

*Canadian Tenpin Federation, Inc.*  
*Federation Canadienne des Dix-Quilles, Inc.*

## **Tournament Manager's Handbook**

(Effective August 1, 2014 to July 31, 2015)



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<b>Disclaimer:</b> In the event of any discrepancies between this Tournament Manager’s Manual and the CTF Playing Rules, the CTF Playing Rules will be the governing interpretation.
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## **INTRODUCTION**

This Tournament Manager's Manual is provided by CTF and provides specifics for anyone planning a CTF tournament. Sanctioning of CTF tournaments is a free service provided by CTF.

## **SANCTIONED TOURNAMENTS**

The rules that govern special types of tournaments appear in the Playing Rules book and are applied when a tournament is sanctioned by CTF.

Among the many things that ensure a successful tournament are advanced planning and early distribution of entry forms and posters.

When plans are finalized for a particular tournament, the completed application form and a "proof" copy of the tournament entry and rules should be submitted to CTF National Office as early as possible. This allows CTF the opportunity to recommend any changes or adjustments to the tournament format and rules before the final printing.

## **TOURNAMENT DEFINITION**

A tournament is a competition, other than a league, in which the game of American Tenpins or a modified format of the game is played. Competition can include one or more events.

Total pins decide the champions and other prize winners in each of the events unless another system, based on merit pinball, is stated in the tournament rules.

## **BENEFITS**

You can perform a valuable service both to your participants and your organization by conducting sanctioned tournaments. By conducting a CTF sanctioned tournament, you and the bowlers in your tournament will benefit from a whole range of CTF services, which are:

- Guidance on rules for your particular competition.
- Standardized rules.
- Expert assistance in resolving misunderstandings and problems if they arise.
- Systematic re-rating procedures.
- Special recognition for high scores and other achievements.
- Assurance of equitable distribution of prize funds.

## **OBTAINING AN APPLICATION**

Applications can be obtained by contacting CTF National Office or from our website, [www.gotenpinbowling.ca](http://www.gotenpinbowling.ca).

Canadian Tenpin Federation  
Attn: Tournament Sanctions  
916 – 3rd Avenue North, Lethbridge AB T1H 0H3  
Toll-free Fax: 1-855-654-2346 / Phone: 403-381-2830 / E-mail: [ctf@gotenpinbowling.ca](mailto:ctf@gotenpinbowling.ca)

## **APPLYING FOR A SANCTIONED TOURNAMENT**

1. Submit a completed application to CTF National Office at least three weeks prior to the start of the tournament. Remember, sanction coverage will be granted only if the application is received before the start of the tournament. This process takes approximately seven (7) working days. However, this may take longer in the peak season.
2. Submit an application and a copy of your rules and entry form for review.
3. Guarantees — Submit written assurance from person responsible for any first time guaranteed prizes.

Always remember, if a tournament date and/or site are changed, coverage is not extended unless we are notified of the change before the tournament is conducted. Also, in the event a tournament is cancelled, please let us know so we can mark our file accordingly.

## TYPES OF TOURNAMENTS

CTF can sanction the following types of tournaments:

### Regular Tournament

This is the most common type of tournament that covers the widest range of formats. A regular tournament certificate will be issued provided:

- (a) The tournament consists of two or more teams or a singles event of two or more individual entrants.
- (b) Tournament rules and advertising material complies with CTF rules.
- (c) The lanes used are CTF certified for the current season.
- (d) Competition among entrants in an event, except all events, is held in the same establishment. When an event is divided in two or more divisions, competition in each division is held in the same establishment.

### Modified Formats

CTF Rule 302 now authorizes tournament competition in which a modified game of American Tenpins is played.

There are several modified formats, such as 9 Pin No Tap, 8 Pin No Tap, Best Ball, Scotch Doubles, Baker Format, Mail-O-Graphics, etc. A description of some of the modified formats can be found on pages 12 and 13 of this manual.

During a sanctioned modified format tournament, high score recognition for 300, 299, 298 and 11 Strikes-In-A-Row is in effect provided the score was accomplished by one participant, whereby a full setup of pins (10) is knocked down with the first delivery in each frame and without the benefit of any type of artificial strike. In order for the High Score Recognition to be in effect, tournament management must maintain a scoring system whereby both the natural and artificial pin counts are kept on a score sheet. A copy of the score sheet must be submitted with all high score award claims. Also, awards can be provided for conversion of the 7-10 and 4-6-7-10 splits.

### Moral Support

A tournament may be sanctioned as a moral support tournament provided the tournament is conducted by one of the following types of organizations:

- Civic
  - Fraternal
  - Benevolent
  - Military Service
  - Union
  - Religious
1. The tournament must also meet all the requirements for tournaments granted a regular tournament sanction (CTF Rule 300b).
  2. Entry is limited to those affiliated with the organization conducting the tournament.
  3. Anyone under suspension from, or whose registration has been refused by CTF is not allowed to participate.
  4. For additional information concerning moral support events, contact the CTF National Office. (Phone: 403-381-2830 or e-mail: [ctf@gotenpinbowling.ca](mailto:ctf@gotenpinbowling.ca)).

## ENTRANT ELIGIBILITY

Only entrants who are CTF registered participants **before** participation in the tournament are eligible for CTF awards.

All entrants in a tournament authorized by CTF must qualify under the rules of the tournament. The tournament rules shall require all participants to be CTF registered participants or they may establish eligibility as follows:

1. Affiliate Participation. An individual may apply to become a CTF Affiliated Participant. The Affiliate Participant Fees are \$30.00.
2. Tournament Participation fee. Payment of the fee entitles the entrant to participate in the specific tournament only and subjects the bowler to the CTF rules and jurisdiction for that tournament. The current cost of a one-time participation fee is \$5.00.

**NOTE: The tournament participation fee is not applicable for moral support sanctioned tournaments.**

### **CTF Youth**

All entrants in a tournament authorized by CTF must qualify under the rules of the tournament and by the requirements as set forth in CTF Rule 300d.

## **TOURNAMENT RULES**

Tournament rules should include:

1. Name of the tournament.
2. Beginning and ending dates.
3. Sanctioned by CTF.
4. Entry closing date.
5. State whether the entrants may participate more than once. If multiple participation is allowed, state the cashing provisions which apply (Rule 317).
6. Itemized entry fees:
  - (a) Prize/Award Fee \$ \_\_\_\_\_
  - (b) Expense Fee \$ \_\_\_\_\_
  - (c) Total Fee \$ \_\_\_\_\_
7. All prize/award fees will be returned 100 percent within each event, on a ratio of at least 1 prize for each 10 entries or major fraction thereof.
8. Eligibility requirements.
9. Eligible persons who are not CTF registered participants can qualify for entry by paying an affiliate participation fee. Another option would be to pay a CTF tournament participation fee, if permitted by the tournament rules.
10. Whether or not participants may enter the tournament more than once in each event (Rule 317). If a multiple participation clause is not included in the tournament rules, participants may only enter the tournament once in each event.
11. Whether or not tournament prize winnings are to be reported (Rule 319d). If this is not stated or waived in the tournament rules, then tournament prize winnings must be reported.
12. Adequate entering average (handicap and classified tournaments only), including average adjustment for entry into the tournament (CTF rule 319e). If this is not stated or waived in the tournament rules, the average adjustment will be effect for the tournament.
13. State the percentage of handicap and the scratch figure from which such percentage will be computed. Also, state whether handicaps are figured for each bowler or per team unit.
14. Name of establishment and address.
15. Name, address and telephone number of tournament manager.
16. Follow the prize list formula for both guaranteed and estimated prize lists.

**ENTERING AVERAGE RULE  
(CTF RULES 319A AND 319B)**

A complete and adequate entering average rule is essential for any handicap or classified tournament.

Averages from the previous season are recommended (see Rules 319a & 319b) because they are on record with each local association and can be easily verified.

**NOTE: Keep in mind that unless your tournament rules say otherwise, the provisions of CTF Rule 319a apply in all CTF sanctioned handicap and classified tournaments.**

**NOTE: As a guideline in determining the scratch figure on which to base tournament handicap percentage, it is recommended to use the highest expected entering average. Tournaments held last year can base the scratch figure on the highest average that year.**

**AVERAGE ADJUSTMENTS (RE-RATING)  
(CTF RULES 319A AND 319B)**

CTF Rule 319c allows tournament management the opportunity to adjust a bowler's average upward prior to the bowler's participation in any event.

In the event the tournament manager does adjust the bowler's average, it is the bowler's option to either accept the average to enter the tournament or refuse to participate in the tournament. If a bowler does not accept the re-rated average, he/she is entitled to a refund of his/her entry fee(s).

**TOURNAMENT PRIZE WINNINGS  
(CTF RULE 319D)**

In a handicap or classified tournament, it is optional to require a bowler to report previous tournament prize winnings as a condition for entry. However, in the absence of a specific tournament rule, the following applies:

Anyone who has qualified for a cash and/or merchandise prize of \$600 or more in the position standings prize list in any event in a tournament, including all events, special feature, special prizes and donated prizes, within the last 12-month period must give tournament management the following information at time of entry, for possible re-rating:

The name of each tournament in which he/she has been paid such a prize, or if not yet paid, in which he/she has qualified for the prize.

1. The amount of the prize.
2. The actual score bowled to qualify for the prize.
3. The prize position.
4. Failure to comply with these provisions is cause for a forfeiture of entry fee and prize winnings.

**NOTE: All bowlers, regardless of average, must comply with the provisions of CTF Rule 319d.**

**AVERAGE ADJUSTMENT RULE  
(CTF RULE 319E)**

**CTF Rule 319e automatically applies to all entrants unless you waive it by specific tournament rule.**

The obligation under Rule 319e rests solely with the bowler and is not the tournament manager's responsibility to provide this information prior to the bowler's entry into the tournament.

**ALTERING SURFACE OF BOWLING BALL  
(CTF RULE 331)**

For tournaments that have a maximum ball restriction, the surface of the bowling balls used in that competition may be altered by hand during that competition, in accordance with CTF Rule 331. Altering the surface of bowling balls is not allowed for tournaments that do not have a maximum, ball restriction. Tournament Managers can choose to not allow altering the surface of bowling balls during competition by stating so in their tournament rules.

## GUIDELINES FOR DISTRIBUTION OF PRIZE FUND

When you conduct a tournament, you undertake a moral and legal obligation that all tournament prize money (excluding interest) is held in trust for the exclusive benefit of tournament participants. This prize money cannot be used for any other purpose.

In addition, the prize fund must be paid to the participants as follows:

1. All prize money collected in an event or division of an event must be returned to the participants in that event or division of that event, except where replacements or correction of averages require a change of classification. In that case, prizes are distributed to reflect the actual number of participants in the event or division of the event.

*Example:* If you have \$1,000 in prize money in the doubles event and \$500 in the singles event, you must return at least \$1,000 back to the doubles participants and \$500 back to the singles participants. You cannot pay out \$750 in doubles and \$750 in singles prizes. Prize money shall not be transferred from one event to another. In other words, you cannot co-mingle the prize funds of two or more events. (Rule 309-1)

2. The last place prize, including those paid for each last place tie, must be equal to at least the amount of the prize fee in the event.

*Example:* Let's say the *prize fee* portion of the entry fee is \$10.00. Therefore, based on this rule, the last place position prize would have to be \$10.00 or greater. Even if you had a tie for last place, the teams or individuals tied would have to receive a minimum of \$10.00 each.

3. In team, doubles and singles events, there shall be at least one prize for each 10 entries or major fraction thereof. (Rule 309-2)

The key words here are **“at least”**. We *recommend* they be added to any tournament prize ratio. This allows you to pay more position prizes than the advertised prize ratio.

**We do not recommend a prize ratio that locks you in.**

*Example:* “One prize for every *ten* entries or 1-10.” Based on 100 entries, you would be obligated for 10 position prizes. No more - no less.

4. In an all events feature or special events feature the ratio of return must be at least one to 20 or major fraction thereof. (Rule 307-4)
5. If special prizes exceed 25 percent of the prize fund in an event or division of an event, and a bowler or team can qualify for both a special and position prize, all prizes won by a bowler or team count as one prize in determining the ratio of one prize for each ten entries. (Rule 309-3)

Special prizes may include, but are not limited to, the following:

- A. Scratch prizes in a handicap event.
- B. Single game prizes.
- C. Limited group prizes, such as early bird, average category, sponsor and weekend prizes, etc.

Squad prizes to which all participants in an event are eligible are not defined as special prizes.

## FREE OR REDUCED ENTRIES

CTF Rule 315 states, “When a free or reduced entry is given, an amount equal to the prize fee for such entry must be paid into the tournament prize fund by management.”

While it is your prerogative to offer free or reduced entries, they must be announced in your advertising media. In addition, remember your obligation to the prize fund. For each entry of any kind, you add an amount equal to the prize fee to the prize fund.

## GUARANTEED PRIZES

CTF cautions against the use of guaranteed prizes.

As a matter of policy, it is recommended that guaranteed prizes not be offered. It is a better procedure to estimate all prizes as being based on a specified number of entries. Then, if the anticipated numbers of entries are not received, you can pay your prizes on a direct percentage basis to the number of entries received as opposed to the number of entries on which such prizes were based.

Of course, it is tournament management's prerogative to proceed with the guaranteed prizes. However, if you do, you should be aware that you are obligating yourself to pay these prizes in the exact amounts shown in the tournament literature regardless of the number of entries received in any event.

Guaranteed prizes are recommended only for tournaments with long records of success. Under the prize formula in Rule 309, a \$1,000 first place guarantee means a total prize fund of at least \$2,500. Fewer entries than you expected means that you pay the difference. Rule 309-4estates, "When there are 100 or more entries in an event or division of an event, first place shall not exceed 40 percent of the total prize fund. Second place shall be equal to at least one-half of first place."

An example is as follows:

First Place	\$1,000 = 40%
Second Place (at least one-half of first prize)	\$ 500 = 20%
Balance of prizes	\$1,000 = 40%
Total minimum return	\$2,500 = 100%

**REMEMBER, GUARANTEED PRIZES CANNOT BE BASED ON NUMBER OF ENTRIES RECEIVED IN THE TOURNAMENT.**

## TOURNAMENT PRIZE INFORMATION

### Top-Heavy Prizes, Unrealistic Distribution of Prize Money

One "rich" winner never took the place of several unhappy entrants who did not get their fair share of the prize money!

### Overestimating

"Shooting for the moon" can capture attention, but it could also create resentment that years of sound operation cannot erase. It's better to pay out more prize money than you advertised than the other way around!

### Merchandise Prizes

The amount expended from the prize fund for a merchandise prize determines the application of the formula in CTF Rule 309-5. For example, an automobile purchased for \$6,000 as a first place prize requires at least a \$3,000 second position prize and no less than \$15,000 in total cash and merchandise prizes.

### Sample Prize List

Be sure of a balanced prize list like this one, based on 100 entries at a \$5 prize fee each:

1. \$200 (40% maximum)	7. \$15
2. \$100 (1/2 of 1st place)	8. \$12
3. \$ 60	9. \$10
4. \$ 40	10. \$ 7
5. \$ 25	11. \$ 6
6. \$ 20	12. \$5 (equal to prize fee including all last place ties.)

Total prize fund, \$500 (Can be extended for any size of tournament.)

## **Special Features**

Optional prize fees are permitted in Rule 308 for special features, such as high single game score, in an event or division of an event. The following provisions must be observed:

1. Entry in the optional feature must be open to all tournament entrants.
2. CTF prize formula applies.
3. At least one prize for each 20 entries or major fraction thereof is awarded.

## **SCHEDULING**

Scheduling a tournament can be a difficult and time-consuming task if you are not organized. In preparing the schedule the following should be observed.

1. Begin scheduling immediately upon receipt of the first entries.
2. In multiple events and multiple entry tournaments, check entries for those bowlers who are entered more than once or in other events. Group entries accordingly.
3. Group entries according to times requested, if possible.
4. Group entries according to the entering averages; high average bowlers with high average bowlers, low average bowlers with low average bowlers, etc.
5. Assign lanes. Form additional squads until all teams are assigned. Recheck schedule to make certain the same team or individual is not scheduled more than once for each squad.
6. Schedule one team alone if you have an uneven number of entries.
7. Allow up to three hours for each team squad.
8. Allow a minimum of 2 ½ hours for two sets of doubles and singles to a pair of lanes.
9. If three sets of doubles or singles are on a pair of lanes, allow three hours.
10. Notify team captains and/or individual entrants of their scheduled time and date. This could be done by posting a schedule.
11. Start all squads on time.
12. Allow enough buffer time, 15-30 minutes between each squad, for announcements, late registrations, slow bowling, equipment failure, general maintenance, etc.
13. If you anticipate you may need to add squads, you must include a statement or tournament rule to allow for adding squads. Suggested wording is:  

“Additional squads may be added during the course of the tournament as deemed necessary by tournament management, but no squad shall be added after the last advertised squad time.”
14. No entries can be added after the last advertised entry closing date for any reason.

## **NSF (NON-SUFFICIENT FUNDS) CHEQUE PROCEDURE**

In all cases tournament management should attempt to resolve the issue by notifying the participant that the cheque was returned and requesting payment by certified cheque or money order. See sample letter at the end of this manual.

If attempts by tournament management fail and management want disciplinary action to be taken against the individual through their respective organization, the following procedure must be followed:

### **CTF Registered Participant**

1. Notify the principal by certified or registered mail that the cheque was returned and request payment.
2. If no response, tournament management may forward the file to CTF National Office including copies of cheque(s) and all other correspondence.

3. CTF will follow up with a letter to the principal outlining their options:
  - A. 30 days to pay.
  - B. Request hearing (local association).
4. If no response, the processing of the file will continue.

### **APPEALS — PROTESTS (CTF RULE 329)**

CTF Rule 329 requires protests or appeals affecting eligibility or playing rules in sanctioned tournaments must be confirmed in writing to a responsible tournament or local association official, or to CTF National Office before tournament prizes are paid.

If you have any questions concerning disqualifications, protests or appeals, contact CTF National Office before rendering a decision and/or distributing the tournament prizes. These procedures are necessary for the protection of tournament management and the bowler.

### **PROCEDURES FOR DISQUALIFICATIONS**

If it is necessary to disqualify a participant for violation of the tournament or CTF rules, give written notification of such disqualification to the team captain and/or the bowler stating the reason(s) for disqualification and the right of the team and/or bowler to appeal the decision to CTF National Office. The notice of disqualification should establish a period of at least 10 days from the date of notification for filing an appeal in writing to CTF National Office with a copy to tournament management.

Any protest or appeal under the provisions of Rule 329 regarding a decision by tournament management should be forwarded to CTF National Office immediately. The prizes for the positions involved in a protest or appeal shall not be distributed until the protest or appeal is resolved. All prize money so affected must be held in trust in the name of the tournament as provided in Rule 309 until such time as CTF National Office announces a decision and authorizes the release of the funds. Please see the sample letters at the end of this manual.

### **INFORMATION FOR CTF YOUTH**

CTF Youth sanctioned tournaments must comply with all CTF Youth rules and specifications. In the absence of a CTF Youth rule or specification, CTF Regular rules and specifications shall be followed.

Effective September 1, 2009, CTF youth registered participants can participate in adult tournaments where cash is awarded, and they can accept such prizes as offered. CTF youth can still opt to have their winnings deposited into the CTF SAFE Scholarship Account, by completing and signing the CTF SAFE Scholarship Waiver, which is found on our website.

This change does not mean that CTF youth bowlers can automatically join an adult tournament. It is up to each tournament manager to determine if they wish to allow CTF youth registered participants to join or not. Many tournaments are setting an age limit, such as 18 years old, to bowl in their tournament.

Please note; however, that sanctioned CTF youth tournaments must still comply with CTF Youth Eligibility rules, in that cash of **any amount** or merchandise over \$500 cannot be awarded.

Include the caption “CTF Youth Sanctioned” on the tournament rules and on all tournament literature.

To ensure sanctioning of your tournament, please observe the following CTF Youth tournament rules:

1. No pre-bowling or post-bowling permitted.
2. Tournament management should provide scorekeepers.
3. Each game must be bowled on a pair of lanes.
4. Foul lights must be in operation.
5. No rule changes are permitted after the tournament starts.
6. Handicap cannot be limited.
7. Entering average for all entrants in the tournament must be determined before bowling begins.
8. Vacancy scores are not permitted.

## MODIFIED FORMATS

The great thing about bowling is that it can be played at any level, as a recreational activity or as a competitive sport. Modified formats offer many alternatives to traditional tournament bowling. Using modified formats, bowlers must interact much more, thereby creating a more social atmosphere. With today's fast paced lifestyles, modified formats allows the game to move along faster, thereby reducing the time a person would have to devote to his/her bowling. If you're looking to give your bowlers a new bowling experience, try some of these modified formats:

**FYI:** When tournaments use a modified format, all CTF rules apply except those directly affecting the modified format.

Averages established in modified formats cannot be used for entry in sanctioned league and tournament competition where the standard game of American Tenpins is played.

**Note: Tournament formats encouraging participants to bowl less than their ability to win prizes will not be sanctioned.**

### No-Tap Tournament

There are two types of no-tap formats commonly used, and tournament management must determine by rule which procedure will be followed.

A strike is recorded when an individual knocks down a designated number of pins or all ten pins on the first delivery. For any other pin count, the individual receives the actual value and a second delivery is required.

A strike is recorded when an individual leaves a specific pin(s) (such as a 5-pin or a 7-pin) or knocks down all ten pins on the first delivery. If any other pin(s) remain standing, the bowler receives the actual value and a second delivery is required.

### 3-6-9 Tournament

In a 3-6-9 tournament, each bowler automatically receives a strike in the third, sixth and ninth frames of each game designated by tournament rule.

### Baker System

The Baker System places the emphasis on the team effort, rather than the individual accomplishments of individuals on a team.. When the Baker System is used and teams are comprised of five bowlers, each bowler follows the other in regular order to bowl a single game. The leadoff player rolls the first complete frame, followed by the number two bowler rolling the second frame, the number three bowler the third frame, the number four bowler the fourth frame and the number five bowler the fifth frame. The leadoff bowler then continues the game by bowling the sixth frame, followed by the number two bowler rolling the seventh frame, the number three bowler the eighth frame, the number four bowler the ninth frame and finally the fifth player all balls in the tenth frame.

In the Baker Scoring System, each bowler rolls two frames per game. The play is fast-paced and each game takes only ten minutes. The Baker Scoring System is also very popular for doubles tournament competition.

### Headpin Bowling Tournaments

In some localities the entrants count 100 as the highest possible score, allowing the rolling of ten balls to a game, or one ball to a given frame. When this procedure is followed, they generally require the player to hit the headpin on each delivery for scores to count with no extra ball being allowed in the tenth frame.

Another method of playing the game is to count 120 as the highest possible score, allowing the rolling of twelve balls for a perfect game of 120. In the first nine frames, one ball is permitted for each frame. In the tenth frame three balls may be bowled provided the player scores a strike on his first two attempts. When this system of scoring the game of headpins is followed, they do not insist upon the individual actually hitting the headpin, for as long as the headpin has been knocked down, this legalizes the particular frame.

### Scotch Doubles Tournament

Any combination of two bowlers is allowed. The most successful promotions have been husband-wife or "family" scotch doubles where competition is open to father-son, mother-daughter, etc. A three-game series is bowled with Bowler A bowling first in each frame and Bowler B bowling at whatever pins are left. If a strike is bowled, the same

bowler would continue. Bowler A starts the first and third games, Bowler B starts the second game. Scoring is the same as regulation Tenpins.

Since the second player only bowls if pins remain standing after the leadoff bowler's delivery, it is possible that the leadoff player could bowl the entire game without the second player participating in the game.

### **Best Ball Tournament**

Again, a combination of any two bowlers is allowed. Each bowler rolls one ball each frame. The better of the two balls rolled is the score entered for the team. There are no spares recorded since the pins are reset after each ball thrown. The exception to this is the tenth frame where scoring is regulation for each bowler; i.e., if a strike is bowled on the first ball, the bowler would then roll two extra balls.

### **Mail - O - Graphic**

Tournament competition in which a supplemental fee is charged and scores bowled in different centers are compared to qualify for prizes in one common prize list. Please contact CTF if you require sample tournament rules for a Mail-O-Graphic Tournament.

**ALL BOWLERS!!!  
PROTECT YOUR ELIGIBILITY AND READ RULE 319E**

Note: This rule automatically applies in sanctioned tournaments unless tournament rules state otherwise. In the application of this rule, sanctioned and unsanctioned tournament scores must be used.

Rule 319e. Unless the tournament rules state otherwise, in a handicap or classified tournament a bowler shall adjust their entering average if, during the 12 month period immediately preceding the time and date of bowling:

The bowler's accumulated average for all, but not less than 21 tournament games, exceeds the average to be used for entry by 15 or more pins. In that case, the accumulated average must be used for handicapping or classification purposes.

The bowler is responsible for keeping a record of the names, dates, scores, and prize winnings in all tournaments entered in the previous 12 months, including those still running. These include all tournament scores bowled in accordance with the game of American tenpins.

A bowler whose tournament scores require an adjustment must submit the adjusted average in writing before the end of the first game in a tournament, unless tournament rules allow for such adjustment to be made within a specified time after bowling.

Failure to use the adjusted average in accordance with the foregoing is cause for forfeiture of entry fees and prize winnings, and the bowler is subject to suspension of his or her CTF registration.

On appeal or protest, the bowler must promptly supply the record of the names, dates, scores, and prizes won — or scores that qualify to win — in all tournaments in which the bowler competed within the previous 12 months.

Nothing in this rule will be deemed to supersede the authority of tournament management or local association to adjust a bowler's average upward prior to bowling.

### **FINAL NOTE**

The Tournament Sanctions Department welcomes your written comments, suggestions, etc. regarding this manual.

If we can be of further assistance, please feel free to contact our office at:

CTF National Office, Tournament Sanctions  
916 – 3<sup>rd</sup> Avenue North  
Lethbridge AB T1H 0H3  
Phone: 403-381-2830 / Toll-free Fax: 1-855-654-2346  
E-mail: ctf@gotenpinbowling.ca

### TOURNAMENT APPLICATION

IMPORTANT - A rough draft of the entry form and a complete copy of the rules which govern the tournament must accompany this application.

TOURNAMENT INFORMATION					
Tournament Name		_____			
Sponsor _____					
Starting Date		_____	Ending Date	_____	Entry Closing Date
_____					
Type:	Previously Sanctioned?		Estimated Number of Entries:		
Scratch <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Team _____	Singles _____	
Handicap <input type="checkbox"/>	Previous Sanction # _____		Doubles _____	All Events _____	
Classified <input type="checkbox"/>	Location of Previous Sanctioned Tournament				
Centre _____			City/Province _____		
ESTABLISHMENTS TO BE USED					
1.	Name of Establishment	Street Address		City/Province	
2.	Name of Establishment	Street Address		City/Province	
3.	Name of Establishment	Street Address		City/Province	
APPLY FOR APPROPRIATE CTF SANCTION BY CHECKING ONE OR MORE OF THESE CATEGORIES					
	<b>Regular Sanction</b>	<b>Moral Support Sanction</b>		<b>Regular Sanction</b>	<b>Moral Support Sanction</b>
CTF Men Only	<input type="checkbox"/>	<input type="checkbox"/>	CTF Youth Only	<input type="checkbox"/>	<input type="checkbox"/>
CTF Women Only	<input type="checkbox"/>	<input type="checkbox"/>	CTF Adults & CTF Youth	<input type="checkbox"/>	<input type="checkbox"/>
CTF Adults Only	<input type="checkbox"/>	<input type="checkbox"/>	Sport Bowling	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>CHECK THIS BOX IF SCHOLARSHIPS WILL BE AWARDED (SEE CTF PLAYING RULES FOR REQUIREMENTS)</b>				
The Tournament Managers' Manual can be downloaded from our website <a href="http://www.gotenpinbowling.ca">www.gotenpinbowling.ca</a>					
Tournament Manager Last Name			First Name		
Street Address		City	Prov.	Postal Code	
Area Code/Evening Phone No.		Area Code/Day Phone No.		Email address	

In consideration of CTF granting its sanction for the above described tournament, I agree to conduct the tournament(s) in accordance with applicable CTF tournament rules and regulations. In addition, agree to undertake a fiduciary obligation that all funds, not including interest thereon, provided by that part of the entry fee designated as prize fee shall be held in trust for the exclusive benefit of the tournament participants and will be returned 100% to the participants as prizes. All published and guaranteed prizes will be paid in full.

Send Form To:

CTF National Office Tournament Sanctions  
916 – 3<sup>rd</sup> Avenue North, Lethbridge, AB T1H 0H3

Phone : (403)381-2830 Toll-free Fax: 1-855-654-2346  
EMAIL: [sanctions@gotenpinbowling.ca](mailto:sanctions@gotenpinbowling.ca)

## SAMPLE NSF LETTER

Date

Name  
Address

Dear \_\_\_\_\_:

As you are aware, you issued cheque no.(s) \_\_\_\_\_ in the amount of \_\_\_\_\_ to pay entry fees in the \_\_\_\_\_ Tournament. This/these cheque(s) was/were returned due to the fact that your account \_\_\_\_\_.

This is a violation of CTF Rule 17b which carries a suspension penalty.

Consequently, to resolve this matter, it will be necessary for you to send us a certified cheque or money order in the amount of \$ \_\_\_\_\_ (which includes a \$ \_\_\_\_\_ bank service charge) made payable to the \_\_\_\_\_ Tournament within fifteen (15) days from the date of this letter.

In the event we do not hear from you within the 15 days, we will then refer the matter to the Canadian Tenpin Federation advising that you have violated CTF Rule 17b. Therefore, we trust you will want to attend to this matter immediately, thereby eliminating the need for formal action.

Sincerely,

Tournament Manager

**(Manager please note: It will be necessary for you send this letter either by certified or registered mail.)**

\* \* \*

## SAMPLE DISQUALIFICATION LETTER INCORRECT AVERAGE

(Date)

Dear (Bowlers Name):

This is in reference to your participation in the \_\_\_\_\_ tournament and the question of your compliance with the provision of tournament rule \_\_\_\_\_ and CTF Rule 319a.

According to the information which we have, you entered the tournament with a \_\_\_\_\_ average. Upon verification of your average, it was found by tournament management that you had a sanctioned league average of \_\_\_\_\_.

In view of this, we have no choice but to disqualify all of your handicap scores for prize consideration. If you or your team qualified for any scratch prizes you are still entitled to receive these.

You have the right to appeal this decision to Canadian Tenpin Federation Rules Department with a copy to tournament management. Your appeal must be in writing and postmarked within fifteen (15) days of the date of this letter and sent to:

Canadian Tenpin Federation Rules Department  
916 – 3<sup>rd</sup> Avenue North  
Lethbridge, AB T1H 0H3  
Toll-free Fax: 1-855-654-2346 / email: ctf@gotenpinbowling.ca

If the appeal is not received in the time period indicated, prizes will be paid to those teams/individuals next in line.

Sincerely,

Tournament Manager

cc: CTF Tournament Sanctions

**SAMPLE LETTER  
FAILURE TO DISCLOSE PRIOR WINNINGS**

(Date)

Dear (Bowler's Name):

This is in reference to your participation in the \_\_\_\_\_ tournament and the question of your compliance with the provision of tournament rule \_\_\_\_\_ and CTF Rule 319d.

According to the information which we have, you entered the tournament with a \_\_\_\_\_ average. After you competed, it was found by tournament management that you had participated in the \_\_\_\_\_ tournament and qualified for a prize of \_\_\_\_\_ which was not reported to tournament management in accordance with CTF Rule 319d.

In view of this, we have no choice but to disqualify all of your handicap scores for prize consideration. If you or your team qualified for any scratch prizes you are still entitled to receive these.

You have the right to appeal this decision to CTF National Office with a copy to tournament management. Your appeal must be in writing and postmarked within fifteen (15) days of the date of this letter and sent to:

Canadian Tenpin Federation Rules Department  
916 – 3<sup>rd</sup> Avenue North, Lethbridge, AB T1H 0H3  
Toll-free Fax: 1-855-654-2346 / email: ctf@gotenpinbowling.ca

If the appeal is not received in the time period indicated, prizes will be paid to those teams/individuals next in line.

Sincerely,

Tournament Manager  
cc: CTF Tournament Sanctions

\* \* \*

**SAMPLE LETTER  
FAILURE TO ADJUST AVERAGE**

(Date)

Dear (Bowler's Name):

This is in reference to your participation in the \_\_\_\_\_ tournament and the question of your compliance with the provision of tournament rule \_\_\_\_\_ and CTF Rule 319e.

According to the information which we have, you entered the tournament with an average. However, upon verification of your tournament scores during the 12 month period immediately preceding the date and time of bowling in the above named tournament, we find that you failed to submit an adjusted average of \_\_\_\_\_ under the provisions of CTF Rule 319e.

In view of this, we have no choice but to disqualify all of your handicap scores for prize consideration. If you or your team qualified for any scratch prizes you are still entitled to receive these.

You have the right to appeal this decision to CTF National Office with a copy to tournament management. Your appeal must be in writing and postmarked within fifteen (15) days of the date of this letter and sent to:

Canadian Tenpin Federation Rules Department  
916 – 3<sup>rd</sup> Avenue North, Lethbridge, AB T1H 0H3  
Toll-free Fax: 1-855-654-2346 / email: ctf@gotenpinbowling.ca

If the appeal is not received in the time period indicated, prizes will be paid to those teams/individuals next in line.

Sincerely,

Tournament Manager  
cc: CTF Tournament Sanctions

