officers and the IGBO committees in all efforts to conduct the tournament in accordance with the rules of IGBO and the USBC or country specific bowling governing body.
 - o. In the event that IGBO doesn't contract for all lanes in a center and the center is open to the public, center agrees that any disparaging remarks made to an IGBO bowler by a non-IGBO participant will result in the immediate removal of the offending party.
2. It is understood that the Tournament Directors, IGBO Executive Officers, members of the IGBO Rules Committee and other IGBO committees are to have full responsibility and control of the tournament. However, any matters pertaining to the management of the bowling lanes shall be referred to the proprietor or management of the bowling establishment. All agreements involving concessions held in conjunction with the IGBO tournament shall be approved by IGBO. Both parties agree that Acts of God shall waive any penalties or mandatory payments.
3. IGBO agrees:
- a. To make every effort to have four (4) bowlers scheduled on each lane for each tournament shift of the team event and to have at least three (3) bowlers scheduled on each lane for each shift of doubles and singles.
 - b. That each bowler in the singles/doubles/team events shall be permitted to roll a minimum of two (2) balls per lane OR have 10 minutes maximum as practice. For Scratch Masters 10 minutes of practice across all assigned squad lanes.
 - c. To arbitrate all disputes and disruptions in accordance with the rules of IGBO and USBC. A list of names and phone numbers for the IGBO Rules Committee will be posted at the Center.
 - d. To make every effort to fully use the designated lanes assigned by the center during each shift. Should IGBO need to cancel a shift(s), or are unable to utilize at least 75% of the designated lanes for the shift, IGBO will provide the center with ample notice (no less than 72 hours) so that the center can make the lanes available for normal operations.
 - e. To make every effort to ensure that shifts start on time and that they end in a timely manner.
 - f. To pay the bowling center the sum of \$_____ per game, excluding all taxes. IGBO will collect these fees with the tournament entry fee.
 - g. To pay lineage amounts by check to the bowling proprietor within twenty-four (24) hours after completion of the last shift or Scratch Masters.

This contract is mutual, and it is understood that both parties are to work in harmony and accord toward the complete success of the 20__ IGBO Annual/Mid-Year Tournament.

Date: _____

Date: _____

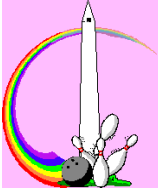
Proprietor

President, IGBO

For the 20__ IGBO Annual/Mid-Year Tournament

APPENDIX E

The following is an example of an annual tournament final report:



Final Report

Prepared by

Bill Roman and Joe Forti

October 18, 1999

IGBO 99: A Monumental Experience

Final Report

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IGBO 99: A Monumental Experience

Final Report

WASHINGTON A MONUMENTAL SUCCESS

Section 1: Bowling Events

The bowling events were held at AMF Annandale and AMF Alexandria as planned. One shift, T2 scheduled for Friday, May 28th at 10:00am, was canceled due to the lack of interest. This shift was in direct conflict with the General Membership Meeting and scheduled non-bowling activities. Below is a breakdown of participants by shift.

Singles/Doubles Shift Distribution

Shift	Day	Time	Participants	Capacity
SD1	Thu.	4:30pm - 11:00pm	78	184
SD2*	Fri.	9:00am - 3:30pm	58	184
SD3*	Fri.	4:30pm - 11:00pm	109	184
SD4	Sat.	9:00am - 3:30pm	178	184
SD5	Sat.	4:30pm - 11:00pm	174	184
SD6	Sun.	8:00am - 2:30pm	82	184
		Total		1,104

Team Shift Distribution

Shift	Day	Time	Participants	Capacity
T1	Thu.	7:00pm - 10:00pm	64	184
T2*	Fri.	10:00am - 1:00pm	Canceled	0
T3*	Fri.	2:00pm - 5:00pm	48	184
T4	Fri.	8:00pm - 11:00pm	153	184
T5	Sat.	10:00am - 1:00pm	88	184
T6	Sat.	2:00pm - 5:00pm	178	184
T7	Sun.	9:00am - 12:00pm	148	184
		Total		1,104

* This shift was not available to IGBO Representatives or Board Members

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Bowler Demographics by Sex and Region

Region	Male	Female	Region Total	Percent by Region
5 - Heartland	68	11	79	11.5%
6 - Northwest	17	2	19	2.8%
7 - Northeast	287	48	335	49.0%
8 - Southern	70	3	73	10.7%
9 - Southwest	37	3	40	5.8%
10 - South Plains	64	10	74	10.7%
11 - UM Valley	<u>62</u>	<u>3</u>	<u>65</u>	9.5%
Grand Total	605	80	685	
Percent	88.3%	11.7%		

Handicap Pay-out and Results

All prizes were calculated based on 685 paid participants. The prize fund from paid entries was \$20,550. The IGBO 99 committee supplemented this amount by \$7,720 raising the total prize fund to \$\$28,270. For a detailed breakdown of prizes per event, refer to Attachment C.

The final results for IGBO 99 were distributed on June 1, 1999. Those results, although not included in this report, are available upon request. Please forward all requests to Bill Roman at (703) 276-8108 or by email at UnklBill2U@aol.com.

Optional Scratch Participation

During the IGBO 99 event, bowlers were given the opportunity to enter the Optional Scratch competition. The fee for this event was \$20. Out of the 685 bowlers, 404 chose to do so. The divisions used and the number of bowlers entering each are below. The money collected in each division was returned to that division in its entirety.

	Average	Entries	Pay-out
Division A	0 – 144	57	\$1,140
Division B	145 – 164	126	\$2,250
Division C	165 - 184	137	\$2,740
Division D	185+	<u>84</u>	<u>\$1,680</u>
Grand Total		404	\$8,080

IGBO 99 Re-rate Policy

In cooperation with the IGBO Board and upcoming IGBO tournaments, IGBO 99 developed and administered a new re-rate policy. With the new policy, fewer than 10 bowlers were subject to re-rate, and we are happy to note that there were no protests!

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Publishing a *roster of bowlers which includes entering averages* allows participants and directors to identify bowlers who may need to be re-rated prior to the start of the event.

Early-bird Discount Success

To encourage participants to get their entries in early, IGBO 99 used an early-bird discount. Any entries postmarked on or before April 15th received a \$10 discount per bowler. Note, the official deadline was May 10th.

Judging from the results, the discount was a tremendous success. Out of 685 participants, **500 took advantage of the early deadline. That's over 72%!** The early receipt of the applications helped us to assign shifts and mail confirmations well before the start of our event.

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Section 2: Accommodations

The host hotel for IGBO 99 was the **Renaissance, Washington, DC**, 999 9th St., NW in Washington. The unbeatable rate of \$85 (single to quad) and the location helped to make IGBO 99 the success that it was. The committee received many favorable comments on the hotel accommodations and the responsiveness of the staff.

A second hotel, the Henley Park located at 926 Massachusetts Ave., NW, was secured when the primary hotel block filled. Located just two blocks from the Renaissance, the Henley Park was very convenient. The rate for this facility was \$99 (single or double).

Renaissance Room Block Pick-up

The chart below shows a comparison between the contracted room block and the final room block at the Renaissance. The room count on Friday and Saturday exceeded the room block reserved and caused many guests to seek accommodations at the Henley Park.

	Original Block	Revised Block ⁽¹⁾	Pick-up as of			
			Feb. 1	Apr. 1	Apr. 15	Final
May 24 (Mon)	10	60	9	20	25	23
May 25 (Tue)	50	45	31	45	49	28
May 26 (Wed)	150	113	34	71	77	70
May 27 (Thu)	250	158	47	121	164	171
May 28 (Fri)	250	158	52	139	195	221
May 29 (Sat)	250	187	52	141	196	221
May 30 (Sun)	200	150	48	132	184	207
May 31 (Mon)	<u>50</u>	<u>38</u>	<u>6</u>	<u>24</u>	<u>26</u>	<u>26</u>
Total	1210	909	279	693	916	967

(1) IGBO exercised their right to reduce the room block by 25% 90 days before the start of the tournament.

Master Account Credit

When negotiating the contract with the Renaissance, IGBO 99 was able to secure a \$5 credit for each room-night used. This credit helped to cover the cost of the General Membership Meeting as well as a portion of the sales tax for the banquet. The total credit was **\$4,605** (based on 921 *paid* room nights.) This was a great feature and should be included in future contracts whenever possible.

Sales Tax Applies

IGBO 99 learned the hard way that the organization's Federal tax exemption does not always translate into local or State exemption. The District of Columbia requirements for tax exemption are very restrictive. As a result, IGBO 99 had to pay taxes on the banquet and other services received in the District.

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To prevent unexpected tax expenses, *cities should research tax exemption in their State or Province during the bid process.* If the tax exemption can be obtained, great! If not, the hosting city will need to budget accordingly. The biggest tax burden is the banquet. One way to avoid unexpected taxes is to negotiate a banquet rate which includes tax and gratuity.

Private Housing

The IGBO 99 tournament committee received two requests for Private Housing, and because of the timing of these requests, we were unable to accommodate. Both guests decided to stay at the host hotel.

Section 3: Services

Transportation

Bowling Bus - IGBO 99 provided transportation to and from the lanes at a cost of \$15 to the bowlers. Sign-up for transportation was required with the application.

	Number	% of Total	Fees
Bowlers Using Bus	151	22%	\$2,265

Bar Bus – In addition to the bowling bus, IGBO 99 provided buses to the clubs in Washington on Saturday night. In retrospect, this was a poor idea. City traffic and the location of the clubs prevented the buses from making regular runs on the circuit, This in addition to the availability of cabs and the Metro drastically affected the use of the bar bus. (Less than 50 riders over the course of the night.)

ASL Services and Support

Interpretive services were available, but unused, for the General Membership Meeting. IGBO 99 also had ASL interpreters available during the bowling shifts, Capitol Reception, and the IGBO 99 Awards Banquet. Thanks to the effort of our Special Needs committee, we were able to provide these services and stay well within our budget.

It is hoped that the availability of these services enhanced the experience of IGBO 99 for our deaf bowlers.

Section 4: Marketing & Fundraising

Marketing

Mass Distribution of Applications - The IGBO 99 Committee chose a strategy to distribute entry forms to as many bowlers as possible. To do this, we targeted key tournament weekends, those weekends that have multiple IGBO tournaments (e.g. Labor Day and Columbus Day). On these weekends, we had the regional tournaments stuff an IGBO 99 entry in their registration packet. From our perspective, it was more cost effective to put applications in the hands of the bowlers than it was to advertise in the various tournament programs. On Labor Day weekend alone, we estimate that we reached over 1,200 bowlers.

Free Entries - In conjunction with the applications, IGBO 99 distributed free entries. The Committee gave one free entry per Region, one to every Northeast tournament, free entries to selected tournaments throughout IGBO, and multiple entries to local leagues. In total, 33 entries were awarded.

	Given	Redeemed	% Returned
Free Entries	33	22	66.7%

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Fundraising

Fundraising for IGBO 99 totaled \$29,893. This exceeded our conservative budget by 83%. A full summary of our fundraising can be found in Appendix B. Some facts that may help future tournaments are below.

	Amount	% of Total
IGBO Sponsored	\$3,625.39	12.1%
Committee	\$26,267.83	87.9%
Pre-tournament	\$12,695.75	42.4%
During IGBO 99	\$17,197.47	57.6%
Average per bowler during IGBO 99	\$25.29	

The amounts above do not include sponsorship, donations or advertising income. Many fundraising events in our original bid did not pan out, and others significantly surpassed our original guestimates. Fundraising during the event itself was key to our fundraising success.

Section 5: Budget and Finance

Never underestimate the importance of a good budget! During the planning and execution of IGBO 99, this statement became obvious. The budget established during the bid for IGBO 99 became a critical tool to measure our progress and accomplishments.

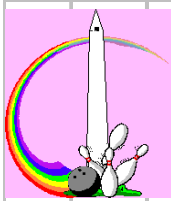
A copy of the IGBO 99 financial statement is found in Appendix A. It compares the original budget to the actual finances for our event. As you will see, few items were close to the original estimates, and that's okay. By coming in under budget on many of the operating expenses, IGBO 99 was able to divert funds to other items such as the Women's Social, Capitol Reception, Prize Fund and Charitable Donations.

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Final Report – Appendix A

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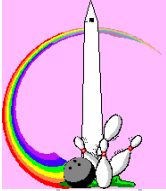


IGBO 99 FINAL BALANCE SHEET October 18, 1999

		Budget	Actual
	INCOME:		
	Bower Registration Fees	72,000.00	61,650.00
	Non-bowling Participants	3,500.00	2,590.00
	Optional Scratch		8,080.00
	ABC/WIBC Fees		120.00
	Non-IGBO Participant Fees		130.00
	Transportation Fees	3,000.00	2,265.00
	Women's Golf Outing		455.00
	Capitol Reception		1,990.00
	Early-bird Discount Allowance	(4,000.00)	(5,000.00)
	Program Advertising	5,000.00	1,700.00
	Fundraising	16,300.00	29,893.22
	Sponsorship	7,000.00	2,500.00
	Hotel Master Account Credit		4,605.00
	Donations		10,269.30
	Hospitality in Nashville		251.00
	Other		1,117.87
	TOTAL INCOME:	102,800.00	122,616.39
	EXPENSES:		
	Lineage	10,800.00	9,160.50
	Prize Fund	24,000.00	28,270.00
	Optional Scratch		8,080.00
	ABC/WIBC Fees		120.00
	Non-IGBO Participant Fees		130.00
	Awards	3,800.00	5,264.15
	ASL Interpreter	1,500.00	240.00
	IGBO Donation	6,400.00	5,480.00
	IGBO General Membership Meeting	3,960.00	3,729.78
	Hospitality	1,500.00	1,683.05
	Banquet/Entertainment	27,320.00	28,436.08
	Advertising/Promotions (Free Entries)	6,500.00	4,029.10
	Administration Expenses	9,020.00	4,098.51
	Transportation	8,000.00	4,040.00
	Women's Golf Outing & Social		1,242.33
	Capitol Reception		5,802.15
	Donations		9,500.00
	Bid in Nashville		1,087.90
	Other		2,222.84
	TOTAL EXPENSES:	102,800.00	122,616.39

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Final Report – Appendix B

		IGBO 99 FUNDRAISING SUMMARY October 18, 1999	
	FUNDRAISING	Budget	Actual
	Drag Benefits	3,500.00	2,072.00
	Non-bowling Tournament	1,500.00	0.00
	House Parties	3,500.00	0.00
	Yard Sales	1,000.00	563.00
	Shooters	500.00	0.00
	Candy Sales	500.00	191.20
	Raffle Sales (IGBO 99)	3,500.00	9,139.00
	Lucky Strike (IGBO 99)		2,066.00
	Side pots & Ball raffles		1,406.00
	Brackets		1,605.00
	No-tap/Crazy Bowl Tournaments	300.00	1,981.25
	IGBO Mail-in Tournament	1,000.00	1,323.00
	Multi-city Raffle	1,000.00	968.92
	United Airline Raffle		1,333.47
	T-shirt Sales		2,545.88
	Bar Events		766.50
	Hospitality		1,648.00
	League 50/50		2,284.00
	Other		
	TOTAL FUNDRAISING:	16,300.00	29,893.22



IGBO 99 PRIZE LIST October 18, 1999

Place	Singles	All Events	Doubles	Team	Team AE
1	\$ 400.00	\$ 400.00	\$ 800.00	\$ 1,600.00	\$ 1,600.00
2	\$ 200.00	\$ 200.00	\$ 400.00	\$ 800.00	\$ 800.00
3	\$ 160.00	\$ 160.00	\$ 300.00	\$ 400.00	\$ 400.00
4	\$ 155.00	\$ 155.00	\$ 260.00	\$ 240.00	\$ 240.00
5	\$ 150.00	\$ 150.00	\$ 240.00	\$ 200.00	\$ 200.00
6	\$ 145.00	\$ 145.00	\$ 220.00	\$ 190.00	\$ 190.00
7	\$ 140.00	\$ 140.00	\$ 200.00	\$ 168.00	\$ 168.00
8	\$ 135.00	\$ 135.00	\$ 180.00	\$ 164.00	\$ 164.00
9	\$ 130.00	\$ 130.00	\$ 170.00	\$ 156.00	\$ 156.00
10	\$ 125.00	\$ 125.00	\$ 160.00	\$ 148.00	\$ 148.00
11	\$ 120.00	\$ 120.00	\$ 150.00	\$ 148.00	\$ 148.00
12	\$ 115.00	\$ 115.00	\$ 140.00	\$ 140.00	\$ 140.00
13	\$ 110.00	\$ 110.00	\$ 120.00	\$ 140.00	\$ 140.00
14	\$ 105.00	\$ 105.00	\$ 110.00	\$ 136.00	\$ 136.00
15	\$ 100.00	\$ 100.00	\$ 100.00	\$ 136.00	\$ 136.00
16	\$ 95.00	\$ 95.00	\$ 100.00	\$ 132.00	\$ 132.00
17	\$ 90.00	\$ 90.00	\$ 90.00	\$ 132.00	\$ 132.00
18	\$ 85.00	\$ 85.00	\$ 90.00	\$ 128.00	\$ 128.00
19	\$ 80.00	\$ 80.00	\$ 88.00	\$ 128.00	\$ 128.00
20	\$ 78.00	\$ 78.00	\$ 88.00	\$ 124.00	\$ 124.00
21	\$ 74.00	\$ 74.00	\$ 84.00	\$ 124.00	\$ 124.00
22	\$ 70.00	\$ 70.00	\$ 84.00	\$ 120.00	\$ 120.00
23	\$ 68.00	\$ 68.00	\$ 80.00	\$ 5,654.00	\$ 5,654.00
24	\$ 66.00	\$ 66.00	\$ 80.00		
25	\$ 64.00	\$ 64.00	\$ 78.00		
26	\$ 62.00	\$ 62.00	\$ 78.00		
27	\$ 60.00	\$ 60.00	\$ 76.00		
28	\$ 59.00	\$ 59.00	\$ 76.00		
29	\$ 58.00	\$ 58.00	\$ 74.00		
30	\$ 57.00	\$ 57.00	\$ 74.00		
31	\$ 56.00	\$ 56.00	\$ 72.00		
32	\$ 55.00	\$ 55.00	\$ 72.00		
33	\$ 54.00	\$ 54.00	\$ 70.00		
34	\$ 53.00	\$ 53.00	\$ 70.00		
35	\$ 52.00	\$ 52.00	\$ 68.00		
36	\$ 51.00	\$ 51.00	\$ 68.00		
37	\$ 51.00	\$ 51.00	\$ 66.00		
38	\$ 50.00	\$ 50.00	\$ 66.00		
39	\$ 50.00	\$ 50.00	\$ 64.00		
40	\$ 49.00	\$ 49.00	\$ 64.00		
41	\$ 49.00	\$ 49.00	\$ 62.00		
42	\$ 48.00	\$ 48.00	\$ 62.00		
43	\$ 48.00	\$ 48.00	\$ 60.00		
44	\$ 47.00	\$ 47.00	\$ 5,654.00		



IGBO 99 PRIZE LIST October 18, 1999

Place	Singles	All Events	Doubles	Team	Team AE
45	\$ 47.00	\$ 47.00			
46	\$ 46.00	\$ 46.00			
47	\$ 46.00	\$ 46.00			
48	\$ 45.00	\$ 45.00			
49	\$ 45.00	\$ 45.00			
50	\$ 44.00	\$ 44.00			
51	\$ 44.00	\$ 44.00			
52	\$ 43.00	\$ 43.00			
53	\$ 43.00	\$ 43.00			
54	\$ 42.00	\$ 42.00			
55	\$ 42.00	\$ 42.00			
56	\$ 41.00	\$ 41.00			
57	\$ 41.00	\$ 41.00			
58	\$ 40.00	\$ 40.00			
59	\$ 40.00	\$ 40.00			
60	\$ 39.00	\$ 39.00			
61	\$ 39.00	\$ 39.00			
62	\$ 38.00	\$ 38.00			
63	\$ 38.00	\$ 38.00			
64	\$ 38.00	\$ 38.00			
65	\$ 37.00	\$ 37.00			
66	\$ 37.00	\$ 37.00			
67	\$ 37.00	\$ 37.00			
68	\$ 36.00	\$ 36.00			
69	\$ 36.00	\$ 36.00			
70	\$ 36.00	\$ 36.00			
71	\$ 36.00	\$ 36.00		Total	\$ 28,270.00
72	\$ 35.00	\$ 35.00			
73	\$ 35.00	\$ 35.00		Entries	\$ 20,550.00
74	\$ 34.00	\$ 34.00			
75	\$ 34.00	\$ 34.00		Supplement	\$ 7,720.00
76	\$ 34.00	\$ 34.00			
77	\$ 33.00	\$ 33.00			
78	\$ 33.00	\$ 33.00			
79	\$ 33.00	\$ 33.00			
80	\$ 32.00	\$ 32.00			
81	\$ 32.00	\$ 32.00			
82	\$ 32.00	\$ 32.00			
83	\$ 31.00	\$ 31.00			
84	\$ 31.00	\$ 31.00			
85	\$ 30.00	\$ 30.00			
86	\$ 30.00	\$ 30.00			
	\$ 5,654.00	\$ 5,654.00			