

2009-10

Boys/Girls
Bowling

Manual for
Managers





Girls and Boys Bowling



ILLINOIS HIGH SCHOOL ASSOCIATION

P.O. Box 2715 • Bloomington, IL 61702-2715

• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

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Revision History

Nov. 5 Pg. 8 Revised Royalty Information, Pg. 9-10 Revised Royalty Report



IHSA Bowling Calendar



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II. 2009-10 Boys Bowling Calendar

Oct. 26	Boys Bowling Season Begins
Nov. 1	State Series Entry Deadline
Nov. 9	Online Rules Meeting Open
Nov. 9	1 st Contest May be Held
Dec. 4	Sectional Bowling Assignments Posted
Dec. 30	Online Rules Meeting Closed
Jan. 19	List of Participants Due Online From Coaches
Jan. 19	IHSA Withdrawal Deadline (no penalty)
Jan. 19	Team Pictures due to the IHSA
Jan. 21	List of Participant posted on School Center for Managers
Jan. 22	Bowling Ball Certification Deadline
Jan. 23	Sectionals
Jan. 28	State Final Practice Round
Jan. 29-30	State Finals
Jan. 30	Season Ends

2009-10 Girls Bowling Calendar

Nov. 9	Online Rules Meeting Open
Nov. 9	Girls Bowling Season Begins
Nov. 1	State Series Entry Deadline
Nov. 23	1 st Contest May be Held
Dec. 4	Sectional Bowling Assignments Posted on Website
Dec. 30	Online Rules Meeting Closed
Feb. 2	List of Participants Due Online From Coaches
Feb. 2	IHSA Withdrawal Deadline (no penalty)
Feb. 2	Team Pictures due to the IHSA
Feb. 4	List of Participant posted on School Center for Managers
Feb. 5	Bowling Ball Certification Deadline
Feb. 6	Sectional
Feb. 11	State Final Practice Round
Feb. 12-13	State Finals
Feb. 13	Season End

Do What's Right!

Sportsmanship

Coaches and Participants:

1. Set a good example for spectators to follow.
2. Respect the integrity and personality of the individual athletes and coaches.
3. Display modesty in victory and graciousness in defeat.
4. Show respect for opponents before, during, and after contests.
5. Do What's Right! as you represent your team, school and community.

Spectators:

1. Show respect for opposing players and coaches
2. Show respect for members of the coaching staff and team.
3. Display modesty in victory and graciousness in defeat.
4. Recognize and show appreciation for outstanding play.
5. Encourage coaches, players, and other fans to Do What's Right!

Acceptable Behavior...

- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the rules committee.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the meet for performance of all.
- Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior...

- Disrespectful or derogatory yells or gestures.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the meet on someone else.
- Use of profanity or displays of anger that draw attention away from the game.

III. CHECKLIST FOR COACHES AND TOURNAMENT DIRECTORS

1. Participating Teams

- Complete the LOP through the IHSA Schools Center
- Find sectional assignments for the state series on the IHSA Bowling Website
- Download the *IHSA Girls' and Boys' School & Manager Manual* from the IHSA bowling website.
- Download the *Boys' and Girls' Terms and Conditions* from the IHSA bowling website.
- Complete and have on file the *Bowling Certification Forms*
- Review Sectional bowling information from your sectional manager
- Complete and have on file the Drug Testing form
 - Obtain arrival time
 - Coaches' meeting arrangements
 - Starting time
 - Practice times at lanes and the cost (no practice day of contest)
 - Parking
 - Bad weather plans
 - Provide a local map and directions
 - Lane Assignments
 - Provide a list of host phone numbers

2. Tournament Director

- Follow the LOP deadline, make lane assignments based on Terms and Conditions
- Send information to participating schools
 - Starting times
 - Coaches' meeting arrangements
 - Practice times at lanes and the cost (no practice day of contest)
 - Parking
 - Bad weather plans
 - Provide a local map and directions
 - Lane Assignments
 - Provide a list of host phone numbers
 - Remind coaches of ScoreZone and check results and name spellings

Coordinate Workers

- Meet Manager
- Ticket Taker
- Runners
- Tournament central scorers
- Games Committee (see t&c)

Bowling Establishment

- Lane Conditions Refer to Terms and Conditions recommendations
- Spectator area roped off
- Smoking and Alcohol prohibited in roped area
- Parking

- Ticket area
- Signage
- Concessions

Coaches' Meeting

Coordinate a time and place convenient for conducting a coaches' meeting.

Coaches' Meeting Agenda

- Collect the school line-ups and line up changes
- Review how to handle odd number of teams competing, if applicable
 - 1) the first bowler of a team cannot begin their next frame until the #5 bowler has completed their first ball of the previous frame; 2) pacer teams are not allowed; 3) no exceptions
- Review rotation and new rule changes of the Terms & Conditions. (All changes have been shaded.)
- Review pre-game protocol – intro of teams
- Review sportsmanship and conduct expected by coaches, participants, and fans. (Include the no smoking and alcohol policies for competition and practices.)
- Review procedures for paying for lanes
- Review any medical or safety procedures
- Review procedures for security of belongings
- Select the games committee
- Go over any playing conditions

3. Following Meet-Sectional Manager

- Report results on the ScoreZone (same day)
- Complete financial report (online)
- Report any schools that did not show up for the sectional

4. Results and State Final Qualifiers

- ScoreZone will post unofficial results of each sectional following the meet
- IHSA will post team qualifiers and individual qualifiers including at-large qualifiers

5. State Final Qualifiers

- State final information for qualifiers posted online
- At-large qualifiers posted online
- Team pictures to IHSA
- Check pre-assigned lane assignments for Friday's Round
- Contact Bowling Center for Thursday practice round
- Make hotel reservations

U: Bowling Manager Manual/Checklist--Managers

2009-2010 Regional/Sectional Duplicate Awards Order Form for Ties

This form is to be completed by the **Regional and/or Sectional Manager** for participants who earned medals at the Regional or Sectional Tournament whose medal needs could not be fulfilled from tournament supplies. Please return any medals not issued from your tournament to A & M Products, 575 Elm Place, Princeton, IL 61356.

All Orders must be faxed directly to **A & M Products at (815) 879-0400, not the IHSA Office**

Sport: _____

Immediately following your **Regional and/or Sectional** tournament, please fax your order to A & M Products. The medals will be sent directly from A & M Products to the School/Recipient listed. You must use this form to place your order.

The following information is required to process your order.

Town/School (must supply both)	Name of Recipient	Indicate Regional or Sectional	Boys or Girls	Class A or AA -or- 1A, 2A, 3A or 4A	Indicate By using T=Team (Plaque) I=Individual (Medal)	Place	Ind. Event (if applicable, ie: Track: Pole Vault, Long Jump, Swimming: Diving, 100-yd. Butterfly, Tennis: Single, Doubles, Wrestling: 102lb., Speech: IE,etc.)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Regional/Sectional Site	
Manager's Signature	
Manager's Phone Number	



2009-10
Awards Delivery Information

To Managers of All IHSA Tournaments:

In an effort to better serve our tournament sites and the suppliers of our awards, we would like to have you read this bulletin carefully and then do what you can to expedite the instructions:

1. Be advised that at **Regional and Sectional Tournaments**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

At State Final Tournaments, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. It is very likely that some awards (particularly trophies) will arrive in two or more boxes and will need to be assembled. **They may not arrive on the same day, but should be opened as they arrive.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport, tournament level, year, etc.

If, after doing all of this, a problem develops, please contact Cheryl Mitchell at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Ron McGraw
Asst. Executive Director

Assembly Instructions for IHSA State Series Trophies

(please use caution when assembling the trophies)

Upon receipt of your Trophies and Awards, please inspect them immediately so replacements can be shipped to you, if you notice a damaged trophy or figurine. If replacements need to be issued, please contact A & M Products at the number below.

We recommend the following for attaching the figures to the IHSA State Trophy:

- Unwrap each figure. If there is a hex nut on the post of the figure remove it. It should not be needed.
- Lay the trophy on its back on a flat surface and remove the hex nut from the rods from underneath the trophy.
- Push the rod through the top of the trophy and remove the ferrule (the hollow threaded tube) from the rod and attach the ferrule to the threaded post of the figure. Screw the ferrule all the way up the threaded post of the figure.
- Screw the rod back onto the ferrule until it is tight.
- Place the rod, with the figure attached, back through the top of the base and through the holes in the bottom of the base.

IMPORTANT - please be careful that the figure(s) is not supporting the weight of the trophy. **Figures can be easily broken.**

DO NOT OVER TIGHTEN THE FIGURE ONTO THE BASE THIS CAUSES THE BOLT TO BE PULLED OUT FROM UNDERNEATH THE FIGURE

Please do not pick up and carry the trophy by the side figures.

The **CHAMPION** and **RUNNER-UP** trophy receive **three** of the bigger #1 figures.

The **THIRD PLACE** and **FOURTH PLACE** trophy receive **one** of the bigger #1 figures for the top. And the **two** smaller #2 figures are the side figures.

If you have any questions please call A & M Products, (815) 875-2667

IHSA Licensed Vendor



• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

School Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor. To see the approved list, visit the IHSA website at <http://www.ihsa.org/school/vendors.htm>.

Vendor Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Brandi Waters at 309-663-6377 ext. 17, or visit the IHSA website at <http://www.ihsa.org/school/vendors.htm>.



Financial Reports Must Be Filed Online

The final phase of your hosting responsibilities is to file a financial report with the IHSA. The financial report forms are available in the password-protected Schools Center area of the IHSA Web site.

Log in to the Schools Center with your school ID and an administrator password. On the main menu of the Schools Center, under the heading "Tournament Management", you will find a link to the financial report. Please fill out the one-page form and press the submit button to file your report.