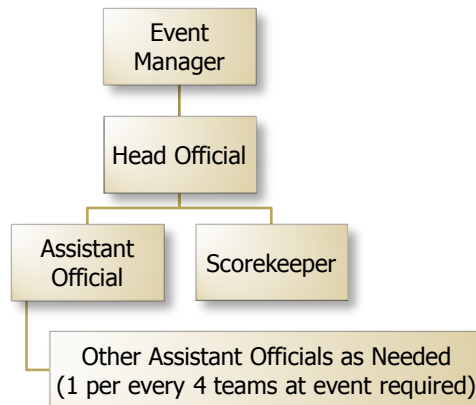


NCAA Women's Bowling Head Official

Pre-event Duties



NCAA Tournament and Dual Competitions – Event Chain of Command



Head Official – Event Duties

- **NCAA Playing Rule 9.1.b.1:** “The head officials shall be responsible for supervising all personnel officiating the contest(s), verify the facility is suitable for competition, ensure teams are in compliance with NCAA Women’s Bowling Rules (see Appendix E). All decisions made by the head official shall be final. The head official has the right to adjust rulings by the scorekeeper or other event officials, if necessary.”
- **Head officials shall use the current NCAA Playing Rules Book and forms to ensure an accurate and consistent process.**
 - Use Head Official’s Checklist (Appendix D)
 - Event Certification Form – completed by host
- **Head officials should work closely with the event manager to ensure all facility items are prepared for the start of competition**



Head Official – Event Duties

At least one week prior to the event, the head official should ensure the following items are in place:

- **Functional Facility**
 - Competition area, spectator seating and equipment storage
- **Competent, Prepared Officiating Staff**
 - Certified assistant officials
- **Copy of Event Paperwork**
 - Event Certification Form, event rules and participants, outline of match schedule. **Ensure competition guidelines are being followed (see Rule 7).

Event management is the responsibility of the event manager, NOT the head official.



Head Official – Event Duties

There are three main phases before the start of an event:

- **Confirm officials are ready and equipment is operational**
 - Assistant officials and scorekeepers
 - Foul detection devices, scoring system, warm-up area
 - Stop watch, seating for officials and scoring forms
- **Completion of the lane certification process**
 - Verify information on the Event Certification Form
 - Follow Head Official's Checklist and Head Official's Form
- **Completion of pre-event coaches meeting**

Pre-event set-up and facility management is **NOT** the responsibility of the head official.



Head Official – Event Duties

Event Certification Form

Name of Competition _____ Date(s) _____
 City of Competition _____ State _____ Zip Code _____
 Name of Facility _____ Phone Number _____
 Street Address of Facility _____ Lane Count (if applicable) _____ through _____
 Event Manager _____ Head Official _____

Type of Lane Surface (circle one) Wood Synthetic Cardboard Laminate Asphalt of Lane Surface _____
 Marked for its suitability (if wood) _____ Name of Surface (if wood) _____ Full Partial
 Is Facility USBC Certified? _____ Type of Lane Conditioner Used _____
 Name of Lane Maintenance Machine _____ (circle one) Walker (CB) Walker (CB) Pad Machine
 System Parameters - Overall Distance _____ Balls _____ Pockets if Used _____ Original or Modified _____

Competitions Formatted(s) of Event	Pre-Event Report (Completed by Event Manager)				Type of Surface Placed and pre-warming padding used, or breaker(s) used
	Used	Not Used	Not Used	Not Used	
M					
H					
W					

Post-Event Report (Completed by Head Official)

NCAA Sign-off (Required in Order) _____ Number of Teams Attending _____
 Field Length Average (feet): Team 1 _____ Team 2 _____ Individual _____
 Staves and Pencil Planch Positions of Teams Attending Event (including wall-toe records)

Any Ratings, Penalties or Sanctions to be Filed (circle one) Yes No

Event Manager must return Event Certification Form and summary copy of Event Standings (Team and Individual) to NCAA Secretary-Rules Editor within 48 hours of event completion

Signature of Head Director _____ Date _____
 Signature of Head Official _____ Date _____
 Signature of Secretary-Rules Editor _____ Date Received _____

ECF - Event Manager and Head Official complete the form; send to the Secretary-Rules Editor by email after the event.

Head Official's Form

Name of Competition _____ Date(s) _____
 City of Competition _____ State _____ Zip Code _____
 Name of Facility _____ Phone Number _____
 Street Address of Facility _____ Lane Count (if applicable) _____ through _____
 Event Manager _____ Scorekeeper _____

Type of Lane Surface (circle all that apply) Wood (if used) Synthetic (if used) Other (if used) _____
 Is Facility USBC Certified? Yes No Name of Facility Inspector _____

Playing Rules - Compliance Check	Pre-Competition Checklist						Number of Lane Conditioner Stations used/Total
	Pre-Event Report	Pre-Competition Checklist	Pre-Competition Checklist	Pre-Competition Checklist	Pre-Competition Checklist	Pre-Competition Checklist	
Competition Day 1							
Competition Day 2							
Competition Day 3							
Competition Day 4							

Post-Event Report

Please provide a description of any significant Timing Team Improvements which occurred during event:

Please provide a description of any significant Disruptions of Play which occurred during event:

Any Penalties or Sanctions Filed at Event Start? (circle one) Yes No If Yes, explain _____

Event Was In Compliance with NCAA Bowling Playing Rules throughout Competition? Yes No

Signature of Head Official _____ Date _____
 Signature of Event Manager _____ Date _____

HOF - Head Official completes the form; Event Manager signs; keeps in Event Folder



Event Certification Form

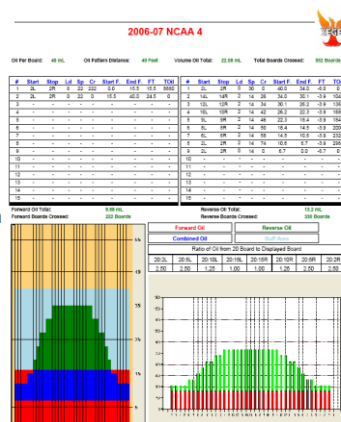
The head official should fill out their portion of the forms (ECF & HOF).

- Complete all blanks.
- Provide accurate information.

Preview lane pattern information (provided by the event manager). Are they using NCAA templates or their own design?

Host schools can use either option; however, they must comply with NCAA Playing Rule 1.1.3.c.4 (distance, ratio of application, volume of oil conditioner).

NCAA lane pattern templates are located on Arbitersports The Approach and at www.ncaa.org/playingrules.



Lane Pattern Info Sheet - Head Official gets it from Event Manager to verify lane condition



Questions?

- **Event management questions:**
 - Contact the event manager (host school) or the athletics department
- **NCAA Playing Rules Book and position duties:**
 - Refer to the NCAA Women's Bowling Playing Rules Book
 - Refer to the event management guide appendixes for specific duty descriptions (e.g., head official, scorekeeper, equipment manager)
- **All other questions:**
 - Contact the NCAA Women's Bowling Secretary-Rules Editor



