

FLORIDA 500 CLUB, INC.
GUIDELINES FOR BIDDING AND HOSTING
ANNUAL TOURNAMENT AND MEETING

TOURNAMENT:

1. Bids for tournament site must be made by a local 500 club, or its active members, with sufficient other active members or volunteers to monitor the lanes at each shift with computer and/or lane problems. If no bids are forthcoming, the Florida 500 Club will host the tournament.
2. The written bid will be sent to the President and Tournament Director of the Florida 500 Club no later than May 1.
3. There should be two (2) bowling centers with a minimum of 32 lanes at each center available. If the minimum requirement cannot be met, a three (3) day weekend tournament may be considered. The board will give final approval for selection of lanes.
4. The bid should include the following:
 - a. The number of lanes in the chosen centers and the lineage including tax that the Florida 500 Club must pay.
 - b. The amenities the house has to offer, such as a meeting room or room where the tournament office can be located and that can be locked so supplies, records, equipment, phone and the Ways and Means items can be safely stored overnight.
 - c. Whether or not there is a restaurant or a snack bar on the premises that serves breakfast and lunch. Also, the time it would be open for breakfast on Saturday and Sunday morning. Also check with the owners to see if they could offer a breakfast buffet for the Florida 500 Club Officials and early morning bowlers on Saturday and Sunday.
5. The hosting club shall arrange and conduct the opening ceremonies with prior approval of the Florida 500 Club President and Tournament Director. Opening ceremonies shall begin promptly thirty (30) minutes before the first scheduled shift of the weekend and be concluded ten (10) minutes before starting time. If two (2) houses are being used, the opening ceremonies will be held at the doubles house.
6. Tables should be in place at the bowling centers two (2) hours in advance for the Florida 500 Club Directors for check in, raffles and ways and means. The Tournament Director will instruct you on the number of tables for each facility. These tables are out on the concourse or in the lobby area. There should be additional tables available in the room designated as tournament office. The tournament office must also have electrical plugs available for hook-up of the club's computer, printer and adding machines.

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4. Thursday - Tournament weekend. All Board Members and Directors of the Florida 500 Club will arrive Thursday before tournament start date. The Hosting Hotel should already have the Florida 500 Club Board of Directors and Auxiliary booked into the first floor of the hotel if possible. Thursday night a dinner is generally held by the hosting club for the Board of Directors. The Florida 500 Club, Inc. will pay for the Thursday night dinner for their Board and Auxiliary if the host club is unable to provide it. After the dinner there is a meeting for the Board of Directors and Auxiliary. It needs to be set up classroom style. The local Hosting Club will be allowed to attend this meeting as well as two (2) members of the following year's hosting club. Same restrictions on voice and vote. You will need to make arrangements for a meeting room for approximately forty (30) people plus however many of your board members will attend.
5. Friday - Tournament weekend. Friday night approximately 7 P.M. a meeting room for the Annual Meeting will be required. This room must hold at least 200 people. A microphone at The head table and another in audience if possible. Two (2) tables will also be needed outside the meeting room door for check in by the Florida 500 Club. Two (2) tables should also be available for the Hosting Club to sell their special projects in or near hotel lobby from 2 P.M. until 8 P.M. and also for early registration for the Annual Meeting. The current host club can have drawing and table sales during registration. The up and coming host club can sell their shirts during registration. During the Annual Meeting, a room next to the meeting room will be needed for approximately 10 tellers to count votes. Two (2) large tables outside the meeting room could be used.
6. Saturday - Tournament weekend. Your club will be responsible for hosting a banquet (not mandatory). No less than 250 should be able to attend the banquet. It is preferred that more can be handled and the banquet takes place at the host hotel. Host Club's entertainment plans should be approved by the President and Tournament Director of the Florida 500 Club.

Saturday night banquet is not mandatory.

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7. The National Anthem is to be played before each doubles and singles squad.
8. This tournament is under the direction of the Florida 500 Club Board. All decisions concerning the tournament will be made by the Board. Any activities during the tournament (Ways & Means, door prizes, etc.) must have Board approval.
9. The Tournament Director of the Florida 500 Club, Inc. will appoint directors to tour the bowling facilities. Arrangements will be made between this committee and the Hosting Club and the Bowling Centers for a tour of the bowling facilities by two (2) or three (3) Florida 500 Club Board members. This tour is for the committee members to report back to the Florida 500 Club Board with findings regarding the centers we will be using in October.
10. Review the Tournament Agreement for further guidelines.

B. ANNUAL MEETING AND HOST HOTEL:

1. The bid should include the general cost of hotels and motels in the area. If possible, complementary rooms are provided for the President and Tournament Director at the Host Hotel.
2. The successful bidding club shall be responsible for choosing the convention site and arranging for the Board and meeting rooms that will be required. For the annual meeting, a room with a minimum capacity of 200 members will be required. The annual meeting will be held on Friday night before the Saturday tournament starting.
3. A mid-year meeting for the Florida 500 Club Board of Directors and Auxiliary. You will be responsible to get prices from the Host Hotel for rooms for the Board to stay for this meeting and arrange a tour for the Board on Saturday morning of the meeting weekend. A meeting room for approximately 30 people is required. The meeting room should be booked for the day in case of delayed meeting. Board members will arrive Friday night before the meeting. Please have available a list of restaurants for Directors and Auxiliary to make reservations for the Hotel tournament weekend. If comp rooms are provided for the President and Tournament Director for the tournament weekend, they should be from Thursday through Sunday with check out Monday.

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C. **TOURNAMENT FLYERS**

All flyers will be printed on 8-1/2 inch paper and shall consist of not more than two (2) sheets printed on both sides. The flyer shall include a map of the area, cost of the banquet menu, hotel and motel information and other pertinent information. The hosting club shall send a master copy of the flyer to the Tournament Director for her to have printed at the hosting club's expense when she prints the tournament entry. **Proofs must be in her hands no later than the end of January.**

NOTE: PRIOR TO PRINTING, ALL INFORMATION MUST BE APPROVED BY THE FLORIDA 500 CLUB TOURNAMENT DIRECTOR

D. **DEADLINES FOR HOSTING CLUB:**

If you have any questions regarding the deadlines or what is needed, contact the Florida 500 Club Tournament Director.

BIDDING YEAR:

May 1 - Bid submitted to the Florida 500 Club President and Tournament Director.
October, third weekend - Bidding presentation to membership at Annual Meeting.
No video presentation.

INTERIM YEAR:

Mid-Year - OPTION - Two members of hosting club may attend Florida Board Meeting.*
October, Third Weekend - OPTION - Some small activity may be done to remind membership of the next year's host at the Membership Meeting on Friday. Any board members of hosting club may attend the Florida Board Meeting that occurs on Thursday evening prior to the Membership meeting on Friday.*

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HOSTING YEAR:

End of January - Flyers must be sent to Florida 500 Club Tournament Director
Mid-Year - OPTION - Two or more members of hosting club may attend the Florida 500 Club Board meeting.* the first weekend in July the Board will meet. Arrive on Friday and check out on Saturday – the meeting may be held at the host hotel or at one of the hosting bowling centers. (Room rate should be same as tournament weekend).

September - List of ways and means activities to be given to the Florida 500 Club Tournament Director for final approval. All activities during the tournament must have approval, these include ways and means, door prizes, opening ceremonies, etc. It would not hurt to discuss your plans with the Tournament Director while you are still in the planning stages.

October, third weekend:

Thursday night - Florida 500 Club dinner and Board meeting. Your local Board may attend at their own cost.

Friday night - Florida 500 Club Annual Membership Meeting

Saturday and Sunday - Tournament

Saturday night - Dinner and Entertainment (Saturday night Banquet is not mandatory).

Sunday night - IT'S OVER!!!!!!!

“Hosting Club is allowed to have two (2) or more members of their Club to attend all Florida 500 Board meetings between the time they have been accepted as the Hosting Club until their duties have been completed. These two guests will not have a voice or vote during the meeting but may answer any questions when directed by the President and Tournament Director. They will also be allowed a time after the meeting to discuss any questions they may have. If the host club has a member or members on the Florida 500 Board, that will reduce the number of guest(s) allowed by the number already represented. The entire local board is allowed to attend the final board meeting on Thursday night in October with the same restriction on voice and vote.

- OPTIONAL -
- A. Gift for participants
 - B. Printed book
 - C. Tournament shirts

Not Mandatory - (Club to determine to do any of the above)

OPENING CEREMONIES GUIDELINES

FLORIDA 500 CLUB
(?)TH Annual Championship Tournament

Saturday, *(Date)*

(Center Name)

(Time)

Welcome by *(Name)* – President of Hosting Club

Presentation of the United States Flag by *(Name or Group)*

Pledge of Allegiance – Sgt. At Arms / Hosting Club

National Anthem – (Live Singer or Audio / Video)

Welcome to (Name of Center) by (Center Manager)

Introduction of Florida 500 Club President (Liz Waldren) for
Introduction of her Board Members and Auxiliary

Introduction of *(Hosting Club)* Board Members and Auxiliary
(President's Name)

Optional: Ribbon cutting for the *(?th)* Annual Tournament – *Name(s)*

Rolling of the first ball – *(Name)*

FLORIDA 500 CLUB, INC. BOWLING CENTER AGREEMENT

The Florida 500 Club, Inc. and _____ Bowling Center at _____ mutually agree to the following terms and conditions relative to the singles and double events schedules for the Florida 500 Club Annual Tournament to be bowled on _____.

Squad times: Saturday: 9:30 am and 1:30 pm Sunday: 9:30 am and 1:30pm

Special Squad on Friday is requested for 9:30am DOUBLES and 1:30pm SINGLES for the Florida 500 Club board to bowl.

1. The price per three (3) games including tax shall be \$_____.
2. The bowling centers must be USBC Certified and all pins and equipment must meet USBC specifications and standards.
3. The bowling center agrees to indemnify and hold harmless the Florida 500 Club in any actions arising out of any injuries or lawsuits incurred during the course of the tournament.
4. Open or league bowling will not be allowed from 7am until completion of the last squad each day. In addition, the bowling center will be open and ready for our arrival two (2) hours before first scheduled squad.
5. The foul lights will be in working order during the tournament.
6. A Mechanic will be on duty and will remain in the machine area during the tournament. A knowledgeable computer person will be available during the tournament for assistance in sub changes and computer printouts.
7. In the event all lanes are not used on each squad, open or league bowlers will be placed at least one (1) pair of lanes away from the tournament bowlers. Also, when squads are not filled, these two (2) dark lanes will be held in reserve for tournament use in the event of a machine breakdown.
8. The tournament chairperson will schedule all squad times and will advise management as soon as the schedule has been completed as to how many lanes will be needed for each squad.
9. The bowling center will furnish a separate and enclosed office to be used by the committee will tabulating scores.
10. The Florida 500 Club, Inc. will maintain adequate records of lineage bowled and will pay management for the actual numbers of lines rolled at the conclusion of the tournament.
11. The bowling center will provide printouts of the games to the Florida 500 Club tournament chairperson.
12. Ten minutes of practice will be given to bowlers prior to the event.
13. The Florida 500 Club shall be responsible for starting all squads and giving instructions to bowlers.
14. The tournament committee will be responsible for interpreting any rules or instructions pertaining to the tournament.
15. The lanes are to be dressed for the first squad each day only.
16. The bowling center will furnish large tables as needed for check in, etc.
17. The bowling center will furnish a lock up storage area for overnight usage.
18. All lanes reserved for the Florida 500 Club, Inc. on _____ until schedule is completed.

Date: _____

Bowler Center Representative
Revised: 10/22/25

Florida 500 Club Representative