

CONFERENCE COORDINATOR JOB DESCRIPTION

The Way the Conference Coordinator Is Elected/Appointed and His/Her Term of Office Should Be Spelled Out in Your Constitution. He/she will be responsible for but not limited to the coordination of personnel, management of policies and procedures, maintenance of the program and assistance in settlement of possible problems and disputes. He/She will also preside over local Advisory Committee meetings and communicate with the IHSB Rules Committee, local boards and associations.

Specific Duties Include but Are Not Limited to:

A. Organize new season

1. Schedule meeting with proprietors and then coaches
2. Distribute information forms to conference centers/schools/coaches
3. Certify conference as a "Scholastic" league.
4. Bowlers must be USBC certified, the cost this year is just \$4 per bowler, no other options.
5. Advise coaches to enforce school enrollment, grade eligibility and discipline policies. Bowlers need to meet the criteria for their school.

B. Submit forms and monies to state office. (Steve Kunkel, PO Box 66, Camby, IN 46113

1. Coordinator Contact Info Form – asap.
2. Conference/Team Information Forms – Oct 1, 2018.
3. Conference Constitution – Oct 8, 2018.
4. **MONEY IS DUE BY OCTOBER 22, 2018. PLEASE SET EARLIER DEADLINES FOR YOUR CONFERENCE.** You may charge a penalty fee if coaches don't meet your deadline. The IBCA board will allow me to deduct late fees from your season ending compensation of \$50 per school if info is not received on time.
 - i. Entry fee: \$275 for IBCA member center schools,
 - ii. \$550 for non-member schools
5. **Coach and Student Waivers – Before any participation** (State office by October 22, 2018).
6. Team rosters due – October 22, 2018.
7. Conference Budget (2018-19) – October 8, 2018.
8. 2018-19 Schedule, including sectional dates, times, locations – October 8, 2018.

C. In season duties

1. Oversee conference and see that it operates within the IHSB rules
2. Remind coaches of their responsibilities. Advise coaches to enforce school enrollment, grade eligibility and discipline policies; Nominate eligible bowlers for the Academic All-State Team; Nominate eligible bowlers for the All-State Team
3. Provide state office with top scores for State's Top Ten listings weekly
4. Post standing sheets on a web page – send address to state office – if possible
5. Submit a tournament roster for each school – December 17, 2018. Teams with more than 10 on the roster will have to cut to 10.
 - a. Verify all bowlers are certified
 - b. Roster needs to be completed with all information

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c. List up to 10 bowlers eligible for tournament (1 game or more). Bowlers not listed will not be eligible.

d. Bowlers bowling their first game after deadline may be added

D. Run Sectional Tournament

1. Provide state office with site/date/time information
2. Work with center to collect admission fees at door
3. (See Tournament Format for information)
4. Make sure everyone is listed on the roster and information is complete before they bowl
5. Remind coaches for final time that All-State forms are Due January 16, 2019. Include Sectional score on form.
6. Academic All-State forms are Due Feb 2, 2019.
7. Turn in sectional scores immediately for web posting
8. Send sectional door money in to state office. Due in 14 days of tournament. 2 people required to verify monies and forward to commissioner.

E. PROVIDE VOLUNTEERS TO ASSIST AT REGIONAL. EACH CONFERENCE NEEDS TO PROVIDE 1 HELPER, 3 IF THEIR CONFERENCE IS HOSTING THE EVENT.

F. Send final average sheet to state office. Finish your USBC certification by submitting final averages.

G. Send final financial statement to state office – Needed to receive check.

H. Deposit all scholarship awards with USBC SMART Program; Division - Scholarship/SMART Program – Phone 800-514-2695 x3168; fax 414-421-3014; email smart@bowl.com