

USBC WSYABA TOURNAMENT COORDINATOR

- 1) Tournament Coordinator is hired by the Wyoming State YABA Board of Directors, and will run the state championship and Pepsi tournaments. A contract will be signed between the board and the tournament coordinator and will be reviewed yearly in September. Negotiable wage will be set by the yearly budget, plus actual expenses (room, meals, mileage, phone)
- 2) Tournament Coordinator will be a member of the tournament committee, and a non-voting member of the board of directors.
- 3) Tournament dates, rules and entry will be set by the tournament committee with approval of the board.
- 4) The tournament committee will confer with the site proprietors involved to set the schedule to best utilize lanes, times and days.
- 5) Tournament Coordinator is asked to attend the two (2) WSYABA board meetings each year, as well as one tournament committee meeting.
- 6) Tournament Coordinator will work with the awards committee for all tournament awards (towels, jackets, etc.)
- 7) Tournament Coordinator duties will include, but are not limited to:
 - a) Make all preparations for both tournaments.
 - b) Make sure all associations submit end-of-season and December 31 averages. These should include bowler information (address, birth date, year of graduation, sex).
 - c) Mail all entry forms to centers and bowlers 3 months before the tournament.
 - d) Put tournament entry on the web site (bowlwyo.com) 3 months before the tournament.
 - e) Sanction all tournaments as necessary.
 - f) Accept tournament entries and fees and deposit into a tournament account in the name of the WSYABA requiring two (2) signatures for withdrawal. Each tournament should have its own account. Tournament Coordinator will be asked to be one of three signers on the account. A copy of the bank statement must be sent to the president each month.
 - g) Accept no entries after the closing date as advertised, except those postmarked the first post office business day after the closing date.
 - h) Prepare the schedule in a timely manner. State championships: send confirmations to team captains. Make every effort to accommodate special requests (families needing to bowl at the same time, those traveling together, etc.)
 - i) After entry closing, prepare a final schedule. Post it on the web site and send to all bowling centers and YABA board directors and officers no later than three (3) weeks prior to the tournament.
 - j) Prepare an awards list and share it with the tournament committee for approval.
 - k) Be the director onsite for the entire tournament (1 weekend for Pepsi, 2-3 weekends for championship). In case of emergency, special arrangements can be made.
 - l) Make sure all squads begin on time and scores are posted at the tournament site after each squad.
 - m) Enforce dress and conduct code.
 - n) Create the list of national awards earned to be sent to each association with the results of the tournament.
 - o) Post current results on the web no later than Tuesday of each week of the tournament.
 - p) Upon completion, verify winner averages. Send complete list of winners to all associations, YABA board of directors and officers, all bowling centers and post on the web site.
 - q) Obtain jacket sizes and give the list to the awards committee by June 1.
 - r) Send a list of 1st place winners the board wishes to invite to the jamboree, along with their correct addresses, to the Wyoming Bowling Council Secretary by July 1.
 - s) Post scholarship winners to the SMART program. Obtain a check for the added funds from Scholarship Chairman; add a check from the tournament account for the funds collected from the participants and mail both to SMART. These 2 checks should equal the amount posted.
 - t) Compile and maintain official records for yearly audit. Keep champion list on permanent record.
 - u) Prepare participation and treasurer's reports to be presented and audited at the annual meeting in September at Jamboree.
 - v) Any other duty as may be asked of them by the WSYABA board of directors.