



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

## **Tournament Manager's Handbook**

**(Effective August 1, 2018 to July 31, 2019)**

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<p><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.</p>
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## RULE CHANGES

**Rule 304 – Tournament Management.** Add a new paragraph 5:

5. A tournament manager is the person listed on the CTF tournament sanction. The manager must be a CTF registered participant.

**Rule 319 – Tournament Average – Conditions that Apply.** Add a new paragraph 5:

5. When an association publishes a yearbook, a tournament using previous season averages to determine handicap or classification, shall use the yearbook to verify averages or use the association's average listing on their website and not require the Local Association Manager to verify averages from that association.

**Rule 325 – Team Bowling Alone.** Add the phrase "Unless tournament rules state otherwise," at the beginning of the rule.

### SOME SPECIAL INCENTIVES FOR CTF REGISTERED PARTICIPANTS

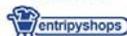


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If you are interested in placing a bulk order (i.e. team uniforms, etc.), please let us know, as you could receive bulk pricing and advertising posters.



If you shop online, why not let your shopping benefit Team Canada as well by using FlipGive? Many top names and companies that we already use in our daily life have partnered with FlipGive and a small percentage of your purchase is donated to Team Canada **at no cost to you**. Sign up at [https://www.flipgive.com/teams/71043-team-canada-ctf?fundraiser\\_id=282766](https://www.flipgive.com/teams/71043-team-canada-ctf?fundraiser_id=282766)

## **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

Toll-free Phone & Fax: 1-833-381-2830 / E-mail: [sanctions@tenpincanada.com](mailto:sanctions@tenpincanada.com)

## **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. The tournament application must specify one, and only one, of the three lane condition options – Standard/House, Challenge or Sport.
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; or 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 and paid to CTF.
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 and is paid to CTF.

**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. The applicable lane condition – Standard/House, Challenge or Sport.
5. Entry closing date.
6. State whether the entrants may participate more than once. If multiple participation is allowed, state the cashing provisions which apply (Rule 317).
7. Itemized entry fees:
  - (a) Prize/Award Fee \$ \_\_\_\_\_
  - (b) Expense Fee \$ \_\_\_\_\_
  - (c) Total Fee \$ \_\_\_\_\_
8. 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.
9. Eligibility requirements.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. Name of establishment and address.
16. Name, address and telephone number of tournament manager.
17. Follow the prize list formula for both guaranteed and estimated prize lists.

### LANE CONDITION DESIGNATION (CTF RULES 200 AND 201)

All tournaments must sanction using one lane condition designation based on one of the following definitions, in accordance with Playing Rule #200a:

1. **Sport**
  - (a) The lane condition ratio is generally 4:1 or less; or
  - (b) Entering averages for the tournament are generally 20 pins or lower than those bowled on a standard/house condition.

## 2. Challenge

- (a) The lane condition ratio is generally between sport and standard/house conditions; or
- (b) The tournament utilizes a condition other than the centre's standard/house condition; or
- (c) The tournament utilizes both a sport and the centre's standard/house condition during competition; or
- (d) Entering averages for the tournament are generally 10 pins or lower than those bowled on a standard/house condition.

3. **Standard/House.** The lane condition that is applied by centre which promotes high scores and averages.

### Converting Averages

Tournament management may convert averages when a bowler does not have an established average on the lane condition required by tournament rule. When converting averages, the tournament manager cannot set the average lower than the corresponding conversion chart.

Nothing in the CTF Rule 201 supersedes the tournament manager's authority to raise the bowler's converted average prior to bowling.

### Standard/House Averages

A bowler with an average established in a standard/house condition bowling in a tournament that requires a standard/house average does not require average conversion. If a sport average is required, tournament management may convert the bowler's average downward prior to participation, using the conversion chart.

### Sport and Challenge Averages

If a bowler with an average established **only** on a sport and/or challenge condition is bowling in a tournament that requires a standard/house average must convert their average to a standard/house average using the appropriate conversion chart and must enter the tournament with the highest converted average.

A bowler with averages in both a standard/house condition as well as a sport and/or challenge condition will not be required to convert their average and they would enter with their highest average.

For tournaments requiring sport averages, a bowler must enter with their highest sport or challenge average with no conversion being made.

## SPORT CONVERSION CHART

(Effective Aug. 1, 2017)

The Sport Conversion Chart is for converting a bowler's average from sport to standard, and vice versa. The conversion chart is not considered a "re-rate" of the bowler. Its purpose is to allow for a fair adjustment so the bowler's entering average is what would be expected of the bowler on the lane conditions of the tournament.

Sport Average	Standard Average
110	110
111	112
112	114
113	116
114	117
115	119
116	121
117	122
118	124
119	126
120	127
121	129
122	130
123	132
124	134
125	135
126	137
127	138
128	140
129	141
130	143
131	144
132	146
133	147
134	149
135	150
136	152
137	153
138	155
139	156
140	158

Sport Average	Standard Average
141	159
142	161
143	162
144	164
145	165
146	166
147	168
148	169
149	170
150	172
151	173
152	175
153	176
154	177
155	178
156	180
157	181
158	182
159	184
160	185
161	186
162	187
163	189
164	190
165	191
166	192
167	194
168	195
169	196
170	197

Sport Average	Standard Average
171	198
172	199
173	201
174	202
175	203
176	204
177	205
178	206
179	207
180	208
181	210
182	211
183	212
184	213
185	214
186	215
187	216
188	217
189	218
190	219
191	220
192	221
193	222
194	223
195	224
196	225
197	226
198	227
199	227
200	228

Sport Average	Standard Average
201	229
202	230
203	231
204	232
205	233
206	234
207	235
208	235
209	236
210	237
211	238
212	239
213	239
214	240
215	241
216	242
217	243
218	243
219	244
220	245
221	246
222	246
223	247
224	248
225	248
226	249
227	250
228	250
229	251
230+	.+22 pins

## CHALLENGE CONVERSION CHART

(Effective Aug. 1, 2017)

The Challenge Conversion Chart is for converting a bowler's average from challenge to standard, and vice versa. The conversion chart is not considered a "re-rate" of the bowler. Its purpose is to allow for a fair adjustment so the bowler's entering average is what would be expected of the bowler on the lane conditions of the tournament.

Challenge Average	Standard Average						
110	110	141	150	171	185	201	215
111	112	142	152	172	186	202	216
112	113	143	153	173	187	203	217
113	115	144	154	174	188	204	218
114	116	145	155	175	189	205	219
115	117	146	156	176	190	206	220
116	119	147	158	177	191	207	221
117	120	148	159	178	192	208	222
118	121	149	160	179	193	209	223
119	123	150	161	180	194	210	224
120	124	151	162	181	196	211	225
121	125	152	164	182	197	212	226
122	126	153	165	183	198	213	226
123	128	154	166	184	199	214	227
124	129	155	167	185	200	215	228
125	130	156	168	186	201	216	229
126	132	157	169	187	202	217	230
127	133	158	170	188	203	218	231
128	134	159	172	189	204	219	232
129	135	160	173	190	205	220	233
130	137	161	174	191	206	221	234
131	138	162	175	192	207	222	234
132	139	163	176	193	208	223	235
133	140	164	177	194	209	224	236
134	142	165	178	195	210	225	237
135	143	166	179	196	211	226	238
136	144	167	181	197	212	227	239
137	145	168	182	198	212	228	239
138	147	169	183	199	213	229	240
139	148	170	184	200	214	230+	.+ 11 pins
140	149						

**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 \$300 or more in a single event, in excess of \$500 in the combined prize money of one tournament, and/or in excess of \$1,000 in all tournaments competed in within 12 months, 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  
Toll-free Phone & Fax 1-833-381-2830  
E-mail: [sanctions@tenpincanada.com](mailto:sanctions@tenpincanada.com)



## 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  
6619 – 193 Street, Surrey, BC V4N 0C1  
Toll-free Phone & Fax: 1-833-381-2830/ email: [ctf@tenpincanada.com](mailto:ctf@tenpincanada.com)

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  
6619 – 193 Street, Surrey, BC V4N 0C1  
Toll-free Phone & Fax: 1-833-381-2830/ email: [ctf@tenpincanada.com](mailto:ctf@tenpincanada.com)

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  
6619 – 193 Street, Surrey, BC V4N 0C1  
Toll-free Phone & Fax: 1-833-381-2830/ email: [ctf@tenpincanada.com](mailto:ctf@tenpincanada.com)

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

