

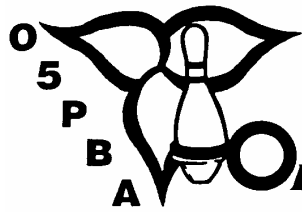
**Ontario 5 Pin Bowlers' Association**

1185 Eglinton Avenue East, Suite 602, North York, Ontario, M3C 3C6

Telephone: (416) 426-7167 Fax: (416) 426-7364 Website: [www.o5pba.ca](http://www.o5pba.ca) E-Mail: [o5pba@o5pba.ca](mailto:o5pba@o5pba.ca)

# **THE TOURNAMENT DIRECTORS HANDBOOK**

# **2007-2008**



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### **TOURNAMENT DIRECTORS HANDBOOK**

Tournaments are perhaps the most significant program the Ontario 5 Pin Bowlers' Association has to offer its members. We have a variety of tournaments, which reach out to all our members. Tournaments are offered for youth, competitive, and senior bowlers as well as tournaments that include the once-a-week player and intellectually disabled bowlers.

Your role as Tournament Director is one of the most important roles to the success of not only the O5PBA but also to your Local Association. As you are in direct contact with the bowlers and League Executives, your work will leave a lasting impression on our members.

This handbook will help you through the season, give you some tips and help you plan and organize a successful tournament. We have also included your duties and responsibilities to both the O5PBA and your Local Association.

This handbook is broken down into three (3) categories:

- **DUTIES AND RESPONSIBILITIES OF A TOURNAMENT DIRECTOR**
- **HOW TO CONDUCT A SUCCESSFUL TOURNAMENT**
- **HELPFUL HINTS**

Sample lane sheets for each tournament can be found at the back of this handbook. These lane sheets as well as the entire Tournament Directors Handbook will be posted on our website at [www.o5pba.ca](http://www.o5pba.ca).

Thank you for volunteering your time and we hope you have a successful season.

Ontario 5 Pin Bowlers' Association  
Tournament Committee

## **DUTIES AND RESPONSIBILITIES OF A TOURNAMENT DIRECTOR**

***To be a successful Tournament Director you must have strong organizational skills along with good communication skills***

**Please Note: Commencing with the 2007-08 bowling season ALL Tournament Directors must be certified in order to run any O5PBA Tournaments**

1. Select and confirm all dates, sites and costs for all tournaments conducted under Zone/DC jurisdiction in cooperation with the Zone/DC Association Board of Directors and the Proprietor/ Manager.
2. Arrange for all personnel including scorekeepers (where applicable), Judges of Play and scoreboard markers.
3. Have knowledge of all C5PBA rules and O5PBA Green Book.
4. Verify **ALL** averages.
5. Collect all funds (lineage and entry fees) and hand it over to the treasurer for deposit. Pay lineage to the Proprietor.
6. Send all results, winner's report forms and additional information to the O5PBA Provincial Office **IMMEDIATELY** after the tournament.
7. Recommend to the Board of Directors whether the League Executive Tournament will be run in league play or as a Zone/DC Round.
8. Post tournament sites, dates, starting times and costs in all participating bowling centres.
9. **Ensure that all League Secretaries receive and use, as applicable the highest Average Book Average from the previous season for each bowler in his or her league.**

## **HOW TO CONDUCT A SUCCESSFUL TOURNAMENT**

- 1. HOW TO OBTAIN ENTRIES**
- 2. TOURNAMENT REGISTRATION**
- 3. LANE DRAWS**
- 4. COACHES' MEETING**
- 5. P.A. ANNOUNCEMENTS**
- 6. AVERAGES**
- 7. TOURNAMENT SCOREBOARDS**
- 8. POST TOURNAMENT DUTIES**

## HOW TO OBTAIN ENTRIES

***Entry solicitation is one of the most important responsibilities of the Tournament Director.***

Once the tournament schedule has been established contact each League Secretary and inform them of the following:

1. Entry deadline for all tournaments.
2. Entry fees and applicable lineage.
3. Tournament format for any new events or changes to format.
4. That the appropriate Average Book averages must be used as indicated.
5. When the League Round must be conducted.
6. Time and Date of the next round.
7. Where to send entry forms and entry fees.

Two weeks prior to the house/league round contact the League Secretary and check on the number of entries. If the entry numbers are low, offer to go to the bowling centre and help solicit entries.

When soliciting entries for the Open Championships, it is more beneficial to contact these bowlers directly. Your average book can be a helpful aid in targeting bowlers who may be interested in competing. A great way to obtain entries for the Open is to scan the average book and send personal letters along with entry forms to all high average bowlers. You can also use last year's entry forms as a starting point.

<b>TOURNAMENT REGISTRATION</b>
--------------------------------

***A registration desk is a must at every tournament. It gives the bowlers a focal point upon their arrival and provides a feeling of organization.***

Helpful hints:

1. Will the Proprietor allow the use of the control counter, or will you have to use a separate table?
2. Will you be collecting lineage? If so, you will need a cash box and a float plus a second person to assist you.
3. Advise bowlers upon registration of their starting lanes.
4. If applicable check required dress code.
5. At team events only, have the coaches register their teams only after the entire team has arrived.
6. What to bring to the registration table:
  - a) Green Book
  - b) C5PAB Rule Book
  - c) Lane Draw
  - d) List of bowlers (with averages)
  - e) Necessary paper work from the O5PBA office
  - f) Cash box and float
  - g) Pen
  - h) Average Book

Announcements indicating that bowlers must register should be made at various times during the registration period. Some bowlers will not be aware they have to register, or they may not be aware of the location of the registration table.

## **LANE DRAWS**

The lane draw should be done prior to your arrival at the bowling centre. This will allow you to have the scoreboards prepared before the tournament. Bowlers and coaches will know immediately on which lane they will start.

The general rule of thumb is for bowlers bowling on even numbered lanes to move one set of lanes to the right after each game, and bowlers on the odd numbered lanes move one set of lanes to the left after each game.

For example a bowler/team starting on lane 6 will bowl their second game on lane 8 and their third game on lane 10. A bowler/team starting on lane 7 will bowl their second game on lane 5 and their third game on lane 3.

The Provincial Office provides Lane Draws for all match play team events.

## **COACHES' MEETING**

Your Provincial Tournament Committee strongly recommends you conduct a Coaches' Meeting prior to all tournaments that require coaches both at the Zone Round and especially at all Regional Rounds. The following items should be discussed during the Coaches' Meeting:

- a) Tournament format. Make sure all coaches fully understand the format. Discuss such items as tie games, dress code, bowler conduct and lane draw.
- b) Introduce the Judges of Play, Scoreboard markers and any other executive members that are participating at the tournament.
- c) If bowling in a computerized centre, what happens in case of a power failure? If manual scoring is required that the coaches are responsible for marking of the correct scores. Coaches are responsible for ensuring that the score/points are properly indicated for each player as well as team points.
- d) If bowling in a centre with lane guards make sure all coaches know the dead ball rule.
- e) All coaches are required to abide by the rules of the O5PBA Coaching Policy.
- f) Lead-off bowlers shall not start the next frame until their anchor bowler has finished. A penalty of 15 pins shall be assessed the said bowler for violating this rule and any ball or balls delivered shall be declared "dead balls".

- g) When any question arises as to whom of any two bowlers bearing corresponding positions in the line-up of opposing teams shall bowl first, the bowler on the right is obligated to bowl first.
- h) **The coach is the only person allowed to discuss, dispute or protest any point pertaining to the tournament to the Judge of Play or the Tournament Director.**

## P.A. ANNOUNCEMENTS

Tournament Directors should have a prepared P.A. Announcement prior to every event. Following is a sample of what should be announced. In most cases the P.A. Announcements are supplied in the tournament kit.

Good Morning/Afternoon/Evening. Welcome to \_\_\_\_\_ the host site for the **(year)** of the **(name of the event)**. My name is \_\_\_\_\_ and I will be your Tournament Director for today's roll-off.

This tournament is sponsored by \_\_\_\_\_.  
**(If sponsor or representative is present ask them to say a few words)**

Introduce the host Proprietor or Manager and ask them to say a few words.

Briefly recap the tournament format, with special attention given to what will happen if a tie exists.

Clarify rules such as:

- ❖ Deadwood
- ❖ Up/down pins on string machines
- ❖ Lane guards
- ❖ Fouls
- ❖ Personalized bowling balls

Introduce the Judges of Play.

Remind winning bowlers/coaches to stay behind after the tournament so you may collect important information. Keep your P.A. Announcement to the point and keep it as brief as possible, while at the same time conveying the important information.



<b>AVERAGES</b>
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The most important aspect of all tournaments at all levels is the verification of the bowler's averages. With the advent of the Average Book, this has become a much easier and less time consuming task.

Two important items that every Tournament Director needs is an up to date Zone Average Book and the current year's Green Book.

The Tournament Director must ensure that all League Secretaries receive and use, as applicable, the highest Average Book Average from the previous season for each bowler in his/her league.

Who is responsible to verify averages for the various rounds?

**LEAGUE ROUND:**

The League Secretary verifies the averages. They are usually the person conducting the tournament at the league level, and as such they should check the bowlers' averages from their Zone Average Book or their records if the bowler is not in the Zone Average Book.

**ZONE/DC/HOUSE ROUND:**

The Zone or Decentralized Association Tournament Director verifies averages for all tournaments under their jurisdiction. The Tournament Director must first confirm the average rule and average date as outlined in the Green Book. Bowler's averages are then checked with the Zone Average Book. If a bowler's average is not in the Zone Average Book then the League Secretary must supply a copy of the bowler's average sheet for the current season as of a specific date.

**REGIONAL/PROVINCIAL ROUND:**

The Provincial Office verifies averages for all Regional and Provincial Rounds. If a bowler does not appear in the Average Book, it is vital that the Tournament Director must send a copy of the bowler's average sheet to the Provincial Office immediately on the date requested. These average sheets should accompany your Tournament Director's Winner Report Form that you send to the Provincial Office.

## TOURNAMENT SCOREBOARDS

Tournament scoreboards are an important part of any tournament. If they are neat, legible, and prepared prior to the event, they will add to the professionalism you are striving for.

Tournament scoreboards should be printed neatly. If you know your printing is not neat, ask someone else to prepare it for you.

After two or three games, scoreboards can appear to be a sea of numbers, and difficult to read. By using different colours for your columns you will make it easier for everyone to better understand the results.

**EXAMPLE:**

Bowlers' averages  
Game scores  
+ Or -

**GREEN**  
**BLUE**  
**BLACK FOR PLUS (+)**  
**RED FOR MINUS (-)**

This will make your job easier when performing the calculations.

In match play events, in order for coaches, bowlers and spectators to better understand what has happened in the tournament, it is advisable to use various colours. This will allow people to know how teams scored against each other in every game.

<b>TEAM</b>	<b>GAME # 1</b>	<b>GAME # 2</b>	<b>SUB-TOTAL</b>
A	5 - Red	6 - Blue	11 - Black
B	3 - Red	6 - Red	9 - Black
C	6 - Blue	2 - Blue	8 - Black
D	2 - Blue	2 - Red	4 – Black

In Game # 1, Team "A" played against Team "B" and Team "A" won 5 points to 3, and Team "C" played Team "D" and won 6 points to 2.

In Game # 2, Team "A" played Team "C" and Team "B" played Team "D". Totals are in black to separate them from game scores.

<b>POST TOURNAMENT DUTIES</b>
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Now that you have completed the tournament, you will announce your winners and congratulate all bowlers for a great tournament.

At the conclusion of your tournament, it is extremely important that you sit down with your winners and fill in the necessary forms. Fax or mail these forms along with any average sheets to the Provincial Office **IMMEDIATELY**.

Advise coaches and bowlers of the date, time and location of the next round. Explain to them the substitution policy if they cannot make the next round. Explain the format of the next round to them.

Make sure the rooming lists are completed correctly. How many nights are they staying? Type of room required? A smoking or non-smoking room required?

Make sure the banquet information is filled out correctly for all guests going to the banquet. **Explain to the bowlers that they should include payment for any guest(s) attending the banquet. Bowlers who do not attend the banquet who have indicated they are attending WILL be charged for their meals.**

Advise them of the O5PBA dress code rule and have them sign the dress code form for the Provincial Championships. Arrange for the coaches or bowlers to pick up their Zone/DC shirts prior to the Provincial Championships.

In many cases bowlers will not know all of their requirements for rooms and banquets so it is imperative that you follow up with them a few days after the tournament to make sure they have been sent in.

Before leaving the tournament site, make sure you have the tournament scoreboards and most importantly thank the Proprietor for the use of their facility.

## HELPFUL HINTS

1. If the bowling centre has computerized scoring give the list of names and the lane draw to the Proprietor a few days in advance so they can enter them into the computer.
2. Allow bowlers 5 to 10 minutes for warm-up.
3. Prepare a summary of the tournament and make notes of how the day went and any problems you might have encountered. Pass these on to your Local Association for future reference. Where appropriate, forward to the O5PBA Tournament Committee.
4. Use a control sheet that will help you keep track of the number of entries, whether the entry fee is paid and if the lineage has been paid.
5. Send out a flyer to all bowling centres advising them of the upcoming tournament.
6. Talk to the Proprietor a few days before the event to make sure everything is still okay for the tournament. Check to see if you can use a section of their control counter for registration or request a separate table.
7. On the following page is a “**SAMPLE**” reminder flyer you can use for all league rounds.

<b>HIGH-LOW DOUBLES CHAMPIONSHIPS</b>
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To: All League Secretaries

From: Tournament Directors Name

Entry Deadline: Date

Average Date: Date or Average Book Average

Entry Fee: \$\$\$

League Round: Dates

Zone/DC Round: Date, Place and Times

For more information please contact \_\_\_\_\_ at

\_\_\_\_\_.

## IMPORTANT REMINDERS

Authority to suspend any bowler from any event once the bowler's entry fee has been accepted and he/she has qualified to advance to the next level rests solely with the Ontario 5 Pin Bowlers Association Tournament Committee.

Whenever a Local Association Tournament Director encounters a question about a bowler's right to continue under the rules in any event and, no matter how clear the violation may be, the question **MUST** be referred to the O5PBA Tournament Committee.

In the event a Local Association Tournament Director is unable to reach the Provincial Office immediately, the benefit of the doubt must be given to the bowler! The bowler must be permitted to compete and the subsequent results are to be held "**UNOFFICIAL**" until the problem has been discussed with the O5PBA Tournament Committee.

On occasion bowlers have knowingly or unknowingly competed in tournaments despite being ineligible due to age or suspensions. Tournament Directors should check their suspension list prior to the tournament to make sure all bowlers are eligible.

If a bowler becomes intoxicated to a point that they become obnoxious or abusive you must remember the disqualification policy. However, it is suggested that you talk with the Proprietor prior to the tournament and jointly decide how the problem will be handled.

## CONCLUSION

On behalf of the Ontario 5 Pin Bowler's Association Tournament Committee, thank you for taking on this most important task.

If you have any problems during the season, please call the Provincial Office at (416) 426-7167. Have a great season!

Ontario 5 Pin Bowlers' Association  
Tournament Committee

# BOOSTER CLUB ROLL-OFF OFFICIAL LANESHEET

Lane Draw:

Date:

	AVERAGE	Game #1	Game #2	SUB-TOTAL	Game #3	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	+ or -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	+ or -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	+ or -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	+ or -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	+ or -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**THANKS FOR YOUR PARTICIPATION IN THIS EVENT!**

# HIGH-LOW DOUBLES ROLL-OFF OFFICIAL LANESHEET

DATE

LANE DRAW

BOWLING CENTRE

NAME	LEAGUE	LANE/ POS	IND AVG	TOTAL AVG	GAME #1	TOTAL	GAME #2	TOTAL	GAME #3	GRAND TOTAL

***THANKS FOR YOUR PARTICIPATION IN THIS EVENT!***



# HOLIDAY CLASSIC ROLL-OFF OFFICIAL LANESHEET

TEAM: \_\_\_\_\_

LANE DRAW: \_\_\_\_\_

## OFFICIAL LINE-UP FORM

NAME	AVG.	GAME #1	+ -	GAME #2	+ -	GAME #3	+ -
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

TEAM TOTAL:

TOTAL + / -:

***THANKS FOR YOUR PARTICIPATION IN THIS EVENT!***

# LEAGUE EXECUTIVE ROLL-OFF OFFICIAL LANESHEET

***DIVISION:***

***LANE DRAW:***

	AVERAGE	Game #1	Game #2	SUB-TOTAL	Game #3	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	+ or -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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***THANKS FOR YOUR PARTICIPATION IN THIS EVENT!***

# ONTARIO OPEN ZONE ROLL-OFFS OFFICIAL LANESHEET

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**Score Verification After 10-Games - Signature**

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**Score Verification After 20-Games - Signature**

**GOOD LUCK AND GOOD BOWLING**

# PROVINCIAL TRIPLES ROLL-OFF OFFICIAL LANESHEET

TEAM: \_\_\_\_\_

SITE: \_\_\_\_\_

LANE DRAW: \_\_\_\_\_

NAME	AVG.	GAME #1	GAME #2	GAME #3
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
HANDICAP BASE:	800	_____	_____	_____
		SUB-TOTAL	SUB-TOTAL	SUB-TOTAL
TEAM AVERAGE:	_____			
HANDICAP: (800 Minus Team Average)		_____	_____	_____
TOTAL SCORE:		_____	_____	_____

***THANKS FOR YOUR PARTICIPATION IN THIS EVENT!***

# SHARE THE WEALTH ROLL-OFF OFFICIAL LANESHEET

*Lane Draw:*

*Date:*

	AVERAGE	Game #1	Game #2	SUB-TOTAL	Game #3	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	+ or -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	+ or -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	+ or -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	+ or -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***THANKS FOR YOUR PARTICIPATION IN THIS EVENT!***

# YOUTH CHALLENGE ZONE ROLL-OFF OFFICIAL LANESHEET

NAME

LANE  
DRAW:

GAME #1

GAME #2

SUB-TOTAL

GAME #3

SUB-TOTAL

GAME #4

SUB-TOTAL

GAME #5

GRAND TOTAL

**GOOD LUCK AND GOOD BOWLING**

# SAMPLE TOURNAMENT SCOREBOARD

## "PINS-OVER-AVERAGE" SINGLES EVENT

LANE	NAME	AVG.	GAME #1	+	-	GAME #2	+	-	SUB-TOTAL	GAME #3	+	-	TOTAL	POS.
1-1	POST, DAVE	210	170	40		200	10		50	225	15		35	4
1-1	STODDART, HAROLD	180	190	10		163	17		7	152	28		35	5
1-1	CRESSWELL, JOHN	205	223	18		280	75		93	202	3		90	1
1-1	KYTE, MIKE	170	230	60		140	30		30	190	20		50	2
2-1	WILSON, MIKE	220	251	31		210	10		21	223	3		24	3
	Column Colours:													
Black	Black	Green	Blue	Black (+) Red (-)		Blue	Black (+) Red (-)	Black (+) Red (-)		Blue	Black (+) Red (-)	Black (+) Red (-)		Green

# TOURNAMENT CHECK-OFF LIST

## What you need to take to your tournament:

- ☐      Scoreboard Markers (Blue, Red, Green & Black)
- ☐      Tournament Scoreboards
- ☐      Average Book
- ☐      Scoreboard Correction Tape
- ☐      Green Book
- ☐      C5PBA Rule Book
- ☐      Lane Draw
- ☐      P.A. Announcement
- ☐      Prizes
- ☐      Winner's Report Form
- ☐      Information for Winners (Banquet, Hotels)
- ☐      Cash Box
- ☐      White Out
- ☐      Pen
- ☐      Calculator

## Others:

- ☐      Computer Equipment
- ☐
- ☐
- ☐



**What you need to do prior to your tournament:**

- ☐ Prepare scoreboard
- ☐ Prepare the lane draw
- ☐ Arrange for scorekeepers
- ☐ Arrange for Judges of Play
- ☐ Display prizes
- ☐ Prepare P.A. Announcement
- ☐ Arrange for a coach through local Coaching Coordinator
- ☐ Set-up registration desk
- ☐ Determine if you are collecting lineage
- ☐ Brief your scorekeepers
- ☐ Brief your Judges of Play

**What you need to do after your tournament:**

- ☐ Complete the scoreboards and check for accuracy
- ☐ Present the prizes (start at lowest position)
- ☐ Complete winners report form
- ☐ Complete bowler's information forms (hotel, banquet)
- ☐ Get bowler's shirt sizes
- ☐ Write a summary of the event