

WS USBC WBA TOURNAMENT OFFICE INFORMATION

- *Emails from state office* – Each weekend the state office will e-mail forms containing information to update memberships, averages, and bowler changes for squads that weekend. The bowling center is instructed to have these forms printed and ready for the tournament office workers to pick up when they arrive on Friday. The information on these forms must be updated on the paperwork (check-in list, recap sheets, etc.) for each squad before check-in begins. We have found the best way to accomplish this is to do all the changes for the first squad before opening the doors for check-in on Friday. Then, as time permits, make the remaining changes in squad order, ensuring that changes for a squad are completed before you begin check-in of that squad. The office workers should continue to work on these during the squad on Friday. Usually by the time the squad ends on Friday you have all the changes on these forms done for the weekend.
 - *1 - Average verification e-mail* reports averages that have been verified after the recap sheets were printed and sent to the bowling centers.
 - *2 - Changes e-mail* reports sub bowlers that were phoned-in to the state office after the recap sheets were printed and sent to the bowling centers. Bowlers that plan to “walk-in” and have contacted the office regarding lane availability will also be listed on this form.
 - *3 - Membership e-mail* includes a list of the bowlers’ names who do not have a “Y” in the membership column of the check-in list and what the question is regarding their membership. (More detailed information on this form # 9 below)
 - *4 - Current standings* - After the first weekend the current standings will also be included with the e-mail. This is used to update the standing boards at each house prior to the first squad each weekend.
- *5 - Fax sheet* - Used to report bowler changes to the other bowling center so that updates can be made prior to check-in. Bowler changes include averages, memberships, subs and walk-in entries. You must also fax a copy of the entry form for walk-ins. The fax sheet must be faxed to the other bowling center after the last squad checks in on Friday and Saturday. It is important that these changes are made on all paperwork prior to starting check-in each morning.

On-site changes from the Team center **MUST** be faxed to the Doubles & Singles center each day for those entries that will be bowling Doubles and Singles the next day. On-site doubles & singles changes **MUST** be faxed to the Team center.

Description of items used for check-in

- *6 - Cross Reference List* – An alphabetical listing of the bowlers in each squad. It also lists lane assignments and averages. One copy of this list is posted on an easel near the check-in table so bowlers can obtain their lane assignments prior to check-in. The second copy is given to the brackets person.

- *7 - Check-in list* – Used for the actual check-in process. All changes on these forms must be done in green ink. (Red ink are changes done at the state office) Use open areas in boxes to write in sub names, id #s, averages etc. Do not try to squish them in the small boxes as they usually end up illegible. Place a checkmark in “check-in” box corresponding to each bowler as they check in. (Group Leaders may check in the entire group if all bowlers are in-house ALSO team captains may check-in their entire team if all members are in-house) Ensure average and membership has been verified per “Y” in box on check-in sheet. If average is not verified bowler should give you an *average verification form*. If the membership is not verified check the *membership verification form*. Check-in list is sent back to the state office weekly.

- *8 - Average verification form* – Must be completed in full and signed by a league secretary or local association manager. As an alternative, the bowler can provide a copy of their league standing sheet or individual year-to-date bowler info form. If they have a league standing sheet you must write the entry number on it and highlight the bowlers’ name whose average is being verified. The individual bowler form must have the entry number written on it. All forms used for average verification that are turned in at check-in must be kept and attached to the **back of the check-in list** for that squad. The average information is recorded on the fax to be sent to the other bowling center. If the bowler does not have a verified average and they do not provide verification, give them one of these forms to be completed and returned to the state office within 10 days of participation. Leave bowlers average at 235. The state office will update the average when the form is received. If the bowler does not return the form to the state office within 10 days she will use a 235 average for the tournament. When an average is verified the average and handicap must be updated on both copies of the recap sheet and the average written on the check-in list.

- *9 - Membership verification form* – Sent from the state office to tell the tournament office what is needed for membership of bowlers who do not have a (Y) in the “membership ok” column of the check-in sheet. USBC membership cards do not tell us what type of membership a bowler has paid for. The state office verifies each individual tournament bowler using the USBC website www.bowl.com. If there is a question on a bowlers’ membership there will not be a “Y” in the membership column and their name and information will appear on the *membership verification form*. The “Info” column on this form tells the tournament office what is needed to make this bowlers membership meet the criteria needed to bowl in the tournament. These bowlers or their team captain have been contacted by phone regarding the question on their membership. Check the results column to see if the bowler has given us information regarding their membership. Example: will pay at check-in or will have a sub. Tournament office worker must write in the results column what has been done in the tournament office to remedy the situation. Example: paid state \$1, paid state and local \$6, got a sub, etc. This form **MUST** be sent back to the state office weekly with the paperwork.

- **10 - Membership Application Cards** – Used to collect membership dues for bowlers who do not have USBC, WS or Local membership. **Complete in full.** All dues will be processed through the tournament host city.
 - If bowler purchases standard membership at tournament site, cost is \$10 USBC; \$1 State, plus local dues. (They will have the Tournament Host City membership)
 - If bowler needs just WI State WBA membership cost is \$1.
 - If bowler holds membership in state other than WI cost is \$1 State plus Tournament Host City association dues. (See flyer regarding description of memberships)

- **11 - Substitute bowler forms** – All substitute bowlers found by the host city, and bowler changes made during check-in, must **fully complete** a substitute bowler form. Be sure bowler checks boxes at lower right corner of form indicating if they are replacing this SAME bowler for other events. They should also check the box indicating if they want prize checks sent to the team captain or directly to them. If there is no box checked all prize checks will be sent to the team captain. Completed sub forms for each squad must be attached to the front of the corresponding check-in list when check-in for that squad is complete. Ask substitute bowler if they have proper membership for the tournament per rule 2.

- **12 – Walk-in entries form** – All entries not listed on the check-in sheet must be listed on the walk-in entry form. Fully complete each line. You must also collect a tournament entry form and proper fees from each team. The preferred method of payment would be a money order, cashiers check, or cash. If paid by cash the tournament worker must give them a receipt. Personal checks will only be accepted if there is no other means of payment. (Is there an ATM on site?) Ask bowlers if they have paid membership in USBC, Wisconsin State USBC Women’s Bowling Association, and a local association within the jurisdiction of the WS USBC WBA. Bowlers without proper membership paid before they bowl will be disqualified. We have no way of checking membership on site. ID cards do not show what memberships a bowler has paid. This form must be sent to the state office with the weekly paperwork.

- **13- Tournament Entry form** – Must be completed in full. It is very important to have bowler ID#s. Often we have more than one bowler in our database with the same name and we need to know which one is bowling. Use average books to verify averages. If you are unable to verify the average, give them an average verification form (see #2 above) and use 235 average. Fees must be broken down on the entry form so the state office knows which events have been entered. Team fee is \$72. D/S fees are based on the number of doubles (see chart on bottom left of entry) All Events is \$5 for each box that is checked to the left of the bowlers name on the lower half of the entry form. Scratch fees would include \$20 for the team and \$5 for each additional box that is checked to the right of the bowlers’ names on the lower half of the entry. NOTE: Doubles must be entered by both bowlers in the pair; singles and all events can be entered individually. You don’t have to enter scratch team, scratch doubles, and scratch singles to enter scratch all events. See entry fee chart to assist you in figuring fees. If this entry is bowling in other events a copy of the entry must

be faxed to the other bowling center. The original copy must be sent to the state office with the weekly paperwork.

- *14- Entry fee chart* – This chart has a breakdown of the entry fees. The most common ones are printed in red. Note the chart does not include scratch fees. These must be figured separately and added on the entry form.
- *15- Handicap chart* – Used to calculate handicaps for subs, bowlers on walk-in entries, and when averages are verified. The chart shows the 3 game total handicap for the bowler. Simply find the bowlers average in the left column and their handicap is directly to the right.
- *16- Division Chart* – Used to calculate the division for a team, doubles, or singles when a bowler and or average change has been made to an entry.
- *17- Bowler changes for bowling center form* – All bowler changes made at check-in (subs and walk-in entries) must be listed on this form. Provide bowler change form to the control desk prior to squad time so scoring machines can be updated. Changes on the e-mail that was sent from the state office do not need to be included on this form. The bowling center should have printed a copy of the e-mail for their use.

Rearranging of line-up is not permitted.

- *18 - Recap sheets* – Used to record bowlers' scores. The team recaps have two teams per sheet. There is one pair of doubles and two singles per sheet. You will find two copies of each recap sheet. Changes must be made on both copies when an average has been verified or there is a sub bowler. When there is a sub bowler, cross out the name of the person who will not be bowling and write in the subs name. For sub or verified average you will need to cross out the incorrect average and handicap then write in the correct ones. Add the average and handicap columns; change the total handicap on the right side of the form where the scores are totaled. On the d/s recap sheets you will have to make the changes for both the doubles and the singles. Using the new average total check the division on the division chart provided. Cross out the printed division and write in the new division. Even if there is no change to the division you need to write in the division so the state office knows it was verified. After all changes have been made the recap sheets can be distributed. One copy is given to the score markers. The second copy is given to each team or doubles pair (have floor supervisors distribute during the first game). The score markers copy of the recaps must be returned to the state office.
- *19 - Paid Additional Events at tournament form* – used to record any bowler purchasing participation in handicap all events or any scratch events at check-in. **All Events must be paid prior to bowling in ANY event. Scratch team, doubles and singles must be paid prior to bowling in that event.** This form must be returned to the state office each week with the paperwork.

- **Other forms and reports used in the tournament office**

- **20 – Active Participation list** – Set up in squad order. After check-in is completed use the check-in sheets to verify the bowler is participating. In column titled “bowled 2012” indicate if the bowler participated by writing “yes” or a checkmark. If the bowler did not participate write “NO”. This must be tracked for every squad. The list at the d/s house will be short as it is for bowlers who are not entered in the team event. If a bowler questions participation and is not on the active list, check the “All-time participation” list and on a post-it or on the page write a note that bowler participated.

- **21 – Participation awards list** – At the start of the tournament a list is provided by the state office of bowlers who will be receiving participation awards. Bowlers receive a plaque for 25 years of participation and a plate for each additional 5 years. The awards list is set up in squad order with awards presented on the lanes during squad announcements. Compare the awards list to the cross reference list or the check-in list to ensure bowler is participating and note lane number. Since we are still playing catch-up with the plaques (new starting in 2010) every bowler listed on the awards list will receive a plaque. For bowler receiving plates for 30, 35, 40, etc. years there will be an envelope with each bowlers name and the award they are receiving listed. Note the award they are receiving is for one year higher than the number that is listed. Ex. 24 means they are receiving their award for 25 years; 29 means 30, 34 means 35, 39 means 40 years, etc. Exceptions to this will be for bowlers who recently sent in their participation form and they have more than 25 years in prior to this years’ tournament. These will be noted on the envelope. Write date award is given in the first column on the form. If bowler is not present, write “No” in date column. Send list back to State office at end of tournament. Bowlers participating in their 50th tournament receive a pendant. These pendants must be kept in the bowling center safe until needed. For every 5 years beyond 50 they receive a certificate. (50, 55, 60 etc. yrs. also receive plaque and plates)

- **22 - Grand Duchess list** – The state office will supply a list of all tournament bowlers who are 70 yrs old as of their bowling date and eligible for the Grand Duchess pin. The Grand Duchess list is set up in squad order. There may be a few to be presented at d/s if the bowler is not participating in the team event. GD pins are given on the lanes during squad announcements. Compare the awards list to the cross reference list or the check-in list to ensure bowler is participating and note lane number. In the column marked “date pin given” write in today’s date. If the bowler is not participating write “no” in the “date pin given” column. If a bowler questions receiving a pin check “All-time Grand Duchess list” which is also supplied. If the bowler is not on the all-time list and is eligible to receive a pin, give them one and write bowler information on list provided. All Grand Duchess recipients also receive a “free” photo from the tournament photographer. I have found the best way to remember this is... Prior to check-in print “GD” next to the recipient’s name on the check-in list. Then when they check-in you give them one of

the photographers' forms with the bowlers name and "Grand Duchess" written on it. The Grand Duchess list is to be returned to the state office at the end of the tournament.

- **23 – 50/50 Raffle form** – Used to track income and expenses for the 50/50 raffle. Fill in the date, squad time, receipts, expenses and profit for each raffle. Receipts must be counted by two workers. Expenses (payout) should be figured as close to 50% as possible. Do not break it down to coin. Profit is to be counted by two workers, placed in an envelope marked "50/50" with the squad date and time and signed by the two workers who counted the money. The envelope is then sealed and placed in the zippered money bag. *both persons sign envelope & note amount enclosed*
- **24 – Bowling Ball Raffle Log** –Used to track the inventory of bowling balls. Bowling balls are shipped directly to the bowling centers so it is important that any shipments received are inventoried before the first squad each weekend. The state office uses this log to order additional balls when needed. Using the chart decide how many balls are to be given out based on the amount of money collected from the bowlers. Enter the date and squad time of the raffle, the total receipts, then record the balls given out, using one line per ball. It is VERY important for inventory purposes that you record the weight of every ball given out. An ending inventory must be done after the last raffle of the weekend. It is to be recorded on the bottom of the used raffle log and at the top of the log to be used the following weekend. Tournament workers may purchase a bowling ball. To keep our inventory correct these must also be listed on this report with the workers name written in the raffle date/time column of the form. The back of the form is used to record bowler information for all bowling balls that must be shipped. Please be sure information is legible. Money collected is to be counted by two workers, placed in an envelope marked "bowling ball" with the squad date and time and signed by the two workers who counted the money. The envelope is then sealed and placed in the zippered money bag. This form must be returned to the state office every week.
- **25 – Bowling ball chart** – Indicates the cost of raffle tickets and the number of bowling balls to be given away based on the amount of money collected in the raffle.
- **26 – Bowling Ball Raffle Winners** – Used to record EVERY winner of a bowling ball. Be sure to record the weight of the ball taken **OR** the weight of the ball to be ordered if we do not have it in stock. This form must be completed in full.
- **27- Lane Payment forms** – Used to determine the amount of lineage the state office must pay the bowling center. It is important that we have a correct count of the number of teams/doubles/singles that have participated in each squad. For team and doubles you can count the number of teams participating using the check-in list. If a set of doubles is short a bowler include them in the doubles count, then make a note that one set had just one bowler. The number of singles is counted using the recap sheets when they are turned in after the squad is complete. Go through the recaps and check them for any bowler(s) who withdrew (did not bowl any games in singles)

Singles count is the number of bowlers who actually participated in the event. Fill in the numbers on the form. Do not write anything in the grayed areas. This is for state office use.

Office set-up

- Items to be placed on check-in table include:
 - First check-in person-
 - Check-in list for current squad
 - Substitute bowler forms
 - Changes to give control desk form
 - Walk-in entry form and tournament entry
 - Photographer form
 - Centered between two office workers-
 - Participation pins
 - Faxes and e-mails from state office and other bowling center
 - Average verification forms
 - Plenty of pens (not green) and a couple highlighters
 - Second check-in person-
 - Recaps for same squad (2 sets)
 - Handicap chart
 - Fax form to report bowler changes to other bowling center
 - Membership application cards
 - Paid additional events at tournament form
 - Off to the side or on table behind check-in
 - File with Average books
 - Participation list
 - Grand Duchess list

ALL supplies must be monitored and the state office contacted if more supplies are needed. DO NOT wait until supplies are depleted before letting the office know.

MEMBERSHIPS

All tournament bowlers must have

- *USBC membership and*
- *WS USBC WBA membership and*
- *Local merged or Local WBA membership*

Prior to bowling in any event or their scores will be disqualified

USBC (National) The USBC is a merged association. Both men and women are members of the same association. (\$10 fee)

WS USBC WBA (Wisconsin State USBC Women's Bowling Association) The WS USBC WBA is a women's association. Only women can be members of the WS USBC WBA. (\$1 fee)

LOCAL ASSOCIATIONS There are three types of local associations; merged, womens, and mens.

- A local merged association has both men and women membership.
- A local women's (WBA) association has women only membership.
- A local men's (BA) association has both men and women membership.

A local BA association is not within the jurisdiction of the WS USBC WBA, therefore it is **not an accepted membership** for the WS USBC WBA Championship Tournament. (Local fees vary)

If the membership box on the check-in list is blank there is a question on the bowlers' membership. Refer to the e-mail from the state office regarding memberships to find information on that particular bowler. Complete the result column to let the office know how the situation was resolved. The membership form must be sent back to the state office weekly with the recap sheets.

WS USBC WBA TOURNAMENT OFFICE PROCEDURES

The WS USBC WBA office will mail paperwork to the bowling centers approximately 10 days to 2 weeks prior to the first scheduled date of said paperwork.

- Paperwork received from the State Office should be placed in expandable files sorted by squad time. (Work with one weekend at a time. Paperwork for the following weekend can be placed in the files after the current weekend is removed so it is ready when you arrive on Friday)
- Check the bowling center office for faxes and/or e-mails from the state office and other bowling center

*** All changes on the check-in list must be done in **GREEN** ink ***

Pre-check-in procedures – Information provided on faxes and e-mails from the state office and other bowling center must be updated on check-in list and both sets of recap sheets. Using current standings e-mail update standing boards. Changes for first squad and standing board must be completed before actual check-in begins. Continue working on changes as time permits ensuring they are completed before squad begins check-in. Check Grand Duchess List and note any on check-in list as a reminder to give them a free photo card. (write “GD” in front of their name on check-in list)

Post *Cross reference list* on display board by check-in table for bowlers to obtain their lane assignment.

Check-In – Ask bowler for lane assignment. **(If bowlers states they are a walk-in see procedures at the end of this training guide.)** Place checkmark in check-in box corresponding to each bowler as they check in. Group Leaders may check in entire group if all bowlers are in-house ALSO team captains may check-in their team if all team members are in-house. Ensure average and membership has been verified for each bowler per “Y” in box on check-in sheet. **Bowlers MUST HAVE membership with USBC, WS USBC WBA, and a local membership within the jurisdiction of the WS USBC WBA prior to bowling or their scores will be disqualified.**

If membership is not verified, note information on membership e-mail from state office as to what is needed. Request information from bowler and supply forms as needed. Record steps taken on email and return form to office at the end of the weekend. It is not necessary for bowlers to present membership card at check-in if membership is ok.

- All subs must **COMPLETELY** fill out a sub form provided by WS USBC WBA.
- Make necessary substitute changes to recap sheets including average and handicap re-calculations. Be sure to change handicap total for team, doubles and singles on the right side of the recap sheet as well.
- Check and change the division.

When all entries are checked in:

If bowlers do not show up write no-show on check-in list and recap sheets and return recap sheets to state office with weekly paperwork. Do not wait for tardy bowlers. Announcements must be started approximately 5 minutes before squad time. Bowlers have the announcement time and practice time to arrive. A bowler is considered late if they are not on their lanes ready to bowl when it is their turn and receive a "0" for frames missed.

- Compile a list of all changes to give to the counter person at the bowling center so all changes can be made in the scoring units. It usually works ok to give them this when you go up to make the announcements. They can make the changes while the announcements are made and the bowlers have their practice time.
- When all changes have been made to recaps deliver one copy to bowling center scoremarkers. The second copy is given to the floor supervisors to distribute to the bowlers on the lanes.
- **Putting Squad on:**
- Check participation sheet for number of awards and gather plaques, plates (in envelopes) and certificates (found in participation award folder) as needed.
- Check Grand Duchess list, gather pins as needed.

You will need –

Announcements - Participation awards – Grand Duchess Awards –Group Leaders
\$20 bills - introduction of state board members, HOF members, previous year tournament champions and group leaders– introduction of floor supervisors.
Team house also needs the list of participating associations

Task that need to be done by office workers

Daily duties:

- Using faxes and e-mails from state office make changes to check-in list and recaps for the weekends squads.
- Check-in squad.
- Call for last minute subs.
- Announcements.
- Fill out lane payment sheet.
- Put completed recaps in lane order AND ensure all recaps have been returned to the office.
- The state office will send the current unofficial standings to the bowling centers with our e-mail on Fridays. The standing board will need to be verified to this e-mail and updates made prior to check-in on Friday. Do not use the standing boards the first weekend. Use both sides of the name/score card before discarding.

- Setup for next squad.
- As time permits, divide participation pins into groups of four (4) and staple to save time during check in.
- As time permits, rip raffle tickets into strips of 6. Leave the "pair" of tickets together until the strip is purchased.
- One office worker is to help the Promotion Table worker with the 50/50 and bowling ball raffles. At D/S house a trinket corner worker or local association volunteer will assist the office worker.
- Check-in list with all attachments, recap sheets, and computer score printouts should be banded together and placed back in the corresponding expandable folder.
- Collect and count money from 5th frame canister (after 2 squads) and give to the designated responsible person. Monies are kept in the bowling center safe overnight. All raffle monies should be counted by two people, and placed in an envelope labeled and signed by the two people who counted it. Seal the envelope. 5th frame canister monies can be put in a zippered coin bag. A form is kept in the bag to track money collected from the canisters. The promotion table person should also turn their funds over to the designated responsible person. Start-up money should be kept in a separate cash bag and retrieved from the safe before the first squad each day. All other monies must be kept in the safe until the responsible designated person retrieves all of it at the end of the weekend.

5th Frame Miss Canisters			
Weekend of :			
	Amount	Initials	Initials
Friday			
Saturday			
Saturday			
Sunday			
Total			

- Fax Team changes to Doubles & Singles center. Fax Doubles & Singles changes to Team center. This may be done following check-in of the last squad of the day.
- Monitor supplies – let state office know what is needed
- Set-up or take down office as needed at beginning and end of weekend.
- After last squad of the weekend follow the guidelines for packaging things to give to Hostess Coordinator to send back to the State Office.

YEARS OF PARTICIPATION IN CHAMPIONSHIP TOURNAMENT

Plaques will be awarded for 25 yrs of participation. 30, 35, 40, and 45 years will be given an engraved plate to add to their plaque. For a few years we will be playing "catch-up"...All participants reaching a milestone year will be given a plaque along with the plates they have earned to that point.

If a bowler has never filled out a Years of Participation form she may obtain one from the Promotion Table and fill it out. These completed forms are to be sent back to the State Office at the end of each weekend. If the bowler has reached a milestone year be sure to award her plaque and/or plate and make a note on the form that they received the award at the tournament.

ALL MONIES: All monies are to be given to responsible designated person. All monies should be counted and verified by at least two (2) people. A breakdown of funds must be provided to the state office. The designated person will deposit money at a WS USBC WBA designated bank. Monies collected include: walk-in entry fees, 50/50 raffle, bowling ball raffle, 5th frame canister, handicap all events and scratch fees, brackets monies.

Monies collected at the promotion table will be deposited into a separate account. Membership monies are processed by the local association.

Things to be sent back to the State Office at the end of each weekend.

For each squad: (rubber band together)

Recaps

Check-in Lists with average verifications and sub forms attached

Score printout from lanes (some lanes may e-mail these to the state office)

Walk-in entries form

Completed entries for walk-in bowlers

For each weekend:

Completed lane payment form

USBC Award sheet for awards that need to be filled through the state office

Promotion Table Inventory report

(2) Bank receipts (for deposit to general account and JKS)

50/50 raffle form

Bowling ball raffle form

E-mailed membership verification form with results column completed

Additional events paid at tournament form

Years of Participation forms filled out by bowlers

Completed Income breakdown form (this could be e-mailed back to us)

Package up and give to Association Manager or Hostess Coordinator at end of weekend.

She will be responsible for proper delivery to the WS USBC WBA office.

Walk-in Entry Procedures

***Phoned-in refers to entries that have contacted the state office regarding available squad times. Phoned-in entries take precedence over walk-ins.**

***Walk-ins refers to entries that have not contacted the state office.**

The information included in this procedure is based on the number of lanes available. If lane availability is limited see the instructions below. If there is lane availability for more than the assigned squad plus phoned-in entries, walk-ins can be accepted to fill the squad.

The WS USBC WBA office will provide a list of phoned-in entries received in the office during the prior week. Determine number of lanes available for walk-ins at both bowling centers using squad list provided by WS USBC WBA office.

When walk-in bowlers arrive ASK if they phoned in ahead of time. Phoned-in entries will have the Team Captain's name listed on the information sheet provided by the office.

Phoned-in entries are instructed to check-in **1 hour** prior to the squad time. They are told if there is a line at check-in they should go the second person at the check-in table just to let them know they are present. They must still go through the check-in line to actually check-in. If they are not present within 30 minutes of squad time, consider them no-shows.

Phoned-in entries:

1. If captain does not have an entry form completed, give them an entry form and ask them to step aside to complete the form. Continue check-in for those waiting.
3. When captain returns with COMPLETED form, note the events they have indicated and collect fees accordingly. (See Entry Fee breakdown sheet provided). Ask if all bowlers have proper membership as listed in rule 2 of the entry.
4. Assign available lane, add names to check-in list, and check-in as normal.
5. List bowlers on "Line-up changes for bowling center" form. List entry on "walk-in entries" form.
6. When check-in for squad is done, fill out two sets of recap sheets, one for the bowling center score marker and one for the bowlers.

Walk-in entries:

1. When lane availability is limited, inform them that they will need to wait to see if anything opens up. After phoned-in entries, lane availability is first come, first serve.
2. If /when lanes are available repeat steps 1- 6 above.
3. If lanes are not available on current squad check later squads and inform team of any availability. Be sure phoned-in entries have been taken into consideration.