NAME

This organization shall be known as the

International Brotherhood of Electrical Workers Bowling Tournament (IBEW Bowl)

OBJECTS AND PRINCIPLES

The objectives of the International Brotherhood of Electrical Workers Bowling Tournament are to cultivate a feeling of friendship and Brotherhood between our members and their families, and to enjoy the pleasures of competition in bowling.

TOURNAMENTS DATES

The Tournament should be held annually. The dates of the Tournament shall be determined by the host local(s), except for **Mother's Day** and other nationally recognized holidays. Father's Day is not excluded, be should be avoided if possibly.

BIDS

Local Unions bidding for the Tournament must indicate in writing the following information.

1) Letter of invitation approved by Local Union membership and sign by officers of Local Union.
2) Verification from the Host Hotel that a minimum 200 room are available and reserved with price good for 4 nights. Some on Thursday & Sunday with the bulk on Saturday and Friday
3) Verification from the Host Bowling center(s) that the necessary lanes have been reserved. If using 2 houses a minimum of 24/48 lane beds for 50 Team 32/48 for 60 teams 48/64 70 teams and if using 1 house, you'll need at least a 70 lane beds. Host team always bowl before the weekend of the tournament.

This information must be submitted to the International Chairman prior to the Team captains meeting two years in advance. If no local submits a bid within the two (2) year period, a local may still apply by submitting the required information to the International Chairman and a vote by the International Committee shall determine the Host local. In case of more than on Local Bidding for the same Tournament, the vote shall be taken by written ballot and the majority vote determines the winner. No Local may host the Tournament twice within five (5) year period unless there are no other bids received.

HOST COMMITTEE

These positions are suggestions they can be combined but try not overload any one individual.

CHAIRMAN

Coordinate all activities, get as many people involved as possible. We suggest Monthly meeting and as date get close more offend. At chairman meeting, have each chairman go though his/her preparations so everyone is familiar with the whole program. You'll never know where you have to help out. Mandatory attendance is required at Annual Captains Meeting.

CO-CHAIRMAN

Assist chairman. It is beneficial to have someone in the Business manager's Office for this post. A lot of inquiries come though there, and it expedites matters if someone there can answer questions.

SECRETARY

Keep minutes of all chairman meeting, handle all correspondence and communications. We suggest a communication folder with letters filed by date along with any response letters you make with the date you responded. The secretary handles invitation letters mail out to Local Unions. Locals east of Mississippi, Locals in your area and previous Locals who participated are you're most likely prospects.

TREASURER

Keep a financial ledger of all receipts and expenditures. He must file a final report with the USBC and International Chairman. Make sure prize is paid out 100% (including the price of trophies) within 30 days.

HOST LOCAL'S RESPONSIBLITIES

Host Locals shall have at least one team represented at the Tournament immediately preceding their Tournament to verify and answer any questions. An Ad promoting their upcoming Tournament in program preceding theirs also would be appreciated.

Pre-Tournament requirements

1) Sign Contracts
    I. Bowling Center(s) from IBEW Bowl File/Contracts
    II. Hotel(s) & Banquet from Hotel
    III. Entertainment from Entertainer
2) Mail Entries, Advertisement and Hotel information to:
    I. Locals in your area (contact your Local Business Manager to get a mailing list of your District Local Unions)
    II. Past Locals that sent teams/ Advertisements
    III. Past Team Captains
    IV. International Chairman
3) Certification of Tournament with USBC
    I. At www.bowl.com (Tournament Certification)
    II. Have copy of Entry & Rules when doing this.
    III. After USBC sends you copy of Tournament Certification send a PDF copy to webmaster to be posted on website.
    IV. Or you can Contact Larry Zaideman (vice-chairman) and he will do this for you.
4) Setup Tournament in BTM-2015 see Handbook item 4.

    I.   Enter entries as they come in.

    II.   Verify their averages also as they come in at www.bowl.com

    III.   Make list of teams that need or have extra bowlers

5) The Host Local shall send a copy of the Bowling Schedule to all captains at least two (2) weeks prior to the Tournament.

6) The Host Local shall schedule a Team Captains Meeting on Friday night and admit only Team Captains or their designated delegates. No bowling will be scheduled to interfere with any Team Captains opportunity to attend meeting.

Post Tournament requirements

The Host Local shall, within 30 days after completion of the Tournament complete the following

1) Distribute all prizes, except when USBC has authorized holding of payment pending settlement of any claim or protest which effects position standing.

2) File a copy of the final prize fund list with USBC, Team Captains and the International Chairman indicating prizewinners, prize and scores.

3) File a copy of the financial statement with USBC listing Entries fees received and disbursement.

4) Results of Tournament to webmaster to be posted on **www.ibewbowl.com**

5) Update Tournament Averages file in Excell program in IBEW Bowl File "Name Tag's" than IBEWBowl_Yearbook

    I.   See Item 9 in Handbook

    II.   Print new copy of averages for Handbook.

6) Any check not cash after 4 months will be posted on our website and after 5 months, they'll revert to Tournament Fund.

7) Ship Tournament Computer & Printer and any other files on to next host.

    I.   See Handbook item 10: For list of items to be sent to next year's Tournament Host

TEAM CAPTAINS MEETING

1) Post at registration table time & location of meeting.

2) The International Chairman will run meeting if you so desired.
3) The International Secretary shall take minutes of the meeting, enter them in the Tournament Meeting Book, update the by-laws, and forward a copy to International Chairman
4) The Host Local shall include in Team Captains envelope a copy of prize list, By-laws and paper ballot for voting.

TOURNAMENT FEE

The Banquet Entertainment fee is **Mandatory** for all entrants in the IBEW Bowling Tournament. Entertainment fees for bowlers must accompany the entry forms.

The fee shall be determined at the Team Captains meeting immediately preceding the Tournament.

All entertainment fees for wives and guest must be received by the Host Local no later than two (2) weeks prior to the Tournament

The lady's entertainment fee is $10.00 per person and is optional. The deadline for this fee is at the discretion of the host Local.

Current Fee's

Tournament Expense: $20.00   (Prize Fund, Linage, Tournament Expense)

	2010	$6.00	$8.00	$6.00
	2011	$6.00	$10.00	$9.00
	2012	$4.50	$10.50	$5.00
Tournament Expense: $23.00	2013	$8.00	$9.00	$6.00
	2014	$9.50	$7.50	$6.00
	2015	$9.50	$7.50	$6.00
	2016	$8.25	$8.75	$6.00
	2017	$8.25	$8.75	$6.00
	2018	$8.75	$8.25	$6.00

2019	$7.43	$10.07	$5.50
2020	$12.00	$12.00	$6.00

All-Events Fee (Optional) per Event (Scratch/Handicap): $8.00

Entertainment Fee (Mandatory): $70.00

Hospitality Fee (Mandatory): $17.00

International Tournament Fee (Mandatory): $15.00

Voted on at 2013 Captain Meeting increase maximum Entry Fee to $200.00

HOSPITALITY ROOM

Handle this yourself in a suite of your own. Most Brothers are bourbon and vodka drinkers. Include some wines and, of course Beer. Cans work better than kegs. You can estimate one glass per person, bowlers and guest. Don't over buy; you can always buy more later in the evening as needed. Don't put everything out; keep the reserves elsewhere as case's & bottles will grow legs. The room should be open 12:00 noon Friday until wherever. You will not get much activity on Saturday & Sunday due to bowling and banquet. Set up a schedule for bartenders (2 to 3 is plenty) to watch over room and answer any question on the area. Variety of beer and liquor is not a necessity as they are not picky when it's free and will usually take what's available.

BANQUET

1) Reserve Banquet room
2) Schedule Entrainment as knowing what this cost is will help in what you can spend on dinner.
3) Reserve Dinners watch number of dinners as there will be no shows, most Banquet Facilities will have same extra dinners. General the rule of thumb is to figure 10 % as no show.
4) 2 free Drink tickets for dinner

REGISTRATION

This takes a lot of people and preparation. You have to seek out stuffers for the envelopes, print ID badges and envelopes, purchase ID badges holders and 9 x 12 envelopes, and put all this together with the program in a neat, orderly and sane manner.

The Host Local shall provide name badges for all participants which include Local Union # and City. Team Captain shall have a different color badge.

Each envelope should contain

1)   ID badges
2)   Program book
3)   Stuffers
4)   Bus schedules
5)   Bowling schedules
6)   Prize list
7)   Banquet tickets
8)   Tournament Patches
9)   Towels

Setup an assembly line-style stuffing with everything on tables. After the envelopes are stuffed, and then put on labels as you ID badges and banquet tickets. Group them numerically by Local and alphabetical within the Locals. One to two weeks before bowling to do this. Thursday night is a good time to gives your people one last briefing.

Registration should open on Friday at noon 12:00pm. You will need a copy of original entries to verify banquet tickets and extra ID badges for any missing. Have bowler check there envelopes before they walk away for missing tickets. This way you are not responsible for the lost tickets. If someone insists on picking up someone else envelope, note it with name room number and have them verify banquet tickets.

BOWLING

Arrange schedule for bowling. Allow a minimum of three (3) hours for Team and 3 ½ for individual events with no more than three (3) on lane. We found it easier to schedule Local's team and Individual events in the same time slot to avoid confusion. Check in need s to open one (1) hour before event to get bowlers check in and sign up for pots.

To speed up check-in have separate lines for check-in and side-pots.

The Host Local shall give first choice scheduling of bowling to Locals traveling the farthest or needing flight priorities. This will be arranged on a first-come, first-serve basic and must be requested by Locals in writing by Tournament Entries deadline.

The Host local Bowlers need to Post or Pre Bowl, so they are available to help with running of Tournament and be use to fill in for teams or doubles that are missing of injured.

Average Verifying

1) As entries are coming in it's easier to verify average on www.bowl.com before bowling so you have right average for results and pots and at same time if bowler is an USBC member. You can note both in BTM-2019 program as your entry teams.
2) If no USBC average available from last 3 season, use the IBEW Tournament average of at least 9 games.
3) If still no average on bowl.com or IBEW Tournament Average, then send an Average Verification Letter to captain to bring with him to Tournament.
4) Canadian Tenpin Federation averages will need to be verify by their Canadian Tenpin Federation.

Each Bowling Center should have/do

1) Copy of entry forms
2) USBC rules book
3) Make breakfast available Saturday & Sunday morning
4) National Anthems (US & Canada) and flags at opening Ceremonies
5) One or two Dignitaries to rollout the first ball.

6) Collect score for pots and final score sheets

7) Supply support for scoring correction.

8) Having waitress on the lanes to help keep bowlers bowling and you on time.

9) Check if center can also give you a final print out of the scores

Prize list

1) Prize fund to be paid out when in 30 days after completion of the Tournament

2) Pay 1 of 10 entries in Friday IBEWBOWL.com event

3) Pay 1 of 10 entries in Singles, Doubles and Team

4) Pay 1 of 20 entries in All-Events

5) Prize list should be figured in BTM-2015 Tournament program

6) There is no requirement for the number of trophies, but the norm is First & Second plus a Team Trophy for winning Team Local

7) Any Check not cashed after 6 months will be return to current Tournament. Checks not cashed after 5 months will be posted on our website www.ibewbowl.com

LADIES ENTERTAINMENT

It's suggested you put this in the hands of the Brothers wives. They know better what the woman wants. **They Do Want To Go Out.** You are allowed to charge a $10.00 fee for this event.

DECORATIONS

This is another good one for the wives. Chairman is reasonably for:

1) Signs at the Host Hotel

2) Signs for registration table

3) Signs for Buses with destinations

4) Signs outside the Bowling Centers to help commuting bowlers find Bowling centers

5) Decoration for Banquet

TRANSPORTATION

Supply buses base on the number of bowlers per shift and add 10% for guest. Have one brother ride each bus for split-second decisions like when to pickup and when to leave. It's important to follow schedule RELIGIOUSLY! Remember 15 minutes here and there can add up to hours at the end. Also supply Ladies Transportation whatever necessary, make sure schedule is in envelopes.   **GET BOWLERS TO THE CENTERS ONE (1) HOUR BEFORE THE SCHEDULED START OF THEIR SHIFT.**

PROGRAM

This is a biggie. This can make or break you financially. The keynote is "the more you do, the less they charge" You can cut cost by have your advertisers supply letter heads and logo's; by using computer images this will help keep cost down. Program books are not wedding invitations; nice does not need to be expensive. Give each Chairman an area to seek ads (contactors, locals, businesses, supply house and don't forget the Hotel and Bowling Centers)

Make sure you enclose an Advertisement Contact to all locals in your area, Locals that send bowlers each year and next year's Tournament Host.

Items to be printed:

1)   ID badges
2)   Banquet tickets
3)   Program books
4)   Advertisement Contracts
5)   Invitations letters
6)   Information letters
7)   Entry forms
8)   Maps

9)   Prize Lists

With computers these day's most of these can be made by your committee members on their computers with exception Program Books.

HOTEL ROOMS

Verification from the Host Hotel that minimum 200 rooms are available and reserved with price good for 4 nights. Some stay on Thursday & Sunday with the bulk on Saturday and Friday.

The host hotel will handle reservations for you on an individual basis. They may supply you with reservation cards or code you can mail to individuals and they can return them to the Host Hotel with the necessary deposit. General the rule of thumb is one (1) complimentary room for every 50 rooms used for the Tournament. This is the area that you can negotiate. Usually you can get more up front if you ask them when booking. Use one (1) of your complimentary rooms for a suite for your Hospitality Room.

1) Reserved Hospitality Room
2) Registration area for check-In with 3-4 8' tables
3) Reserve Room for Fridays Captains meeting 1 8' table up front and seating for 30-40 an supply a microphone.

INTERNATIONAL COMMITTEE

An International Committee has been form comprised of Chairman, Vice Chairman, Secretary and past Tournament Chairman. Their purpose is to approve tournament bids that fall under the two (2) year requirement and to prove Host Locals with information and knowledge. An International Chairman has been elected to promote the

Tournament and proved Local interested in hosting the Tournament with the information necessary to submit proper bids.

TOURNAMENT BOWLING RULES

All bowlers must be members of the International Brotherhood of Electrical Workers in good standing and must belong to the United States Bowling Congress (USBC) or Canadian Tenpin Federation (CTF.)

The IBEW Bowling Tournament shall be sanctioned by and conducted under the rules and regulations of the USBC.

IBEW bowlers who are non-members of the USBC may qualify for USBC awards recognition by paying USBC associate membership dues ($21.00) before participation under USBC Rule 301a.

Bowlers shall use their HIGHEST previous winter season final average based on 21 or more games.

IBEW bowlers with no previous average may use their highest average as of January 1 (21 game minimum). If this method is used, the secretary of the league must certify averages involved.
.
Bowlers who have no average in accordance with the above rules, will use there IBEW International Tournament Average (9 game minimum) if that still not available than they must use 170 scratch as their entering average.

Current averages that are ten (10) pins or more over previous season average must be used.

Bowlers that have bowled 21 games or more in tournament or non-league competition in the past twelve (12) months should check USBC Rule 319e to determine if they are subject to re-rating.

All Bowlers who have qualified for a prize of $600.00 or more in any event in a tournament within the last twelve (12) months must report actual score, position, and amount won.

Any team or bowler submitting an incorrect average on the official entry blank and does not correct it at the time of bowling shall forfeit all rights to prize money and trophies and shall be disqualified.

Handicaps will be based on 90% of the difference between an entering average and scratch. 1,100 is scratch for Team Event, 440 is scratch for Doubles, and 220 is scratch for Singles. Actual pin fall plus any applicable handicap will determine the scores for contestants in all competitions. All bowlers entered in Team, Doubles and Singles are eligible for All-Events trophies. Only bowlers who paid the All-Events entry fee are eligible for All-Events prize monies.`

Bowlers will bowl only once in each event. Exception: Host Local may provide Local bowlers as often as needed in Team and Doubles Event to insure full lineups. However, a bowler's first appearance counts toward All-Events total.

ALL PRIZE FEES WILL BE RETURNED 100% IN EACH EVENT. For the Friday IBEWbowl.com, Singles, Doubles, and Team Events, there will be at least one (1) prize paid for each ten (10) entries. For All-Events, at least one (1) prize will be paid for each twenty (20) entries.

FIRST PLACE TIES. If there is a tie for first place in any event, duplicate trophies will be awarded. Money will be divided equally for the tying the contestants for all places involved.

Team Captains and bowlers in the Doubles and Singles events must register with the Tournament Bowling Committee thirty (30) minutes prior to their starting time. Team Captains shall be responsible for all bowlers' entering averages.

The President's Trophy presented by the President of the IBEW must be won by a Local three (3) times before it can be retired by that local and become their permanent possession.

Local Financial Secretaries shall verify membership in good standing. Entries without verification will be returned.

April 15 will be the closing date for entries
Refunds: A Full refund if entry cancelled 30 before tournament and within 8 days only the Lineage fee will be refunded and **<u>NO REFUND</u>** 7 or less days from start of tournament.