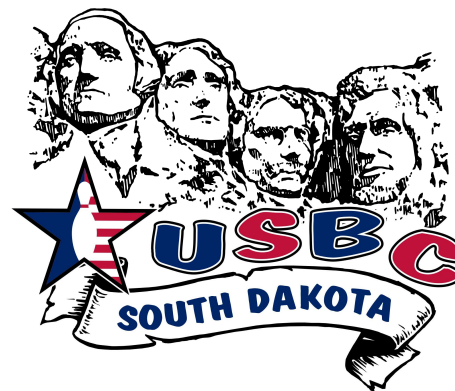


TOURNAMENT MANAGER COVERSHEET



2019 (2018 Senior) State Tournament Manager Positions are available for the following:

		<u>LOCATION</u>	<u>INTEREST</u>
Open	Week-ends (March/April/May if needed)	Brookings	_____
Women	Week-ends (April/May if needed)	Pierre	_____
Youth	Week-ends (April/May if needed)	Yankton	_____
Mixed	Week-ends (March)	Hot Springs	_____
Pepsi	Last Week-end in March	TBD	_____
Senior (2018)	Week-ends (October/November)	Sturgis	_____

- Tournament Manager (TM) operates under the direction of the Association Manager (AM).
- TM is required to certify tournament through USBC Tournament Certification prior to each tournament.
- TM is expected to travel to tournament site for consecutive weekends.
- TM is required to process all entry forms when received, send confirmation letters and establish lane assignments.
- On-Line Banking is required with AM having access. Upon completion of tournament, TM will figure payouts and mail checks within 30 days. (TM must have the knowledge to figure the payout). Youth and Pepsi TMs are responsible for plaque/trophy ordering and distribution.
- All TMs will be paid \$2.65 per event, per entry. (An event is 3 games).
- Pepsi TM is paid \$3.05 per event, per entry based on Saturday entry only. (An event is qualifying 4 games/semi-finals 4 games).
- If TM hires an assistant TM will pay assistant from his/her wages.
- Meals and lodging, covered by the tournament expense, will be \$30.00 per day for food, and up to \$100.00 for lodging per receipt submitted. (No hotel expense is allowed if arrangements have been made with a local hotel for comp rooms). Mileage will be paid round trip at \$.50 per mile.
- Managers of all Youth Tournaments must be a Registered Volunteer.

(Expiration Date: _____)

Tournament Manager Selection Process: The Tournament Committee and State Association Manager will evaluate all applications and present recommendations for hiring to the South Dakota State USBC Board.

Qualifications listed in application body on opposite side.



Revised 07/04/17

SD STATE USBC ASSOCIATION BOWLING TOURNAMENT MANAGER APPLICATION



Name (First, Middle, Last): _____

Address: _____ Day Phone: _____

City, State, Zip: _____ Evening Phone: _____

Applicant Qualifications:

- 1 year WinLabs experience or willing to learn the program.
- Able to work with different personalities.
- Flexible time as required to prepare and manage tournament at home and at tournament site with the ability to travel to the tournament over the course of four or five weekends.
- Participation in state tournaments.
- Knowledge of bowling rules.
- Current member of SD State USBC in good standing.

List any special skills, work/position with bowling organizations, professional organizations, volunteer activities or any information that you consider relevant to employment in this organization.

Read carefully before signing this form.

1. All information contained in this form is true to the best of my knowledge and belief. I understand that misrepresentation or omissions of any kind may result in denial of my being hired. I also understand that my responses on this form may be investigated.
2. I understand that a candidate for Tournament Manager need to meet eligibility requirements without regard to race, color, religion, gender, disability, national origin or age, other than the minimum age.

Applicant Signature: _____ Date: _____ (MMDDYYYY)

Tournament Committee Chair & Association Manager must receive copy of application by April 15th.

Send To: Chris Henrichsen
Tournament Committee Chair
419 N Van Buren Ave
Pierre, SD 57501-2664
Phone: 605-280-5776 (D) 605-222-0952 (E)

Jan M. Putnam, Assn. Mgr.
SD State USBC
PO Box 614
Gayville, SD 57031-0614
Phone: 605-661-1174

(Rev. 07/04/17)

