

# IGBO Representative (Rep)



## League Representative Quick Reference Guide

Welcome to IGBO Leadership. As an IGBO Representative, you are IGBO's link to all bowlers that are associated with the specific League that you represent. This Quick Reference Guide will provide you with an overview of the IGBO Rep's Responsibility, Tasks, and Guidelines that contribute to the success of this organization. All documents referred to below are located on the IGBO website on the [League Resources page](#).

Responsibilities	Info / Task	Guidelines
<b>Respond to Inquires</b>	As an IGBO Rep, you will need to respond to questions and requests from bowlers, your Regional Director, or the Board. It is your duty to respond to these inquiries in a timely manner.	Be sure to add your Regional Director's email to your contacts, and any other IGBO committee member you are working with. IGBO Board Contact Info at <a href="#">BOD</a> .
<b>Attend IGBO Meetings</b>	<p>Reps are required to attend at least one General Membership meeting and all Regional Director meetings if you are in attendance of the regional tournament.</p> <p>If not attending the general membership meeting, arrange for the Alternate to attend, submit a proxy either assigning someone who will be there as your proxy, or leaving it open to allow the Regional Director to make the assignment.</p>	<p>A mid-year meeting typically takes place in November, and the Annual meeting typically happens in May. The mid-year meeting is virtual, whereas the Annual meeting is in person.</p> <p>Proxy forms will be provided by IGBO Secretary before each meeting if there are items to vote on.</p>
<b>Renew League Membership</b>	In the Fall, the IGBO Secretary will email out the renewal information and instructions to the IGBO Rep of Record. Submit membership renewal and payment for your league by the deadline.	The IGBO Secretary will send the renewal link to submit information. You will need to collect First and Last Names, USBC#, email address, phone # and ZIP code. Fees are \$3.00 per bowler. If bowlers join after the start, you must add them in the system. Bookmark <a href="#">Membership</a> so you can return to it. Be sure to use correct login credentials.
<b>Report Honor Score Awards</b>	IGBO provides awards for 300 games and 800 series. You will need to work with your league secretary or statistician to be notified when these scores occur. All requests must be submitted within 30 days.	<p>Bowlers may choose from the following award options for qualifying 300 games or 800 series:</p> <p><a href="#">Shirt Award</a></p> <p><a href="#">Accessory Bag Award</a></p> <p>Championship ring options:</p> <p><a href="#">300 Game Championship Ring</a></p> <p><a href="#">800 Series Championship Ring</a></p>

<b>Pin Awards</b>	IGBO offers Award Pins for individual score/bowling achievements. Each bowler may receive one pin per category. Track achievements and distribute pins. Fall pins are due by December 1. Spring pins are due by March 1.	Use the following resources to manage and track Pin awards: <a href="#">Individual Pin Awards Flyer</a> <a href="#">Pin Tracker Worksheet</a> <a href="#">Bowler Pin Tracker Cards</a>
<b>Facilitate IGBO Events</b>	Promote Multi-City Raffle Tickets and Mail-In Tournament, plus any additional IGBO events. Stay in touch with your Regional Director.	Proceeds go to the host city for the next Annual Tournament. Mail-In Tournament is best 6 of 12. Collect money and submit via PayPal.
<b>Be Familiar with IGBO and its history</b>	Use the document listed in the Guidelines to assist you.	Refer to these resources to learn more about IGBO and share information with your bowlers: <a href="#">Mission Statement</a> <a href="#">History of IGBO</a> <a href="#">Organization, Membership, and Committees Documents</a>
<b>Promote IGBO Leagues and Tournaments</b>	Communicate IGBO league and tournament opportunities to your bowlers and help increase participation by distributing approved promotional materials.	Any promotional document not provided by IGBO should be approved by your Regional Director before sending out to your bowlers.  Some documents are templates, and you need to add your information and your region's information.  You can download 4 different posters to promote your league. They can be found at the bottom of the page on the <a href="#">League Resources</a> page.
<b>League Information</b>	Reps are required to keep league information up to date on the IGBO website.	Instructions for updating league details can be found here: <a href="#">Editing League and Tournament Information</a>  You will need bowling center name, contact info, league start and end dates, team size, weekly price, and contact info. An additional commentary section is available if you wish to add more details.
<b>Sponsorship</b>	Storm Sponsorship offers a buy one, get one free ball to IGBO leagues, along with discounts on the Storm catalog of merchandise. Leagues can apply for a Storm agreement at this link: <a href="#">IGBO League Sponsorship Agreement</a>	