**OHIO ELKS ASSOCIATION STATE BOWLING TOURNAMENT**

**2023 BID FORM**

Instructions:

1. **Completed Bid Form** must be post marked no later than **December 1, 2022** to be considered.
2. The Exalted Ruler, Esteemed Leading Knight, Lodge Secretary, Chairman of the Trustee’s, and the Bowling Tournament Chairperson, must sign bid Form.
3. Signed letters of approval from the Bowling Center (s) and Hotels, on their business letterhead, must accompany the Bid Form.
4. Forms not typed or printed in ink will not be considered.

# LODGE INFORMATION

Lodge Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lodge member who will serve as Tournament Chairperson:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Home (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# BOWLING CENTER(S) INFORMATION

Letters of approval, on business letterhead, signed by the Bowling Center(s) must accompany Bid Form.

1. Names of Bowling Center(s) and Location:
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Number of Lanes at each Bowling Center:

1. \_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_

1. Have the bowling facilities been approved and certified by the local USBC Association in your area Answer \_\_\_\_\_\_\_\_
2. Have the bowling facilities been evaluated and inspected by the OEA Tournament Director

Answer \_\_\_\_\_\_\_\_

1. All USBC Rules and Regulations shall be applied and enforced for the Annual State Tournament.
2. The basis of handicap for the tournament shall be:
   1. Team Event; 90% of the difference of the team average & scratch of 1050.
   2. Double-Singles Event; 90% of the difference between their average & scratch of 420 and 210 respectively
   3. All Events shall be actual score
3. Bowlers shall use their highest posted USBC sanctioned league average of the immediate past season (21 game minimum), if no average for that season, use the highest USBC average for the preceding season (21 game minimum), if no average for the two (2) previous seasons, use current season average of twenty-one (21) games or more. Non-average bowlers must use 170, male or female.
4. The on-site Tournament Director will be responsible for tabulating the scoring. Most bowling facilities have automated scoring systems, if not scorekeepers are the responsibility of the Host Lodge.
5. The Ohio Elks Association will not be held responsible or liable for any damages at the Host Lodge, bowling center(s), hotel/motel, during the duration of the tournament.
6. The Host Lodge shall be responsible for the printing and distribution of the schedule.
7. Entertainment of various kinds may be provided for the bowlers and guests by the Host Lodge of each tournament.
8. The Host Lodge agrees not to exceed regular pricing available to their members during the tournament. (bar, grill, dining room, etc.)
9. The Host Lodge agrees to start and complete the tournament on the selected dates. The Members Tournament usually runs eight (8) weeks beginning in mid-February and the mixed couples tournament usually runs two (2) weekends beginning in mid-October.
10. The State Chairperson, the Tournament Director and the Tournament Chairperson from the Host Lodge will be responsible for lane assignments as well as team assignments.

# ENTRY FEE INFORMATION

1. Entry Fee: Singles $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Doubles $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ All Events $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The entry fee shall include the following: bowling fees, bowling facilities expenses, committee’s expenses in promotion of the tournament, Tournament Director’s compensation and expenses, and a dinner at the Lodge on Saturday evening. Included in the entry fee, the Lodge will also be giving away the following prizes:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Use back if more space is needed)

# MEALS

**Saturday:**

1. Lunch at the bowling facility(s) Answer Yes / No Cost $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Evening meal at Lodge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Will spouse of the bowler be accommodated for the Saturday evening meal

Answer Yes / No If answer is **Yes**, state additional cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sunday:**

* 1. Lunch at the bowling facility(s) Answer Yes / No Cost $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# MOTEL INFORMATION

Letters of approval, signed by them on their business letterhead, must accompany the Bid Form.

1. Names of Motels:
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   9. Room Cost by Hotel:
2. Single $ \_\_\_\_\_\_\_\_ Double $\_\_\_\_\_\_\_\_ 2. Single $ \_\_\_\_\_\_\_\_ Double $ \_\_\_\_\_\_\_\_
3. Single $ \_\_\_\_\_\_\_\_ Double $\_\_\_\_\_\_\_\_ 4. Single $ \_\_\_\_\_\_\_\_ Double $ \_\_\_\_\_\_\_\_
4. Single $ \_\_\_\_\_\_\_\_ Double $\_\_\_\_\_\_\_\_ 6. Single $ \_\_\_\_\_\_\_\_ Double $ \_\_\_\_\_\_\_\_
5. Single $ \_\_\_\_\_\_\_\_ Double $\_\_\_\_\_\_\_\_ 8. Single $ \_\_\_\_\_\_\_\_ Double $ \_\_\_\_\_\_\_\_

AGREEMENT

We, the undersigned, do hereby attest that the membership of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lodge # \_\_\_\_\_\_\_\_\_\_\_ of the Ohio Elks Association, upon the approval of this request, will host the **2023** Ohio Elks Association State Bowling Tournament, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** and that all information is accurate and complete.

**Exalted Ruler**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Esteemed Leading Knight**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secretary**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trustee Chairman**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tournament Director**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bowling Facility Representative**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OHIO ELKS ASSOCIATION STATE BOWLING TOURNAMENT**

**FINANCIAL ACCOUNTING--RULES AND REGULATIONS**

TO: BOWLING TOURNAMENT CHAIRPERSON

It is the philosophy of the Ohio Elks Association that the State Bowling Tournament is an annual event where bowlers from Elks Lodges throughout the state can enjoy the fellowship and operate at a break-even level.

In keeping with this philosophy, the entry fees should be as reasonable as possible and should only include the following; bowling fees, bowling facilities expenses, committee’s expenses for promotion of the tournament, Tournament Director’s compensation and expenses, prizes and a dinner at the Lodge on Saturday night. All promotional material and funds remaining after payment of all tournament cost become the property of the Ohio Elks Association. Any deficit is the responsibility of the host Lodge. All tournament funds received and expended must be accounted for.

The Chairperson of the Tournament must establish a Tournament checking account. Signatures on the account will be those of the Tournament Chairperson and the Secretary/Treasurer of the Ohio Elks Association, should a backup be needed. Checks shall be marked from the bank "Void after 60 days.” *The Lodge shall bond the Lodge Treasurer or the appointed Treasurer for the tournament.*

The Bowling Tournament checking account will be established in the name of the Ohio Elks Association as follows:

Ohio Elks Association

State Bowling Tournament

(Tournament Chairperson's Address)

All entry fees shall be deposited to this account. All expenditure payments shall be by check only. Invoices for all expenditure payments shall be maintained for accountability

Funds remaining, after payment of all tournament cost (including payout of prize money), along with a financial report of the receipts and expenditures with proper documentation including: invoices, canceled checks, banks statements, etc., shall be furnished to the Chairman of the Board of Trustees of the Ohio Elks Association, no later than sixty (60) days after completion of the tournament. In addition, the results of the tournament are to be posted on the Ohio Elks Association’s website within this same time period.

The Ohio Elks Association budgets funds for the State Bowling Chairperson’s room at the Annual Convention and the Fall Reunion of the Ohio Elks Association. The Ohio Elks Association recommends that those weekends be used for promoting the State Bowling Tournaments.

The Ohio Elks Association recognizes that the Host Lodge is doing so in an effort to raise funds for the Lodge. All events not directly associated with the Bowling Tournament are the responsibility of the Host Lodge and all funds derived from those events are the property of the Host Lodge Events may include, but are not limited to, fund raising events, activities at the Lodge, etc.

I, as a member in good standing of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lodge # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

having read the Financial Accounting--Rules and Regulation, do hereby accept the responsibilities of the Chairperson of the Ohio Elks Association State Bowling Tournament.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature – Tournament Chairperson Date