



2024 - 2025 Season  
IS USBC Championships  
Request for Proposal (RFP) Package

**Tournament Host - Request for Proposal**  
**2024 - 2025 Season**  
**Indiana State USBC Championships**  
**Event / Tournament Bid**

This RFP is for the 2024 IS USBC Mixed Championship, 2025 IS USBC Youth Championship, 2025 IS USBC Women's Championship, 2025 IS USBC Seniors Championship, 2024 IS USBC Open Championship and the 2024/2025 Indiana State Pepsi Championship. You may bid on one Championship or multiple (up to all) Championships. The minimum and preferred requirements for centers and local associations (where required) are defined within this RFP.

Please select the Championship(s) you would like to submit a proposal for:

**2024 IS USBC Mixed Championship**

4-6 weekends in October/November Timeframe

**2025 IS USBC Youth Championship**

8-10 weekends in February - May Timeframe

**2025 IS USBC Women's Championship**

4-6 weekends in March - May Timeframe

**2025 IS USBC Seniors Championship**

7-10 weekends in March - May Timeframe

**2025 IS USBC Open Championship**

11-14 weekends in February - May Timeframe

**2024 Indiana State Pepsi Championship**

2-3 weekends in May

**2025 Indiana State Pepsi Championship**

2-3 weekends in May

Thank you for your interest in bidding on our Championship Events. The selection will be made as a package to award the winning bidder the opportunity to host the Indiana State USBC Championships for this bidding period. The bidding is open to anyone who is able to meet all the requirements of the RFP. Complete RFP bids shall include commitments from bowling center management/ownership and hotel properties. Where local association participation in the operation of the event is needed, the local association commitment should also be included in the RFP bids. Additional commitments from convention bureaus/chamber of commerce, etc and additional incentives should be included when appropriate and can greatly impact the selection



2024 - 2025 Season  
IS USBC Championships  
Request for Proposal (RFP) Package

process. As effective bidding is one of the most important skills that can be developed in the bowling industry, we will expect each bid to follow the requirements exactly as they are set forth.

The Indiana State USBC Board of Directors will have the final determination without any oral presentations, gifts or expectations by the bid organization. Once all the bidders have been notified of the board's decision, the winning bid will be posted on [www.indianastateusbc.org](http://www.indianastateusbc.org) and announced on IS USBC Official Social Media Outlets. In addition, the selection will be announced at various IS USBC events starting with the Indiana State USBC Annual Meeting in June.

Please note: The Indiana State USBC does not have a formal policy relating to a geographical rotation of the IS USBC Open Championship Tournament. The final selection is made based upon the quality of bids submitted for the year in question. A contractual agreement between the IS USBC and all parties will finalize acceptance.

This RFP bid package must be postmarked or received by the IS USBC Association Manager by June 5, 2023.

Questions regarding the bid process should be directed to IS USBC Association Manager, Brian Nunning at (812) 629-0352 or [brian.nunning@indianastateusbc.org](mailto:brian.nunning@indianastateusbc.org)



2024 - 2025 Season  
IS USBC Championships  
Request for Proposal (RFP) Package

## Minimum / Preferred Bid Requirements

### Tournament Event Requirements

The bidder agrees to host the awarded IS USBC Championship under the direction of the Indiana State USBC. The IS USBC Championship shall be conducted in February/March/April/May as defined above. **Minimum of two squads** each day shall be held on Saturday's and Sunday's. We will attempt to skip bowling any squads on Easter or Mother's Day weekends. Final dates and squad times will be confirmed at a later date. Bidder shall provide any availability limitations within the RFP bid package. Where no limitations are provided, it will be assumed that every weekend from February thru May will be available for Championship squads.

All centers included in this bid must have and maintain USBC Center Certifications at the time of bid and throughout the entire awarded event.

Lane bed requirements are as follows:

#### One Center Bids:

IS USBC Mixed Championship:

- Minimum: 20 lane beds - Preference: At least 24 lanes

IS USBC Youth Championship:

- Youth Championship: Minimum 36 lane beds - Preference: At least 44 lanes
- Youth Masters & Queens - Minimum 32 lanes - Preference: At Least 40 lanes
- Adult / Youth: Friday night minimum 12 lane beds, Saturday night minimum 20 lanes

IS USBC Women's Championship:

- Minimum: 36 lane beds - Preference: At least 40 lanes

IS USBC Senior Championship:

- Minimum 16 lane beds - Preference: At least 20 lanes

IS USBC Open Championship:

- Minimum 40 lanes - Preference: At least 54 lanes

Indiana State Pepsi Championship:

- Minimum of 16 lanes - Preference: At least 24 lanes



2024 - 2025 Season  
IS USBC Championships  
Request for Proposal (RFP) Package

**Two Center Bids: (Preferred for the following Championships)**

IS USBC Youth Championship:

- Youth Championship: Minimum: 18 lanes for Team and 32 lanes for Singles/Doubles - Preference: At least 24 lanes for Team and at least 40 lanes for Singles/Doubles
- Youth Masters & Queens (One weekend / One Center): Minimum 32 lanes - Preference: At least 40 lanes
- Adult / Youth (Typically at Team Center): Friday night minimum 12 lane beds, Saturday night minimum 20 lanes

IS USBC Women's Championship:

- Minimum 16 lane beds for Team and 24 lanes for Singles/Doubles

IS USBC Open Championship:

- Minimum: 20 lanes for Team and 34 lanes for Singles/Doubles - Preference: At least 24 lanes for team and 40 lanes for Singles/Doubles.

When the entire set of lane beds are not fully utilized, a minimum buffer from open play shall be four lanes. The IS USBC will have final approval for the lane condition to be used during the event. Lanes will be required to be dressed (oiled) before each squad of the tournament. The bidder must complete the Bidder and Center Information section of this RFP and must include all requested lineage cost information. (Note: Tournament Lineage shall not exceed the lowest weekly prime time league rates as verified by league contracts and shall only include charges for actual lines bowled).

The Host must run zero line tapes and provide tape readings to the Tournament Management prior to the start of each squad of the tournament schedule.

Tournament Pins - The bowling pins used for the tournament must at all times bear only the name and trademark of the original manufacturer or distributor thereof, and must be marked "USBC APPROVED". Pins that have been turned down, trimmed and then refinished may not be relabeled or used in the tournament. The pins in use by the establishment(s) holding the tournament shall not be changed during the entire tournament, except for replacement of broken pins. If the center is considering new pins before the start of the tournament, the center is requested to inform the Indiana State USBC and work together to ensure an adequate break-in period is observed prior to the start of the tournament.

A shipping location and secured storage location is required to receive/store items such as bowling balls, raffle tickets, merchandise, office/tournament management equipment and display equipment. The IS USBC will be responsible to notify the host/center of each shipment asap.



2024 - 2025 Season  
IS USBC Championships  
Request for Proposal (RFP) Package

This tournament requires high speed internet access and network wiring to all tournament operations. IS USBC staff will work with the center to get all equipment set up with the appropriate connections.

The bidder/center shall provide tables & chairs as required for tournament operations.

The center shall provide printed frame by frame scores immediately after each game. Each pair of lanes shall be printed on one piece of paper.

Bowler names must be inputted by the center in the scoring system for each squad. It is preferred that the center has scoring integration with BLS. When the center has BLS integration, the center will agree to allow and work with the IS USBC Tournament Staff to transfer names and scores to and from the scoring system electronically.

The bidder and centers agree to site visit(s), if requested to observe and verify all aspects of the RFP package. A contractual agreement will be finalized prior to the event with the winning bidder including center management/ownership and the Indiana State USBC. A technology / planning visit may be held prior to the event to determine and agree upon items needed to be completed prior to the start of the event as well as to the location of the tournament operations such as tournament office, check-in, bracket intake, bracket computer operations and merchandise.

### **Hotel Requirements**

The host is encouraged to actively pursue and engage the local Convention and Visitors Bureau and Chamber of Commerce. The IS USBC Association Manager will happily assist and participate in discussions as required and when needed.

Hotel room options are required for the tournament bowlers. This RFP bid shall include information on hotel(s) such as hotel contacts (management), number of guest rooms, room rates with room types, applicable state/county/city taxes, hotel amenities and complimentary rooms given. Hotels often offer rebates for rooms as paid for by event participants. It is financially beneficial to you as the host and the Indiana State USBC if you are able to negotiate room rebates into the agreements with the hotels and their pricing given to the tournament. All rebates shall be paid to the IS USBC and will be shared per the compensation agreement with the host.



2024 - 2025 Season  
IS USBC Championships  
Request for Proposal (RFP) Package

A sample letter is available below for assisting the bidder to obtain the agreements and required information from hotel properties who are interested in participating in this event. Please attach all signed letters from the hotels to the RFP package.

The host shall provide and/or pay for hotel rooms as defined below for Friday and Saturday night of each weekend. This will be for the IS USBC Championship Tournament Staff. Note: Many CVB's / Cities will cover the cost of these hotel rooms. In the event the rooms are not provided at no cost, it shall be noted in the RFP bid package and the IS USBC may consider other options.

IS USBC Mixed Championship: No host defined requirement.  
IS USBC Youth Championship: Ten (10) hotel rooms  
IS USBC Women's Championship: Ten (10) hotel rooms  
IS USBC Seniors Championship: Two (2) hotel rooms  
IS USBC Open Championship: Ten (10) hotel rooms  
Indiana Pepsi Championship: No host defined requirement.

The IS USBC WILL NOT accept or agree to any attrition clauses for unpicked up rooms.

### **Staff / Volunteers Requirements**

The host agrees to provide a minimum of twelve (12) volunteers/staffing (based on two centers) for the tournament operation tasks of each squad of the tournament. Bid must include a commitment to provide staff /volunteers for, but not limited to the following: Merchandise Sales Promotion, Raffles, Check-in, Bracket Intake and lane readings. Compensation for these "local" volunteers/staff is the responsibility of the tournament host.

Lane monitors shall be provided by the host/center. These are typically youth bowlers (but not required to be youth) and are compensated through tips from the bowlers for exceptional service. Maximum 8 lanes per lane monitor.

As will be defined within the signed contract upon receiving the bid, the Tournament Host as defined below may be compensated (this is not lineage) up to 25% of the net tournament profit as determined in accordance with established accounting practices, related to merchandise and promotional activities ( exclusive of any interest on such funds which shall belong to the IS USBC)



2024 - 2025 Season  
IS USBC Championships  
Request for Proposal (RFP) Package

Eligible for Host Compensation:

- IS USBC Youth Championship
- IS USBC Women's Championship
- IS USBC Seniors Championship
- IS USBC Open Championship

Not Eligible for Host Compensation

- IS USBC Mixed Championship
- Indiana Pepsi Championship

**Additional Incentives**

As a non-profit association, the IS USBC is proactive in looking for discounts and cost saving advantages for the event and its attendees. Bids should include a complete description of all incentives or discounts available to the IS USBC and its attendees that will set your city apart from other bidding cities.



2024 - 2025 Season  
IS USBC Championships  
Request for Proposal (RFP) Package

**Bidding Procedures**

This RFP bid package is only for the 2024 - 2025 Season IS USBC Championships. RFP's will only be accepted for the year outlined in the RFP.

The preferred method of submission is electronically by email. You are encouraged to complete and scan all documents and other attachments such as pictures and commitment letters into a PDF file and attached to the email. This shall be sent to the IS USBC Association Manager by June 5, 2023 at [brian.nunning@indianastateusbc.org](mailto:brian.nunning@indianastateusbc.org)

Where the RFP documents and attachments cannot be scanned and sent through email, the documents and any attachments may be mailed (Postmarked by June 5, 2023) to the following address:

Indiana State USBC  
2755 Lake Pine Path Apt #223  
Saint Joseph, MI 49085

All submitters will receive an email acknowledgement of RFP bid receipt from the IS USBC Association Manager upon receipt.

Questions regarding the bid process should be directed to IS USBC Association Manager, Brian Nunning at (812) 629-0352 or [brian.nunning@indianastateusbc.org](mailto:brian.nunning@indianastateusbc.org). All received questions and answers will be made available on [www.indianastateusbc.org](http://www.indianastateusbc.org) under the Tournament RFP page.





2024 - 2025 Season  
IS USBC Championships  
Request for Proposal (RFP) Package

By submitting this RFP package, the submitter and all other parties involved acknowledge you have read, clearly understand and are agreed to meet all the minimum requirements listed in this RFP package.

Name of Submitter	
Address	
City, State, Zip	
Phone number	
Email Address	

If submitting as Center Proprietor or Individual/Group please indicate if Local Association involvement by circling Yes or No and providing local association information. (note: not required)

USBC Association Number (from winlabs)	
Local Association Name	
Local Association Involvement	Yes                      No
If yes, complete the following::	
Local Association Representative Name	
LA Phone Number	
LA Representative Email	
LA Representative Title/ Position	



2024 - 2025 Season  
IS USBC Championships  
Request for Proposal (RFP) Package

**1st Bowling Center Information**

Contact Information

Center Name	
Address	
City, State, Zip	
Phone Number	
Proprietor Name	
Proprietor Email	
Center Manager Name	
Center Manager Email	

Center Information

Number of Lanes in Center	
Number of Lanes available for tournament	
Name & Model of Automatic Scoring System	
League Record Keeping System (i.e. BLS)	
Type of Lanes (wood, synthetic)	
Brand and Model of Lane Conditioning Machine	
Is the Center a member of the Indiana Bowling Centers Association?	Yes                      No
USBC Center Certification Number	
Type of Internet Service (DSL / Cable)	DSL                      Cable



2024 - 2025 Season  
IS USBC Championships  
Request for Proposal (RFP) Package

**1st Bowling Center Information Continued**


Food and Beverage Services Information

Food Service (Restaurant / Snack Bar)	Restaurant	Snack Bar
Bar Service available for the Championship	Yes	No
Does the center have a Sunday alcohol License?	Yes	No
Will Lane Waitress service be available during the tournament schedule?	Yes	No
Will IS USBC workers get a discount on food / non-alcoholic beverages? If yes, what will the discount be?		

Lineage Cost Information

	Current (at the time of bid)	2024 - 2025 Season
Opening Bowling (per line)		
Primetime League (per line)		
Afternoon League (per line)		
Senior Leagues (per line)		
Tournament Lineage (per line)		

Lineage requested for the Championship(s) bidding for. (\$.\$\$ per line, please) - If different for each Championship bidding for, please clearly provide \$.\$\$ per line for each Championship.	
--	--

	<p>2024 - 2025 Season IS USBC Championships Request for Proposal (RFP) Package</p>
---	--

**1st Bowling Center Information Continued**

Tournament Requirements / General Process Information

Is there adequate space for a tournament office? Includes tournament management and check-in. (note: wired network access required)	Yes	No
Is the tournament office secured?	Yes	No
Is a Bracket/Pot Gm signup area available?	Yes	No
Is a Bracket/Pot Gm input area available?	Yes	No
Is an area available for Merchandise sales?	Yes	No
Does the center have a secure protected area to lock up network / pc equipment throughout the tournament (weekends & weekdays) This is a requirement.	Yes	No
Does the center have a secured protected area to lock up supplies, merchandise, raffle bowling balls, etc? This is a requirement.	Yes	No

By submission of the RFP bid, the bowling center acknowledges and accepts the following:

- The center must clean and oil the lanes prior to each scheduled squad of the tournament using the pattern established by the IS USBC and comply with the Lane Maintenance Checklist
- Names must be entered into the scoring system for each squad. A, B, C not acceptable.
- Provide frame by frame printouts after each game
- Provide a complete set of scores & series upon completion of squad. (If using BLS, IS USBC personnel can print from BLS)
- The center must have high speed internet access in the building and provide the IS USBC connection.



2024 - 2025 Season  
IS USBC Championships  
Request for Proposal (RFP) Package


**2nd Bowling Center Information**

Contact Information

Center Name	
Address	
City, State, Zip	
Phone Number	
Proprietor Name	
Proprietor Email	
Center Manager Name	
Center Manager Email	

Center Information

Number of Lanes in Center	
Number of Lanes available for tournament	
Name & Model of Automatic Scoring System	
League Record Keeping System (i.e. BLS)	
Type of Lanes (wood, synthetic)	
Brand and Model of Lane Conditioning Machine	
Is the Center a member of the Indiana Bowling Centers Association?	Yes                      No
USBC Center Certification Number	
Type of Internet Service (DSL / Modem)	DSL                      Cable

	<b>2024 - 2025 Season IS USBC Championships Request for Proposal (RFP) Package</b>
---	--

**2nd Bowling Center Information Continued**


Food and Beverage Services Information

Food Service (Restaurant / Snack Bar)	Restaurant	Snack Bar
Bar Service available for the Championship?	Yes	No
Does the center have a Sunday alcohol License?	Yes	No
Will Lane Waitress service be available during the tournament schedule?	Yes	No
Will IS USBC workers get a discount on food / non-alcoholic beverages? If yes, what will the discount be?		

Lineage Cost Information

	Current (at the time of bid)	2024 - 2025 Season
Opening Bowling (per line)		
Primetime League (per line)		
Afternoon League (per line)		
Senior Leagues (per line)		
Tournament Lineage (per line)		

Lineage requested for the Championship(s) bidding for. (\$.\$\$ per line, please) - If different for each Championship bidding for, please clearly provide \$.\$\$ per line for each Championship.	
--	--

	<p>2024 - 2025 Season IS USBC Championships Request for Proposal (RFP) Package</p>
---	--

**2nd Bowling Center Information Continued**

Tournament Requirements / General Process Information

Is there adequate space for a tournament office? Includes tournament management and check-in. (note: wired network access required)	Yes	No
Is the tournament office secured?	Yes	No
Is a Bracket/Pot Gm signup area available?	Yes	No
Is a Bracket/Pot Gm input area available?	Yes	No
Is an area available for Merchandise sales?	Yes	No
Does the center have a secure protected area to lock up network / pc equipment throughout the tournament (weekends & weekdays) This is a requirement.	Yes	No
Does the center have a secured protected area to lock up supplies, merchandise, raffle bowling balls, etc? This is a requirement.	Yes	No

By submission of the RFP bid, the bowling center acknowledges and accepts the following:

- The center must clean and oil the lanes prior to each scheduled squad of the tournament using the pattern established by the IS USBC and comply with the Lane Maintenance Checklist
- Names must be entered into the scoring system for each squad. A, B, C not acceptable.
- Provide frame by frame printouts immediately after each game with a pair of lanes on a piece of paper.
- Provide a complete set of scores & series upon completion of squad. (If using BLS, IS USBC personnel can print from BLS)
- The center must have high speed internet access in the building and provide the IS USBC connection allowing the IS USBC to set up necessary equipment.



2024 - 2025 Season  
IS USBC Championships  
Request for Proposal (RFP) Package

**Indiana State USBC  
Sample Lane Maintenance Checklist**

In order for the Indiana State USBC Tournaments to be conducted in the most fair and competitive manner, this lane maintenance checklist must be completed and signed by the host center and a member of the tournament committee prior to competition.

This checklist will ensure that the tournament lane conditioning procedure will be fair from lane to lane, squad to squad, day to day, and weekend to weekend.


The Indiana State USBC appreciates your adherence to these guidelines so that every bowler will have a fair and equal opportunity to compete.

1. The same type of oil is being used on this squad as compared to others (Control),
2. The same type and mixture ratio of cleaner is being used on this squad as compared to others.
3. The same pattern is correctly being used on this squad as compared to others.
4. No significant changes to the buffing brush, transfer roller, and/or cleaning systems have been made.
5. If this is the first squad of the day, lanes should be started no earlier than two hours prior to start time.
6. If this is the second squad of the day, lanes should be run immediately before the start time
7. If this is the second squad of the day, all lanes used on that squad must be conditioned again.
8. The "lane burning procedure" (see below) has been thoroughly followed.
9. The lane cleaner and conditioner volume shall be filled before running first lane on each squad.
10. The lane cleaner and conditioner volume shall not be allowed to run out.
11. Tapes have been taken at 22' and 2' before the end of the pattern on approved lanes

**\*\*LANE BURNING PROCEDURE\*\***

When beginning to clean and condition lanes prior to each squad, the host center must "burn" four (4) lanes. The most common way to do this is to run lanes 1-4 and then go back to lane 1 and officially start the lane maintenance process. If the center is not using all of the lanes, the "burn pairs" may be those which are not used in competition. This process is extremely important for all squads, but especially the morning squads after which the house pattern was run the night before.



	<p>2024 - 2025 Season IS USBC Championships Request for Proposal (RFP) Package</p>
---	--

Hotel Letter of Commitment. (Please complete for each Hotel property)

Hotel Name	
Address, City, State, Zip	
General Manager or Sales Manager Name	
Phone Number	
Email Address	

In response to the 2024 Indiana State USBC Open Championship Request for Proposal, we are submitting this letter of commitment to serve as an event hotel for the bowling participants. We understand and agree to no attrition clauses and offer the following:

Rooms blocks with room types and associated pricing. List of all applicable taxes. (include by dates if different)

Complimentary Rooms (if providing, add details)

Room Rebates (if providing, add details)

General Manager or Sales Manager's Signature	
Date:	