

# TOURNAMENT MANAGER DUTIES

- Tournament Manager (TM) operates under the direction of the State Association Manager (AM).
- TM is required to certify tournament through USBC Tournament Certification prior to each tournament.
- TM's must have knowledge of WinLabs or willingness to learn; must have and use e-mail. Correspondence initiated by e-mail will be answered by e-mail.
- TM's will send tournament entry form via mail or email to each prior year's team captain.
- TM cannot make any changes affecting rules & regulations of tournament without permission from the SDSUSBC Tournament Committee (and Youth Committee for the Youth TM).
- Managers are expected to travel to tournament site for consecutive weekends.
- TM's are required to process all entry forms when received, send confirmation letters within a reasonable time frame (no longer than 1 week) and establish lane assignments.
- TM's will maintain a checking account. Entry fees will be deposited within 3 days of receipt. Account will be set up with AM having on-line access.
- TM's should verify that an association has paid state dues and that bowlers are members of USBC and ensure all tournament entries are paid prior to bowling.
- TM's need to be in tournament office to make any changes to tournament entry rosters, check-in sheets, and all recap sheets and take changes to front desk. Weekend rosters of bowlers **MUST** be to the bowling center by Tuesday of that week.
- TM's are expected to address all of the following during tournament play:
  - Squads should be starting on time
  - Slow play by bowlers will not be allowed
  - Centers will address equipment breakdown issues before next shift
- Standing sheets **WILL be posted at the end of each weekend.** TM will forward the results to "publicity" for posting on the State Website.
- Upon completion of tournament, manager will figure payouts and mail checks within **30 days**. (TM must have knowledge to figure pay-out). A "Chart of Accounts" and a copy of the check book register must be submitted to the AM for audit when the tournament is completed.
- TM **must** submit a written evaluation of the tournament (squads on time, condition/breakdown of lanes, monitors in place, etc.) and a financial report to the Tournament Committee within 30 days of tournament completion.
- TM's are paid \$2.65 per event, per entry.
- Pepsi TM's are paid \$3.05 per bowler/per event based on Saturday entry only.
- Meals and lodging will be paid by the tournament expense; \$30.00 per day for meals, and up to \$100.00 per night 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 the rate of \$ .50 per mile.
- Any Tournament Manager engaging the services of an assistant is responsible for paying the assistant ~ no monies are allotted from the expense fees for assistants.