

BIDDING PROCESS FOR THE ANNUAL/MID-YEAR MEETING/TOURNAMENT

In the late 1980's, the IGBO Board of Directors (Board) created and implemented a formal process to evaluate and improve the bid proposals from organizations bidding to host an Annual or Mid-Year meeting/tournament. During this time the Board began to emphasize the need to keep costs as reasonable as possible and to consider the needs of the bowlers in organizing bowling and social schedules for the event.

The procedures to prepare a bid are detailed in IGBO Policies and Procedures, Section VI.

The Annual and Mid Year tournament bid(s) are reviewed and approved two years in advance.

Bid Process Overview

Following is an outline for all cities interested in bidding.

I. Bid Deadlines

- A. NOTICE -- It is the responsibility of the IGBO Secretary to notify all IGBO members of the deadlines well in advance to give interested cities adequate time to begin preparing their bids.
- B. ANNUAL – There are four major deadlines all bidders are required to meet.
 - 1. October 15 – Intent to Bid – The letter of "intent to bid" must be delivered to the Bid Standards Committee (BSC) and the entire Board by October 15 of the year preceding the Annual meeting at which the bid will be presented. The letter must be postmarked by the established date. It is recommended that the letters be sent via certified mail (especially to the BSC chairperson and IGBO President) to avoid problems with mail delivery.
 - 2. January 5 – Preliminary Bid -- A preliminary draft of the bid package must be submitted to the entire BSC and the Board no later than January 5 of the year of the Annual meeting at which the bid will be presented. The package should contain specific information requested by the BSC and IGBO. The package must be postmarked by the deadline date.
 - 3. March 5 – Pre-Formal Bid – The pre-formal bid is a bid package that has had changes made based on the information presented to the bidding committee by the BSC and the Board. The pre-formal bid package must be sent to the BSC and the Board, and must be postmarked by April 1 of the year of the Annual meeting at which the bid will be presented.
 - 4. April 15 – Formal Bid – Each bidding city must submit a complete, formal bid package to the BSC, the Board and the Site Selection Committee. This package

must be postmarked by April 15 of the year of the Annual meeting at which the bid will be presented.

- C. MID-YEAR – The procedure for submitting bids for the Mid-Year meeting/tournament are identical to the Annual. The deadlines are based on the date of the Mid-Year meeting at which the bid will be presented, with the exception of the letter of “Intent to Bid.” The Mid-Year Tournament/ General Membership meeting is held over the weekend occurring closest to November 11, the US Veterans Day holiday (if the holiday falls on a Wednesday, the event is held over the preceding weekend). The deadline dates are:

1. May 1 – Intent to Bid letter
2. July 3 – Preliminary Draft Bid
3. September 4 – Pre-Formal Bid
4. October 4 – Formal Bid

II. Bid Standards Committee Role

- A. The duties of the BSC shall be to assist cities considering bidding for either IGBO tournament by providing information on past tournaments; and to review bid applications for viability and conformity to established guidelines and to Policies & Procedures (P&P) of IGBO.

The BSC shall be responsible for providing suggestions for improving a bid presentation either with changes required to be made to conform to the IGBO P&P or to recommend changes which may provide a better bid package.

- B. Immediately upon receiving the letter(s) of intent, the BSC chairperson is responsible for initiating contact with the appropriate bid committee contact and providing all information necessary to help the bid committee prepare a bid that meets IGBO's standards. [Suggested guidelines for preparing a bid are enclosed in this section.]
- C. The BSC Chairperson is the direct contact between the bidding city and the Board during the bid preparation process. To ensure accurate communications, this system should be maintained.

III. Board of Directors Role

- A. The Board receives the original letter of intent and all bid packages.
- B. The Board should receive all communications between the BSC and the bid committees to keep it informed throughout the bid process.
- C. The Board is required to examine all bid packages and notify the BSC of concerns about each package. They are to review the bid packages to ensure they meet minimum requirements and conform to IGBO standards.

- D. The Board is empowered to **require** and/or **recommend** changes to the bid packages prior to their distribution to the Site Selection Committee. A majority vote of the Board to require or recommend changes is needed before any action can be taken. **Required** changes must be made. **Recommended** changes are intended to improve the bid packages and may or may not be implemented by the bid committee.
- E. Bid committees should not proceed with printing mass quantities of the bid package until the Board has completed its review and discussed any final changes with the bid committee.
- F. The IGBO President is the communication link between the Board and the bidding cities after the pre-formal bid(s) have been submitted.
- G. The Board is required to present all bids for either tournament to the Site Selection Committee.

IV. Site Selection Committee Role

The Site Selection Committee consists of all voting members of IGBO. It makes the final selection as to the city which will host the meeting/tournament.

V. Bid Committee Role

- A. The bid committee is expected to cooperate with the BSC and the Board in preparing the best possible bid package to submit to the Site Selection Committee.
- B. The bid committee is expected to meet all deadlines.
- C. The bid committee should work with the Newsletter publisher to buy advertising space to promote the bid (advertising is an option, not a requirement).
The bid committee should work with the appropriate committee individual and/or hotel contact at the site where the bid is to be presented in order to make any necessary arrangements for sponsored social events prior to the meeting and for any special needs (AV equipment, etc.) for the bid presentation at the meeting.
- D. The bid committee is responsible for any charges incurred in presenting a social event or in presenting the bid at a General Membership meeting (for AV equipment, etc.).
- E. All bidding cities are expected to uphold and promote IGBO's ideals of UNITY, COMMUNICATION and FELLOWSHIP.

VI. Bid Presentation

- A. The IGBO President oversees the bid presentation and voting.

- B. Bid presentations take place as part of New Business.
- C. Each bidding city is given 10 minutes to make its presentation. This time period includes questions from the Site Selection Committee.
- D. If there are multiple bids, the IGBO President will administer a draw of lots by the representative of each Bid Committee to determine the order of presentation.
- E. The bid presentation format is totally up to the bid committee.

VII. Voting Process

- A. Voting is by secret ballot.
- B. A majority vote is required to win. If there are more than two bids and a majority is not received on the first ballot, the two bids receiving the most votes will engage in a run-off election. The city receiving the majority vote will be the winner.

IGBO Bid Application Package

Thanks for your interest in hosting a future IGBO tournament. Attached is a bid application package. Please complete each part of the application thoroughly; then copy and return the document with appropriate attachments (as required) to the following:

Preliminary Bid App -	IGBO Board of Directors ¹ and Bid Standards Comm
Pre-formal Bid App	Same as above
Formal Bid App	IGBO Board of Directors and IGBO Reps

If you have questions concerning the application or the bidding process, contact either of the chairs of the Bid Standards Committee at the phone numbers listed on the cover letter. You are also welcome to talk to your regional director for advice or guidance at any time. This document is also available on disk (Word, WordPerfect and other formats), and can be downloaded on request by contacting secretary@igbo.org.

After incorporating input from the Board and Bid Standards Committee, the completed bid application form will be distributed to the IGBO reps postmarked 30 days prior to the annual or mid year meeting where it will be considered.

Instructions

The purpose of the bid application package is to streamline the process for bowling communities to bid to host IGBO tournaments. The application is divided into seven parts, which address most facets of hosting a tournament. Feel free to supplement the packet with other information you feel would enhance your bid and that you would like to share with the membership.

Part I Tournament Committee: The success of each IGBO tournament ultimately rests with the tournament committee. It is vitally important that the members of the committee have knowledge and experience with IGBO-affiliated tournaments and the motivation and enthusiasm to follow through the lengthy process to host the tournament after the bid is awarded.

Part II - Tournament Operations and Marketing: This section of the application addresses the mechanics of running the tournament. Develop a detailed schedule of events including each bowling shift and the IGBO meetings that will be held in association with the tournament. These include Board Meetings, the General Membership meeting, workshops and any other events that IGBO or your committee plans along with the Awards Ceremony.

In this section, indicate the tournament capacity. Describe the bowling facilities; your plans for scoring and tabulating results; the optional scratch event; and how you will conduct

¹A list of the IGBO Board of Directors is attached to this document.

registration. It is also important to describe how you will promote the tournament to encourage attendance.

Part III - Financial Information and Budget: All successful organizations have budgets and detailed plans to achieve them. In this section, develop a budget for the tournament based on 800 bowlers for the annual tournament (400 for mid-year), and explain how you will meet it through fundraising, sponsorship, etc.

When creating your entry fee breakdown, your entry fee must cover all lineage,

Part IV - Accommodations: Outside of the airfare (which is clearly beyond the control of the host committee), the largest single expense associated with most tournaments is lodging.

In this section, describe the proposed host hotel - including the negotiated room rate, its location relative to the bowling centers and nightlife. Determine whether the hotel conforms to the "Americans with Disabilities Act" and has closed captioning available on television sets in the rooms. Also describe transportation for the bowlers to and from the bowling centers and nightlife; plans for hospitality; private housing (if provided); the Non-participants' package and any special events planned.

Part V - Endorsements: Hosting a successful IGBO tournament requires a great deal of work by a cohesive, enthusiastic group of individuals that bring together a broad range of talent to the tournament committee. It is also important that the committee is supported in their efforts by the community at large - certainly the gay and lesbian bowling community, other community leaders and local elected officials.

In this section, list endorsements for the tournament committee's effort and attach letters of support from your local bowling leagues, your local tournament committee, and bowling centers, who will all be asked to support your effort. Also enlist the support of your Chamber of Commerce/ Convention Bureaus and local elected officials.

Part VI - Rules: IGBO annual and mid-year tournaments are USBC sanctioned events. The tournament committee must apply to USBC as soon as the previous tournament has closed. Tournament rules are developed by the IGBO Rules Committee and approved by the IGBO Board. A copy of the most recent rules is enclosed.

Part VII - Contracts: It is important to note that contracts with the host hotel and bowling centers can only be approved by the IGBO Board and signed by the President of IGBO. The tournament committee can negotiate with these entities, but cannot sign contracts on behalf of IGBO.

The tournament committee can develop other contracts as necessary (e.g., for transportation, entertainment at the awards ceremony, etc.), but must be cautious to do so in close coordination with the IGBO Contracts Committee, which is comprised of the Executive Officers of the Board. Some tournament committees have encountered problems with escalation clauses, which can result in sharply higher room rates between the time the bid is negotiated and the date of the tournament. (The IGBO Board is considering development of a contract checklist, which would include points to include, and potential pitfalls.)

IGBO is a 501c(3) organization. It is the responsibility of the host committee to file forms that may be required in their state (if in the United States).

Part VIII - General Information: Use this space to add any additional information you would like to share with the Board and the membership.

IGBO BID APPLICATION

Complete as appropriate: _____ Annual _____ Mid-Year _____
(Year)

Tournament Committee Primary Contact: _____ (Name, Title)

_____ (Address)

_____ (Phone)

_____ (E-mail address)

Secondary Contact: _____ (Name, Title)

_____ (Address)

_____ (Phone)

_____ (e-mail address)

Part I - Tournament Committee. Briefly describe your tournament committee - emphasizing the credentials and experience of key individuals. Be careful to spread responsibility for the preparation and operation of the tournament evenly among the committee (i.e., do not give too much work to anyone) according to the interests and talents of each member.

Attach an organizational chart to clearly show lines of responsibility for each committee with the director and/or co-directors. The IGBO Board of Directors must be shown at the top. Key positions you should include are: Tournament Director (and/or Co-Directors), Secretary, Treasurer, IGBO Liaison, Fundraising, Scoring, Scheduling, Average Verification, Marketing/Public Relations, Registration, Program, Women's Program, Accessibility/Special Services, Non-Participants, Awards and Audit and other positions that you recommend to run a successful tournament.

Part II - Tournament Operations and Marketing

A. Schedule of Events (Including bowling shifts): Include a schedule for each day of the tournament with times and the proposed location for each activity. Attach as a separate page.

B. Bowling Centers: Describe the bowling facilities you intend to use for the tournament. Include their address, the number (and type) of lanes, scoring and facilities available such as food and beverage service, pro shop, etc.

C. Tournament Capacity: How many bowlers can you accommodate? _____

D. Scoring/Computer Services: Describe the tournament software you propose to use to run the tournament. Have you used it for other tournaments? Can it calculate individual awards for men and women - and Team All-Events? Do you have a back-up system available? If so, please describe.

E. Registration: In the space below, describe where and when you will conduct Registration for the bowlers during the tournament.

F. Marketing and Public Relations: Describe briefly how you intend to promote the tournament.

Part III - Financial Information and Budget. Present all financial information in U.S. and Canadian dollars. Also note, in the space below, the exchange rates for Australia and New Zealand with the date and source of your information:

Exchange rate for: Australia _____; Canada _____; and
New Zealand _____
as of ___/___/___ per _____(source)

Part III - Financial Information and Budget (Continued)

A. Itemize the proposed budget with income and expenditures based on 600 bowlers. Include as expenditures your estimated prize fund, non-cash awards, and tournament expenses (postage, printing, etc.) - and income projected from fundraising and sponsorship.

B. Explain your Entry Fee Distribution (U.S. Dollars) in the following categories:

Lineage	
Prize Fund	
Banquet	
IGBO Donation	8.00 ²
Non-Cash Awards	
Miscellaneous	_____
Total	\$ _____

C. Estimate First Place Cash Awards for Each Event

Singles
Doubles
Team
Individual All-Events
Team All-Events

D. Payout Ratio: 1 in _____.

E. Itemize Fundraising Activities to Achieve the Income from Fundraising included in the Proposed Budget in Item III A. above.

F. Briefly describe your ideas on obtaining corporate or local sponsors for your tournament.

²\$5.00 for the Mid-Year Tournament.

Part IV - Accommodations

A. Host Hotel: Describe the proposed host hotel - including the negotiated room rate, its location in relation to the bowling centers and nightlife, meeting space, parking and other amenities (health clubs, food service, etc.). Note parking fees if applicable.

B. Transportation: Describe how you expect bowlers to get to the bowling centers. Will the committee provide transportation? If so, will there be additional cost to the bowlers?

C. Hospitality: Will there be a place for the bowlers to meet and mingle during the weekend? If so, please describe your ideas on this subject.

D. Private Housing: Describe efforts by the tournament committee to provide private housing for bowlers that might request it.

E. Non-Participants: Describe events planned for non-bowlers.

F. Special Events: Describe any special events planned for the bowlers and non-participants.

Part V - Endorsements: List endorsements in the space below and attach letters of recommendation from your local bowling leagues, managers of the bowling centers and local officials in your community demonstrating their support for your efforts to host the IGBO tournament.

Part VI - Rules: Enclosed is a copy of the most recent rules that apply to your tournament as approved by the IGBO Rules Committee. If they are changed prior to the time the bid is awarded for the tournament, you will be provided with a copy. List any deviations or

variations you propose from the rules, which are, attached (e.g., payout ratios, etc.) Pay particular attention to the rules that apply to verification of averages (to reflect the appropriate years) and others which may change with each tournament.

Part VII - Contracts: Please submit a draft contract with the host hotel which includes the policy on guaranteeing room rates, cancellation policies and meeting space. The draft contract should also include the cost of audiovisual equipment and food services. If the banquet and meetings are held outside of the host hotel, please provide additional contracts for these arrangements as appropriate.

A draft bowling center contract is attached to this application. Ask the manager of your proposed bowling center(s) to complete the contract and attach it to this application.

Part VIII - General Information (Points of Interest, Nightlife, etc.):

Thanks for taking the time to respond to each of the questions in the bid application packet. By taking the time and making a concerted effort to answer each question completely, you've demonstrated your commitment to host a quality tournament that your local bowling community will be proud of.

IGBO Bowling Facility Contract

This contract is written in duplicate and entered into this ____ day of _____ between IGBO and _____ relative to the conduct of the 20__ IGBO Annual/Mid-Year Tournament, which will open on _____ and continue through _____.

1. _____ agrees to:

(Bowling facility)

1.1 Assist the IGBO officers and the IGBO committees in all efforts to conduct said IGBO tournament in accordance with the rules of IGBO and the USBC, and agrees to do everything in its power to make the tournament a success.

1.2 Not interfere with the officers of IGBO and their committees in securing entries and depositing all monies to the credit of the 20__ Annual/Mid-Year Tournament.

1.3 To furnish, for the use of the bowlers entered in said tournament ____ lanes at \$____ per game inclusive of all taxes. Lanes and approaches are to be strictly regulation according to the rules of the American Bowling Congress and to be uniformly dressed throughout the tournament.

1.4 To furnish pins satisfactory to IGBO and further agrees that each set of pins will meet by-laws of USBC and will weigh not less than three (3) pounds six (6) ounces and not more than three (3) pounds eight (8) ounces. All pins are to be used for the duration of the 20__ IGBO Annual/Mid-Year Tournament.

1.5 To furnish satisfactory foul line devices throughout the 20__ IGBO Annual/Mid-Year tournament.

1.6 To oil the lanes to a recognized standard between each shift. This standard will be agreed upon prior to the start of the tournament.

1.7 To have the approaches clean and in good condition.

1.8 To have a mechanic on the premises at all times to keep the automatic pinspotters in good condition. If automatic scoring devices are used, printed records of the scores, which can be audited frame-by-frame, must be provided at the conclusion of each shift.

1.9 To provide ample lounge and snack bar staff for the shift times of the tournament.

1.10 That the entrants, while bowling in the tournament, shall not be hurried by the management or staff but shall be given full time necessary to bowl each event.

1.11 To post notices: "No drinks allowed on or about the lanes during tournament play."

1.12 To furnish sufficient and suitable enclosed space and tables, desks, chairs as required to be used exclusively by IGBO and its committees.

1.13 That the lanes shall be for the exclusive use of the 20__ IGBO Annual/Mid-Year Tournament during the agreed upon bowling shift times and dates.

1.14 That all lanes shall always be ready for the bowling, per schedule, and only scheduled bowling shall be allowed on the tournament lanes during the days, nights and the hours of said tournament as scheduled.

2. It is understood that the Tournament Directors, IGBO Executive Officers, members of the IGBO Rules Committee and other IGBO committees are to have full charge and control of the tournament. However, any matters pertaining to the management of the bowling lanes shall be referred to the proprietor or management of the bowling establishment. All agreements involving concessions held in conjunction with the IGBO tournament shall be approved by the IGBO Executive Officers.

3. IGBO agrees:

3.1 To provide the IGBO Rules Committee to arbitrate all disputes and disruptions in accordance with the rules of IGBO and USBC.

3.2 To make every effort to have four (4) bowlers scheduled on each lane for each tournament shift of the team event and to have at least three (3) bowlers scheduled on each lane for each shift of doubles and singles.

3.3 To make every effort to see that the entrants are on time, do not leave the lanes unless necessary and shall not slow down bowling.

3.4 That each bowler in the singles/doubles/team events shall be permitted to roll two (2) balls free on each of the two lanes on which those events are scheduled. No more than ten (10) minutes shall be allowed for free balls.

3.5 To pay the bowling proprietor for the use of ____ lanes by bowlers legally scheduled to bowl in the 20__ IGBO Annual/Mid-Year Tournament the sum of \$____ per game inclusive of all taxes, which IGBO has the authority to collect. Said amount is to be paid by check to the bowling proprietor within twenty-four (24) hours after completion of the last shift.

This contract is mutual, and it is understood that both parties are to work in harmony and accord toward the complete success of the 20__ IGBO Annual/Mid-Year Tournament.

Date: _____

Date: _____

Proprietor

President, IGBO

For the 20__ IGBO Annual/Mid-Year Tournament