

# IGBO Representative (Rep)

## Tournament 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 Tournament Representative's responsibilities, tasks, and guidelines that contribute to the success of this organization. All documents referred to below are located on the IGBO website on the [Tournament 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>	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.  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.	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 but offers a virtual component.  Proxy forms will be provided by IGBO Secretary before each meeting if there are items being voted on.
<b>Renew Tournament Membership</b>	<b>Annual Membership Dues</b> are based on the number of bowlers at the previous tournament and are calculated at \$2.00 per bowler.  New tournaments will pay \$50.00 to become a member and will pay \$2.00 per bowler at their next renewal period.  Any questions, please direct them to your Regional Director.	The IGBO Secretary will send the renewal link to submit information. The fees will be paid on the <a href="#">Membership</a> site.
<b>Reporting Tournament Scores</b>	Provide the TAD Reporting Template to your tournament secretary to complete. Once results are in the template, it can be uploaded <a href="#">here</a> .	Results are to be turned in within 30 days after close of the tournament.  Visit <a href="#">TAD</a> for more information and instructions.
<b>Reporting Associate Memberships</b>	It is recommended but not required that tournaments include in their rules that bowlers be an IGBO member. Bowlers not already on an IGBO league may apply for Associate Membership. They can apply online, or work with the tournament to pay dues during registration. If the latter is the case, dues and Associate Membership info must be sent to IGBO Treasurer within 30 days of tournament close.	Bowlers can sign up to be a member at the <a href="#">Membership</a> site  If you collect registrations on site, you will need to use the <a href="#">submission form</a> and submit payment to the IGBO Treasurer via PayPal or check.  <b>Associate Membership Dues: \$30 per year</b>
<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 a game score of 300 or 800 series occurs. All requests must be submitted within 30 days, or they may not be approved.	Bowlers may choose from the following award options for qualifying 300 games or 800 series:  <a href="#">Shirt Award</a> <a href="#">Accessory Bag Award</a>

		<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.	You will receive the pins prior to your tournament. It is up to your discretion on how to distribute, whether you keep track of the scores and present yourself or ask bowlers to self-report.
<b>Be familiar with IGBO and its history</b>	Use the <b><i>About Us</i></b> dropdown on the IGBO homepage 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.	<p>Any promotional document not provided by IGBO should be approved by your Regional Director before sending out to your bowlers.</p> <p>Some documents are templates, and you need to add your information and your region's information.</p>
<b>Tournament Information</b>	Reps are responsible for keeping tournament information up to date on the IGBO website.	<p>Instructions for updating league details can be found here:  <a href="#">Editing League and Tournament Information</a></p> <p>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.</p>
<b>Sponsorship</b>	Storm Sponsorship provides two bowling ball certificates for tournaments, along with discounts on the Storm catalog of merchandise.	Tournaments can apply for a Storm agreement at this link: <a href="#">IGBO Tournament Sponsorship Agreement</a>

#### General Information

Any IGBO tournament can use IGBO's Non-Profit Status for companies that wish to donate or sponsor. There are specific guidelines that MUST be followed:

- Checks must be made payable to IGBO, sent to IGBO Treasurer, and deposited into the IGBO account.
- Then IGBO will send back a donation (95%).
- If the sponsor needs a W9, have the sponsor contact the IGBO Treasurer. Treasurer will work directly with sponsor.
- Treasurer will need the company name and contact.