******Local Bowling Tournament Protocol**

**Follow the protocol below for running a Local Bowling Tournament. This should feel different from practice or Training!**

**Registration**

* Pre Event
	+ Includes contact information, assessments, due date and return address
	+ Have delegations fill out rosters (singles, doubles, assisted ramp) with qualifying scores
		- Qualifying score= Total average divided by number of games bowled.
* Day of Event
	+ Set up a table at a centralized location where teams can easily find you
	+ Head Coach or Local Coordinators will check the entire team
	+ Hand out the most updated information, name tags, lane assignments and make any last-minute scratches
	+ Teams that don’t sign in at registration table, scratch from event



**Set a date and order medals through state office at least three weeks prior!**

**Volunteer Checklist ✓**

* Determine the specific volunteer needs for your event.

🞎 Registration Table (check-in)

🞎 Set-up/clean-up

🞎 Lane Monitors

🞎 Scorers

🞎 Awards

🞎 Meals/Snacks

* *You should have a volunteer sign in sheet at the event. Have volunteers sign in with their first and last name, phone number, and email address. This will help build your volunteer recruitment for future events.*

**Opening Ceremony Checklist ✓**

* The script should include the following:

🞎 Announcer

🞎 Welcoming Greeting

🞎 Thank any sponsors

🞎 Introduce Individual Athletes

* + *Organize lineup prior*

🞎 Official, Athlete, Coach Oaths

🞎 Introduce Athlete to light torch

* *LED or Handmade*

🞎 Declare the start of competition

******Bowling Protocol**

**COMPETITION GUIDELINES**

* Appropriate attire for bowlers is khaki or dress pants, Bermuda shorts or knee length skirts and a colored shirt. Jeans are NOT appropriate.
* The ideal number of bowlers per lane is 4
* Bowlers will be granted at least a 10 minute warm up period before competition begins
* Each event of tournament play consists of 3 games, each game consists of 10 frames
* Bowlers alternate lanes after each frame (not applicable for ramp bowlers)
* All bowlers should be seated except for the bowler that is currently up for their turn
* After completion of each game, bowlers should wait for volunteer to collect scores before starting next game
* After all 3 games are completed, bowlers should clean up area and begin to return shoes

**SCORING**

* Assign volunteers to collect scores
* Once games are complete, volunteers take down all scores onto the distributed heat sheets
* After all games are complete the heat sheets are delivered to the volunteers at the award table
* Volunteers calculate final scores and placing
	+ Add all 3 scores together to get the subtotal or the “Pre-Handicap”
	+ Add the Handicap x3 to the subtotal, and you’ll get the Final Score
* Once final scores and places are complete, the volunteers place the bowlers on the heat sheets
* Heat sheets are delivered to the award volunteers and the medals are delivered with the proper place labels

**Bowling Protocol**

**AWARDS**

* Pre Event
	+ Order of medals
		- Set date and order medals through state office 3 weeks prior to event date
		- Determined by the number of events, athlete participation, and divisions
* Day of Event: Awarding process
	+ Arrange and recruit award presenters law enforcement
	+ Locate an isolated location for award presentations
		- Clear view of staging and not interfering with competition
	+ Announce all awards by each division
		- Heat sheets and medals are collected from the volunteers at the award table

🞎 Extra Masks

🞎 Hand Sanitizer

🞎 Thermometer

🞎 Symptoms Check List

🞎 Pens/Pencils

🞎 Calculators

🞎 Bowling Lane Assignments

🞎 Heat Sheets

🞎 Bowling Rules

🞎 Volunteer Protocols

🞎 Volunteer Sign-in Sheet

🞎 Name Tags

🞎 Award Stand

🞎 Medals (Order 3 weeks prior)

🞎 Labels for Medals

🞎 Torch (LED or Handmade)

🞎 Decorations or Signage

**SUPPLIES CHECKLIST ✓**