

NEBRASKA  
BOWLING PROPRIETORS' ASSOCIATION



**ADULT-YOUTH 2018**  
TOURNAMENT  
STATE FINALS COMPETITION

**TOURNAMENT MANAGERS GUIDE**

**PREPARING FOR THE TOURNAMENT**

- THIS TOURNAMENT IS A WONDERFUL OPPORTUNITY TO SHOWCASE YOUR CENTER. PREPARE YOUR CENTER IN ADVANCE TO HOST THIS EVENT. MAKE SURE YOUR CENTER IS CLEAN, WELL-STOCKED, ALL PIN SETTING, AUTOMATIC SCORING DEVICES, AND LANE CONDITIONING EQUIPMENT ARE OPERATING PROPERLY AND MAINTAINED THROUGHOUT THE TOURNAMENT.
- TRAIN YOUR STAFF SO THAT THEY ARE FAMILIAR WITH THE TOURNAMENT FORMAT AND RULES. A KNOWLEDGEABLE AND FRIENDLY STAFF IS THE MOST IMPORTANT COMPONENT OF YOUR CUSTOMERS' TOTAL BOWLING EXPERIENCE.
- PREPARE A RESERVATION BOOK TO USE AS RESERVATIONS ARE CALLED IN. MOST COACHES AND BOWLERS WILL PHONE IN A RESERVATION. USE A SEPARATE PAGE FOR EACH SQUAD OF THE TOURNAMENT. **YOU CAN SCHEDULE UP TO 2 TEAMS ON EACH LANE.** LIST THE NAMES OF THE BOWLERS AND THE REGIONAL SITE THEY QUALIFIED AT FOR EACH LANE OF THE SQUAD. KEEP A COPY OF THE TOURNAMENT RULES WITH THE RESERVATION BOOK FOR QUICK REFERENCE. MAKE SURE YOUR STAFF KNOWS WHERE THE RESERVATION BOOK IS AND IS TRAINED HOW TO PROPERLY TAKE A RESERVATION.
- THE REGIONAL SITES WILL MAIL YOU ALL THE ENTRY FORMS AND A SET OF FINALS STANDINGS FROM THEIR TOURNAMENT. THEY SHOULD BE SORTED BY DIVISION AND IN ORDER OF FINISH. THE TOP 5 PLUS 1 OUT OF 2 ADDITIONAL ENTRIES IN EACH DIVISION ARE ELIGIBLE TO BOWL IN YOUR TOURNAMENT. AS YOU GET THESE ENTRY FORMS FROM THE REGIONAL SITES SEPARATE THE ELIGIBLE TEAMS FROM THE TEAMS THAT ARE NOT ELIGIBLE. CREATE FILES BY DIVISION OF ALL THE ELIGIBLE TEAMS AS YOU RECEIVE THEM. YOU WILL BE ABLE TO THEN EASILY FIND THE ENTRY AS THEY CALL IN FOR RESERVATIONS. IT IS GOOD PRACTICE TO FILE ENTRIES BY SQUAD DATE AND TIME, THEN, AFTER THEY BOWL, YOU SHOULD PLACE THEM IN A NEW DIVISION FILE OF TEAMS THAT HAVE ALREADY BOWLED. IT IS POSSIBLE THAT SOMEONE WILL CALL A RESERVATION AND YOU WILL NOT HAVE THE ENTRY FORM. SINCE TEAMS CAN CHOOSE WHICH STATE FINALS SITE TO BOWL AT IT IS POSSIBLE THAT THEIR ENTRY FORM WAS SENT TO THE OTHER SITE. IF THIS IS THE CASE, CALL THE OTHER SITE AND HAVE THEM MAIL THE ENTRY TO YOU. YOU MAY HAVE TO SEND ENTRY FORMS TO THE OTHER SITE AS WELL. YOU CAN FAX OR EMAIL THE ENTRY FORM IF TIME IS SHORT, BUT YOU MUST STILL SEND THE ENTRY FORM BY MAIL BECAUSE WE MUST HAVE ALL THE SCORES ATTACHED. YOU WILL NOT RECEIVE ANY MONEY WITH THE ENTRY FORMS. TEAMS WILL PAY \$30.00 TO YOU THE DAY THEY BOWL.
- IT IS YOUR RESPONSIBILITY TO MAIL A CONFIRMATION OF RESERVATION TO THE BOWLERS. USE A POSTCARD TO REDUCE MAILING EXPENSES. LIST THE DATES AND TIME OF THE RESERVATION. **SEND OUT THE CONFIRMATION ONLY AFTER YOU HAVE RECEIVED THE COMPLETED ENTRY FORM.**

**OPERATING THE TOURNAMENT**

- YOUR LANES MUST BE FRESHLY CONDITIONED AT LEAST BEFORE THE FIRST SQUAD AND AFTER EVERY 3 SQUADS EACH DAY OF YOUR TOURNAMENT. IT IS GOOD PRACTICE TO DUST YOUR APPROACHES BEFORE EACH SQUAD OF THE TOURNAMENT.
- MAKE SURE YOU HAVE ENOUGH STAFF TO PROPERLY OPERATE THIS TOURNAMENT SMOOTHLY. YOU WILL NEED SOMEONE TO CHECK IN THE BOWLERS, SNACK BAR STAFF, A PIN SETTER MAINTENANCE PERSON, SCORE KEEPERS AND CUSTOMER SERVICE. NOT BEING PROPERLY STAFFED SLOWS DOWN SERVICE AND CAUSES SQUADS TO RUN BEHIND SCHEDULE.
- HAVE RECAPS PREPARED BEFORE EACH SHIFT STARTS. THESE CAN BE HANDWRITTEN OR GENERATED BY YOUR SCORING SOFTWARE. RECAPS SHOULD SHOW BOWLER NAMES, AVERAGES, HANDICAP AND DIVISION TEAM IS BOWLING IN. HANDICAP IS 100% OF 220 PER BOWLER ON A PER GAME BASIS. A CHART HAS BEEN INCLUDED FOR YOUR CONVENIENCE.
- WHEN BOWLERS CHECK IN FOR THE TOURNAMENT, COLLECT THE \$30 ENTRY FEE AND HAVE THE BOWLER DRAW FOR A LANE ASSIGNMENT. VERIFY THE BOWLER'S CERTIFICATION NUMBER(S), NAME SPELLINGS AND DIVISION.
- THERE IS NO SHOE RENTAL CHARGED TO TOURNAMENT BOWLERS. THIS IS INCLUDED IN YOUR COST OF BOWLING.
- START SQUADS ON TIME. READ THE ENCLOSED ANNOUNCEMENT BEFORE YOU TURN ON THE LANES FOR 5 MINUTES OF PRACTICE IF ONE TEAM PER LANE, AND 10 MINUTES OF PRACTICE IF TWO TEAMS PER LANE.
- EACH TEAM SHALL RECEIVE A COPY OF THE RECAP OF THE TOURNAMENT SCORES BOWLED. A COMPUTER-GENERATED PRINTOUT IS ACCEPTABLE. AN ADDITIONAL COPY OF THE RECAP MUST BE SIGNED BY THE TEAM AND ATTACHED TO THE TEAMS ENTRY FORM.
- IT IS THE BOWLERS' RESPONSIBILITY TO TURN IN APPLICATIONS OF HONOR SCORES BOWLED TO THEIR ASSOCIATION MANAGER.
- IT IS YOUR RESPONSIBILITY TO COMPILE AND PROVIDE CURRENT TOURNAMENT STANDINGS. **THE STANDINGS SHOULD IDENTIFY YOUR CENTER, WHAT DIVISION IT IS FOR AND INCLUDE THE BOWLERS' FIRST AND LAST NAMES, LISTING THE YOUTH BOWLER FIRST, HOME CENTER, SCORES, HANDICAP AND TOTAL.** SEPARATE STANDINGS MUST BE KEPT FOR EACH OF THE 4 DIVISIONS. BE CAREFUL TO PLACE TEAMS IN THE CORRECT DIVISION. STANDINGS MUST BE UPDATED AT THE END OF EACH DAY AT MINIMUM. MANY OF THE SCORING OR BOWLING SECRETARY SOFTWARE PACKAGES HAS TOURNAMENT SOFTWARE INCLUDED. YOU CAN ALSO USE A SPREADSHEET PROGRAM LIKE EXCEL TO GENERATE STANDINGS. THESE SOFTWARE PROGRAMS MAKE IT EASY FOR YOU TO PROVIDE ACCURATE RESULTS BY ELIMINATING MATH ERRORS. THEY ALSO CREATE A FILE THAT IS EASY TO POST ON THE NSBPA WEBSITE.

**NEBRASKA**  
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**ADULT-20  
YOUTH-18**

**T O U R N A M E N T**  
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**TOURNAMENT MANAGERS GUIDE**  
**(CONTINUED)**

- KEEP AN ACCURATE ACCOUNT OF ALL RECEIPTS AND EXPENSES. YOU WILL BE REIMBURSED FOR ALL ALLOWABLE EXPENSES. THESE INCLUDE POSTAGE AND MAILING SUPPLIES, PRINTING STANDINGS AND PHONE CALLS. I HAVE INCLUDED A TOURNAMENT REPORT FORM FOR YOU TO REPORT THIS INFORMATION.

**POST TOURNAMENT CHECKLIST**

(TO BE COMPLETED WITHIN 3 DAYS OF THE END OF YOUR TOURNAMENT)

- PRINT A FINAL STANDING SHEET FOR EACH DIVISION. THESE STANDINGS SHOULD INCLUDE EVERY TEAM (NOT JUST THE WINNERS) THAT BOWLED IN THAT DIVISION AND INCLUDE BOWLERS' NAMES, HOME CENTER, SCORES BOWLED, HANDICAP, AND TOTAL. THE WINNER IN EACH DIVISION WILL RECEIVE A \$400.00 SCHOLARSHIP, THE RUNNER UP A \$100.00 SCHOLARSHIP THEN 1 OUT OF EVERY 6 IN EACH DIVISION WILL WIN A SCHOLARSHIP FROM THE NSBPA. THESE SCHOLARSHIPS WILL BE DEPOSITED IN THEIR SMART ACCOUNTS. IN ADDITION, THE TOP FIVE IN EACH DIVISION WILL RECEIVE CERTIFICATES SUITABLE FOR FRAMING.
- MAIL A SET OF FINAL STANDINGS, ALL OF THE ENTRY FORMS, AND THE TOURNAMENT REPORT FORM TO THE STATE TOURNAMENT DIRECTOR. ENTRY FORMS SHOULD BE SORTED BY DIVISION AND ORDER OF FINISH. ENTRY FORMS OF TEAMS THAT DID NOT BOWL SHOULD BE SORTED IN SEPARATE DIVISION FILES. INCLUDE A CHECK FOR THE ENTRY FEES PAID. (CHECK PAYABLE TO NSBPA) UPON RECEIPT OF STANDINGS, REPORT FORM AND CHECK, THE STATE TOURNAMENT DIRECTOR WILL SEND YOU A CHECK FOR YOUR LINEAGE FEES AND EXPENSES. E-MAIL AN ELECTRONIC COPY OF YOUR FINAL STANDINGS TO THE E-MAIL ADDRESS LISTED BELOW. THE STANDINGS WILL BE POSTED ON THE NSBPA WEBSITE BOWLNEBRASKA.NET AND ON THE TOURNAMENT FACEBOOK PAGE [WWW.FACEBOOK.COM/NEBRASKABPAADULTYOUTHTOURNAMENT](http://WWW.FACEBOOK.COM/NEBRASKABPAADULTYOUTHTOURNAMENT).
- THE STATE TOURNAMENT DIRECTOR WILL MAIL OUT FINAL STANDINGS TO ALL MEMBER CENTERS.

**ANY QUESTIONS?**

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