

SCOTTISH TENPIN BOWLING ASSOCIATION



League & Tournament Stationery & Sanction Guide



www.scottishtenpinbowling.com

Checklist for League Secretaries

Membership Application

1. Has the membership application been completed in full?
2. Has the applicant indicated whether Mr., Mrs., Miss or Ms?
3. Are all details legible i.e. preferably in block capitals?
4. Has the type of membership been marked?
5. Has the form been completed with birth name and not nickname? I.e. James and not Jim/Alexander and not Sandy or Alex etc.
6. Has the address been completed in full including the postcode?
7. Has date of birth been entered?
8. Has the contact details been entered, telephone number and e-mail address?
9. Has the area the member wishes to affiliate to been entered?
10. Has the form been signed?
11. If gold card, is there a photograph with the application?
12. Is this application an upgrade of membership? If so the appropriate fee to be included and the original membership card to be returned for cancellation.

Application form appended overleaf

League Sanctioning Procedure

- League Secretary to obtain a league sanction form.
- League secretary to issue membership application forms to any bowler who does not hold a current Scottish Tenpin Bowling Association Membership Card.
- All membership cards must be in date and any dues for membership should be collected along with completed membership form.
- League Sanction form to be completed by Secretary and President.
- League Sanction form and membership forms (if any) should be sent to the National Secretary along with any remittance for membership fees.
- New member application and lapsed members application will be ratified at the next council meeting.
- National Secretary will then return League Sanction Certificate to League Secretary. Membership cards will be issued directly to members.
- League Sanction Certificate should be completed and sent to National Secretary within the first six weeks of the league which is to be sanctioned.
- Does the league consist of only Junior playing members (under the age of 18 at 1 September in year of new membership)? If so then Junior Memberships can be applied for. If not then all league members must apply for an Adult Card.

League Sanction Application Form

1. For Junior leagues; has the four executive posts holders applied for/or hold membership of STBA?
2. For Junior Leagues; has all the executive officers completed a Disclosure Form and sent it to the CRBS Signatory for Scottish Tenpin Bowling Association?
3. Has the number of Males, Females and Junior members been entered?
4. Have you completed the day, time, league schedule start and end dates and the centre including lane numbers?
5. Have you indicated whether the League is Scratch or Handicap or both?
6. Have you indicated the percentage of the Handicap?
7. Have you confirmed if the league was previously sanctioned?
8. Have the League elected four Executive positions?
9. Please note two members of an immediate family may not be President and Treasurer of any one league.
10. Has the President completed the confirmation of rule 102B, and also signed and dated the form?
11. Secretary to sign, date and confirm address.
12. Has last year's sanction number (if applicable) been entered?
13. Has the name of the League been completed?
14. Has all the bowlers names with STBA numbers (including substitutes) been detailed? (use continuation sheet if necessary)
15. Has the number of Persons match the details on page 1 of Males, Females and Junior members, added together, and also on the list above?
16. Finally please circle playing strength? I.e. one for singles, two for doubles etc.

Forms appended overleaf

Additional Members (after initial sanctioning)

When new members are added to the league after Sanctioning, the League Secretary completes form Add/Remove League Members form and send this and the membership form to the National Secretary who will issue membership card after ratification by National Council.

When a bowler decides he no longer wishes to bowl in a sanction league then the removal part of the Add/Remove form should be completed ignoring sections 1 and 7.

1. Has a membership form been completed or if current member, membership number advised?
2. Are you adding a new player or removing please delete.
3. Has the name of the bowling centre been completed?
4. Has the County the league is affiliated to been entered?
5. Please delete either adding or removing part.
6. Insert name and STBA number if applicable, and use a continuation sheet if required.
7. Fill in number of members and value of remittance sent.
8. Sign at League Secretary and insert name of league.

Form overleaf.

Guide to Sanctioning Tournaments

S.T.B.A. tournament sanctions are free to any member, association or organisation wishing to conduct an event. Tournaments will receive a certificate of sanction from the S.T.B.A. providing all sections of the application including the rules are in accordance with the S.T.B.A. Rules and Regulations.

Tournament sanction application forms, which are available online or from S.T.B.A. Head Office, should be submitted at least six weeks prior to the date of the tournament, together with a copy of the entry form and any advertising material in draft form. This enables the S.T.B.A. to check lane certification, review the tournament rules ensuring they comply with the requirements and check for possible date clashes with other events. In the event of any errors, alterations can be made before printing of the entry form etc.

Tournament Entry Forms

Before a sanction can be granted, the entry form for the event must meet certain requirements. Rules 1-9 inclusive should be included as shown; the remainder listed have options as required.

1. This tournament is sanctioned by the S.T.B.A., and the general playing and tournament rules will govern his event together with the following special rules.
2. This Tournament is open to members of the S.T.B.A. Non-members and those unable to produce an S.T.B.A. membership card may participate upon payment of £15 membership fee. Non members are not eligible for S.T.B.A. services.
3. No person may play in this tournament except those originally entered or such replacements as authorised and accepted by the tournament manager.
4. A provisional bowl must be rolled if disputes relating to pin fall cannot be resolved immediately.
5. Protests must be lodged verbally within 10 minutes of the infraction and must be confirmed in writing to the tournament manager within 72 hours of the game in which the infraction occurred.
6. The tournament committee reserve the right to reject or re-rate any entry and their decision in all matters will be final, subject to appeal to the STBA.
7. Entry fee will be non-returnable after squad times have been notified and accepted. However an entry may be sold to an eligible replacement.
8. Suitable bowling attire must be worn. Casual shorts, combat style trousers, denim or jean style clothing, T-Shirts and headwear, e.g. baseball caps will not be permitted. However skorts and tailored shorts will be permitted for ladies. The wearing of any short trousers by men is banned.
9. No bowler will be allowed consume alcoholic beverages anywhere in the centre during the tournament. Any breach of this rule will result in disqualification of the individual from the tournament. Bad language, gesticulation or abuse of bowling equipment or machinery will result in a verbal warning and then if it continues, disqualification from the tournament. The use of mobile phones by

- players, officials and coaches is prohibited during play and all mobile phones must be switched off when entering players bowling area. Any individual whose conduct is considered liable to bring the sport into disrepute will be disqualified from the tournament and a report will be sent to STBA. Disqualification will mean loss of scores bowled and also any award pending.
10. All bowlers are required to register at least ___ minutes prior to allocated roll-off times. If a bowler fails to register before the designated time that bowler may be disqualified and replaced by a reserve bowler. (Generally 30 minutes)
 11. The tournament _____ will allocate roll-off times. (Insert manager, secretary etc)
 12. No substitutes will be allowed to play after the start of the tournament. If injury prevents a bowler from continuing in the tournament _____ (insert rule regarding injuries if pacer to be used)
 13. Tied scores for an award in a tournament will be decided on _____ (insert how ties will be decided)
 14. Changes to the bowling order of team events, e.g. doubles, must be notified ___ hours before the tournament begins. Bowlers must play in order as listed on the score sheet. (Insert time required either hours or minutes)
 15. Changes to the official score sheet can only be made with the consent of the Tournament Committee.
 16. All bowling equipment, when not in use, must be kept in the ballpark. Unattended bags and equipment will be removed to Ball Park. Neither the bowling centre nor the STBA can accept responsibility for loss or damage to equipment or personal effects at any time.
 17. **Only food and Drink bought in the bowl maybe consumed on the premises.**

Both the total entry fee and the prize fee payable must be listed separately on the entry form. Although the lineage fee and expenses/donation fee are not required on the entry form, these items must be disclosed on the tournament sanction application form.

The compulsory levy for S.T.B.A. sanctioned tournament is a contribution towards the National Squad Fund.

The minimum fees are:

£1.50 per person per tournament in adult tournaments (payable to S.T.B.A.)

£1.50 per person per tournament in junior tournaments (payable to S.A.Y.B.C.)

These amounts should be collected and accounted for as part of the expense fee.

Entry Forms should also include percentage of Handicap used and this should be, where possible, ten pins above the highest average bowler entering the tournament. The Cost of the tournament should be included and the amount of prize fund should be indicated. Prize fund must be returned 100%. As for the other expenses, (for example, lineage, expenses, team fund) this does not have to be indicated on the entry form but must be included on the tournament sanction form.

Tournament Managers

The S.T.B.A requires the Tournament manager is a current member of the Association, and requires assurance that all tournament organisers are aware of their obligations, such as, guaranteed payment of any and all prize money within 30 days of the event, and financial reports and prize lists where necessary are produced.

Suspended/Refused Membership

S.T.B.A. sanctioned tournaments are open only to current members and non-members (on payment of registration fee) who have not been refused membership or who are currently under suspension. A list of players not permitted to participate will be returned with the tournament sanction certificate.

When all the work has been completed, both the S.T.B.A. members and tournament officials will have the satisfaction of knowing that the S.T.B.A. bowlers will be covered for scoring awards and that the S.T.B.A. staff will be available to assist with any questions or problems relating to the tournament.

If you require any advice on aspects concerning tournaments please contact Head Office.

Tournament Sanction Application Form

Guide to completing the form:

1. Insert name of Tournament in tournament name section
2. Insert closing date for entries this is normally one week before tournament schedule but can be day of tournament.
3. Insert start of tournament and finish date (this maybe the same if the tournament only runs for one day).
4. Tick the box if the tournament was run last year and insert where it was held.
5. In Events mark whether it is singles, doubles etc or a multiple of sections.
6. Under Venue, complete where it is being held, if it is to be run over several establishments then each one must be entered.
7. Insert amounts under each heading, prize fund, lineage, Expenses, and levy for National Squad Fund. Add together and complete total column. If the tournament has an all events section then complete cost in all events box. Special is if there is part of the tournament not covered by any of the above.
8. Estimated number of entries; insert numbers you expect to bowl in each event.
9. Area Secretary/Tournament Secretary to sign and date.

Form overleaf

Tournament Return Form

After the tournament is finished a Tournament Return Form should be completed, and sent along with National Team Fund dues to the S.T.B.A. Treasurer, Head Office. This form must be completed within thirty days of the tournament end.

1. Enter name of Tournament in first box.
2. Complete centre details.
3. Insert types of event. (singles , doubles etc)
4. Sanction number which will be found on the sanction certificate.
5. Name of Tournament manager.
6. Correct number of entries under the headings which are applicable
7. In the income column, insert lineage costs, prize fund, fee for expenses which will include national squad fund, any one fined either for no membership card or non-member dues. If you received any sponsorship this should be included along with any fundraising. Add this all together to complete the total income column.
8. Expenditure; insert cost in lineage from receipt , add together all the prize money which has been distributed, the next three are under expenses and finally complete either the Scotland Team Fund, or the Junior Team Fund. Add together all the expenses, and this should be the same as the income column.
9. Sign the sheet in the tournament secretary box and date.

Form overleaf

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