

45th
QUBICAAMF
BOWLING WORLD CUP

MELAKA, MALAYSIA

13 – 20 NOVEMBER 2009

OPERATIONS MANUAL

ISSUED: JUNE 2009

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2009 QUBICAAMF BOWLING WORLD CUP

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2009 QUBICAAMF BOWLING WORLD CUP

INTRODUCTION

This manual explains the procedures and regulations for participation in the QubicaAMF Bowling World Cup tournament and you are recommended to read it carefully. Each year varies from the previous one in many aspects and for 2009, you are asked to pay particular attention to the following.

DEADLINES

Please help yourselves and the QubicaAMF Bowling World Cup Office by keeping the deadlines as printed on Page 5. PLEASE NOTE: THIS YEAR DEADLINES WILL BE ENFORCED AND DETAILS RECEIVED AFTER 10th SEPTEMBER MAY BE REJECTED.

OBJECTIVES

Please read this section very carefully and ensure that you are achieving these objectives, or at least most of them locally. We would remind you that the choice of your national representative is merely a by-product of the promotion and not the main reason for the tournament.

TRAVEL

QubicaAMF is not responsible for air travel expenses for any competitor or for any out-of-pocket expenses, etc. We are currently undergoing discussions for group airline bookings but in the meantime you are advised to check to determine the most favourable rates. May we remind you that any excess baggage charges on bowling balls are the bowler's responsibility.

VISAS/HEALTH

Please check to determine what visa and health requirements (vaccinations, etc) your representatives need to enter MALAYSIA to enable you to submit your application in good time. Please let the QubicaAMF Bowling World Cup Office know if you are experiencing any difficulties in obtaining visas and if you need special invitations from the local host when applying for your visas. (Please see National Information Form).

FORMS AND PHOTOGRAPHS

Please TYPE all information on the forms so it can be understood by the organisers and press. This will help to avoid unnecessary mistakes.

NOTE:

We will need 1 current colour photograph (passport size) of your bowlers - for the Official Programme by email to: amboard@qubicaAMF.nl

OBJECTIVES OF NATIONAL QUBICAAMF BOWLING WORLD CUP ELIMINATIONS

The QubicaAMF Bowling World Cup is a tenpin bowling promotion and public relations activity. This is the most important aspect of the event. As a reminder to all coordinators, below are listed some of the objectives of the tournament and why QubicaAMF initiated this event:

1. As an annual promotion for our customers (the proprietor)
2. As a lineage builder or stabiliser, in non-league time
3. As an off-peak incentive to regular bowlers
4. To create media awareness on a local and national basis
5. To create close competition on a local, regional, national and finally world-wide level for regular bowlers
6. To increase membership of the various national bowlers' organisations, thereby encouraging their support of the event and a good mutual working relationship.

FORMAT FOR YOUR NATIONAL (LOCAL) ELIMINATION TOURNAMENTS

Each country shall determine the format for national eliminations. However, in establishing your playing rules and format, please take into consideration the above objectives. In deciding the format for your national finals, we suggest that you conduct a tournament similar to the World Finals (as outlined on page 6).

In order to make the tournament more attractive to both bowlers and proprietors alike, we suggest spreading out the early stages of eliminations over a period of several weeks, building up to a finale at every centre and that every participating centre be guaranteed at least one place in the national (or regional) finals.

The national representatives at the World Finals will have to go through an initial qualifying round of 24 games (Stage 1) on a scratch total pinfall basis. The best 24 players in each division will then roll a further 8 games (Stage 2) for pinfall only with the original pinfall from Stage 1 being carried forward. The field will then cut to 8 bowlers (Stage 3), who will play a further 8 games with the top 3 on total pinfall going forward to Stage 4. Stage 4 will be best of two of three games. Position two versus position three. The winner will go forward to play the top seed.

The benefits of running a similarly formatted national final are that you will increase your chances of sending a player most suited to the World Finals and your own final will also serve as a good training experience for the eventual winner.

2009 QUBICAAMF BOWLING WORLD CUP

SCHEDULE OF DEADLINES

1 August 2009	Latest Date for National Information Forms to be received in Hemel Hempstead (along with format and rules)
6 September 2009	Latest Date for staging National Finals
10 September 2009	Latest Date for the following to be received in Hemel Hempstead: a) Bowler Detail Forms b) Photographs of National Representatives c) Results of National Finals d) Hotel Booking Forms*

*Please advise the World Cup Office of your hotel requirements as soon as your national elimination finals have been held. Thank you.

The above schedule is CRITICAL for planning purposes. Non-compliance with the schedule may result in your country's entry being rejected. Your co-operation in this matter is greatly appreciated.

FORMAT

The 2009 QubicaAMF Bowling World Cup international finals will comprise a series of three stages of eliminations, as follows:

Stage 1 - Qualifying Round

All bowlers in each division will roll 24 qualifying games over three days for a scratch total pinfall to decide the top 24 qualifiers to go forward to Stage 2. Bowlers playing on odd numbered lanes will move to the left, bowlers playing on even numbered lanes will move to the right, after each game. Men and women will bowl in two squads 4 players to a pair.

Stage 2 - Intermediate Round

The Top 24 qualifiers in each division will bowl a further 8 games, singles style, for a 32 game total scratch pinfall, to decide the top 8 qualifiers to go forward to Stage 3.

Stage 3 – Top 8 Bowlers

Will bowl a further 8 games with the top 3 on total pinfall going through to Stage 4.

Stage 4 - Semi and Final Matches.

All matches in the semi and finals will be the best of two-of-three game matches. Position 2 versus position 3. Winner will go forward to play the top seed. Pinfall will not be carried forward from game to game. All matches will be played from scratch.

These matches will be played matchplay style, ie: player on the left lane bowls 1 frame, player on the right lane bowls 2 frames, each player will continue to bowl 2 frames. The highest seed player will have the choice of starting lane.

The above format may be changed to accommodate local conditions and television requirements.

NB: Shirts will be provided for all finalists (top 8 men and top 8 women) to be worn during the quarter, semi and final matches. Any bowlers wishing to promote their local sponsor may attach the sponsor's logo to the shirtsleeve. The size of the logo is to be NO MORE THAN 4" long by 2" high.

COUNTRIES INVITED TO PARTICIPATE

The QubicaAMF Bowling World Cup is a singles tournament consisting of two divisions, one for men and the other for women, played American style, one or two bowlers on each pair of lanes at a time, depending on the stage.

COUNTRY ELIGIBILITY

Every bowling country in the world with at least one centre with four or more automatic tenpin lanes is eligible to participate in the QubicaAMF Bowling World Cup, provided that they have a bowler's organisation with WTBA affiliation, and that they agree to follow the regulations as set out in the section entitled Operating Procedures.

Countries which are not members of WTBA may participate twice in each such WTBA sanctioned tournaments (subject to the approval of WTBA), after which the nation must obtain WTBA membership before it can send a representative to the event again.

Each country invited must have a minimum of four regulation tenpin bowling lanes in one centre, and commercially operated automatic pinspotters (in accordance with the playing rules of WTBA).

All participating countries must provide round trip air transportation for both players to and from MALAYSIA.

Hotel accommodation will be in twin-bedded rooms (including full buffet breakfast) for the period of the tournament and will be provided by the tournament organisers.

LOCAL TOURNAMENT ORGANISATION AND CERTIFICATION

1. All countries wishing to send representatives to the QubicaAMF Bowling World Cup must adopt an official elimination tournament within their country.
2. The format for these eliminations must be submitted to the QubicaAMF Bowling World Cup Office in Hemel Hempstead together with the completed National Information form by 1 August 2009 at the latest.
3. All commercially operated AMF-equipped centres with four or more lanes MUST be invited to take part in the national eliminations.
4. The national finals MUST take place in an AMF equipped centre, except in those countries where such a centre does not exist.
5. The local elimination tournament should be organised by the local QubicaAMF representative, or appointed designate where applicable, and must be held in conjunction with the local bowlers' association and all proprietors of QubicaAMF-equipped centres.
6. The national finals MUST be sanctioned by the local bowling association.
7. At the completion of the national finals, which must take place by Sunday, 6th September 2009 (at the latest), a full set of results must be forwarded to the QubicaAMF Bowling World Cup Office in Hemel Hempstead, together with the signed bowler's agreement and photographs. These should be mailed or faxed or sent by email to ensure they arrive in Hemel Hempstead by 10th September 2009 (at the latest).

Mail to:

Anne-Marie Board, QubicaAMF Bowling World Cup Office, 2 Cleveland Way, Hemel Hempstead, Herts., HP2 7DY, UK. Tel: +44 1442 286515 Fax: +44 1442 286530/email: amboard@qubicaamf.nl

Complying with the above mentioned dates will not only help us in our planning and organising the tournament, but it will help you too. The lead-in time will allow you to acquire the most favourable rates with the airlines.

LOCAL SPONSORSHIP

Through sponsorship and entry fees, many countries are able to reduce or completely offset the cost of staging their local eliminations and airfares to the World Finals.

Each year, we ask for your co-operation in ensuring that local sponsors do not represent products, which might conflict with those of the organisers, QubicaAMF, or the finals' sponsors.

You should already have started approaching local companies for sponsorship of your eliminations. Be sure to give them value for their money by offering them advertising and display facilities in all the participating bowling centres and on all support materials, such as scoresheets/ transparencies, posters, entry forms, banners, streamers, trophies and press releases, etc. Please remember to send us examples of the above mentioned publicity materials when they are produced.

ADVERTISING – UNIFORMS

Sponsors are allowed to advertise on bowlers' shirts worn during the World Finals but this may be limited to Stages 1 and 2.

However, it is a condition of the tournament that bowlers who qualify for the Top 8 and Finals (Stages 3 and 4) must wear the shirts supplied by QubicaAMF. Failure to comply with this or any of the rules of the tournament will result in disqualification.

ALL ADVERTISING MUST BE strictly within WTBA's Rule 316. The following may appear on the uniform:

- Name of player
- Name of Country
- Logo of the country or member federation which the player represents.

In addition to the above, advertisements may also appear on the uniform provided the size is not more than one-half of the size of the largest text on the player's back and the advertisement does not conflict with the law of the country, THE ORGANISERS, the host federation OR rules of the IOC.

PLEASE NOTE: IT IS THE RESPONSIBILITY OF THE CO-ORDINATOR TO ENSURE THAT THEIR COUNTRY REPRESENTATIVES ARE FULLY AWARE OF ALL RULES THAT GOVERN THE QUBICAAMF BOWLING WORLD CUP.

PUBLICITY MATERIALS

Promotional posters are produced every year to reflect the host country. These are distributed to the official co-ordinators and additional copies are available from the QubicaAMF Bowling World Cup Office.

International Press Releases are also distributed at regular intervals throughout the year. Please pass them on to your local newspapers and sports/tenpin bowling journals.

Please send us samples of all your printed materials.

PRESS RELEASES AND CUTTINGS

You should ensure that you have your sponsors' name and product included on any press releases produced. As soon as you can, you should announce the tournament to the press, having cleared the copy with your local sponsors. Please send copies of your releases to Hemel Hempstead and all ORIGINAL (not photocopies) press cuttings as they appear. Please do not hold them until your finals are over. Do not forget that media exposure is one of the prime objectives of the QubicaAMF Bowling World Cup and therefore, we need to have ALL press clippings from ALL participating countries in order to help justify the event.

BOWLER ELIGIBILITY

The QubicaAMF Bowling World Cup is sanctioned by the World Tenpin Bowling Association and as such we follow the rules as set out in the WTBA Playing Rules.

PLEASE NOTE: It is the responsibility of the co-ordinators and bowlers to acquire all necessary visas and health documents, etc., and if for any reason either bowler is unable to do so, it would be understood that they must forgo the right to participate in the event and the next available qualified bowler will be invited in their place.

The bowlers' agreement form must be signed by the bowler, co-ordinator and bowlers' association official to approve your bowler as your national representative. We do not specify a minimum age or an age limit but bowlers under 18 years of age must be accompanied by an adult.

OPERATING PROCEDURES

1. All countries wishing to send a representative to the QubicaAMF Bowling World Cup must adopt an official elimination tournament within their own country. The format for these eliminations must be mailed to the QubicaAMF Bowling World Cup Office in Hemel Hempstead to arrive 1 August 2009.
2. All commercially operated AMF equipped centres must be invited to take part in the national eliminations. The national finals must take place in an AMF equipped centre except in countries which do not have such a centre.
3. We recommend that your air fare and per diem expenses are raised by charging an expense/entry fee for your local eliminations, and through local sponsors.
4. Any nation wishing to send a journalist to the finals may do so, but at their own expense, e.g.: cover their own airline transportation, hotel accommodation and per diem expenses. We cannot accept any responsibility for journalists not invited by the organisers. (Please refer to the general information section of this manual regarding press accreditation).
5. Any country has the right to obtain a co-sponsor to share the air expenses to the World Finals, subject to the conditions as set down in the section entitled Local Sponsorship.

All national representatives will be provided with hotel accommodation (in twin-bedded rooms) and full buffet breakfast. Per diem expenses will not be provided.

6. The organisers will not be responsible for any expenses incurred by any representative other than those agreed to in this manual. This includes bowler's air transportation and daily living expenses/pocket money.
7. Should any bowler leave unpaid bills behind, the following action will be taken:
 - (a) They may be barred from future participation in the QubicaAMF Bowling World Cup
 - (b) They will be reported to their national bowling association who may wish to take any necessary disciplinary action
 - (c) We will send any outstanding bills to the local co-ordinator for payment.

8. The organisers will not be responsible for any excess baggage charges** which competitors may incur travelling to or from the tournament, nor will they accept any charges for overnight stops including for quarantine, layovers (see travel and official papers section), incurred en route to or on return from the event. Anyone wishing to make unscheduled stopovers will do so entirely at their own expense.
9. Any additional nights spent in the official hotel, apart from those specified by the tournament schedule, will be the responsibility of the bowlers themselves and/or accompanying officials and guests.
10. The organisers will not accept responsibility for loss of baggage, loss of money, sickness, injury, etc, during a bowler's absence from his home country. We ask therefore that each bowler obtains sufficient insurance prior to leaving for the tournament to cover all such contingencies. This includes all travel documents.
11. The organisers will not be responsible for any expense incurred by any supporter, bowler's spouse or friends, officials or press who attend the World Finals.
12. The organisers are not responsible for airline tickets for bowlers to travel to the tournament.
13. The organisers cannot be responsible for the procurement of any visas required - this lies with the co-ordinator.

**Baggage includes cases containing clothes, bowling balls, bags or souvenirs etc. In fact, anything which the airline declares as luggage.

**45TH QUBICAAMF BOWLING WORLD CUP
MELAKA INTERNATIONAL BOWLING CENTRE, MALAYSIA
TENTATIVE TOURNAMENT SCHEDULE**

13th - 20th November 2009

Friday 13th November

10:00

Arrival of Bowlers

Acclimatisation and Unofficial Practice

Ball Control

Saturday 14th November

10:00

Arrival of Bowlers

Ball Control

10:00 - 18:00

Acclimatisation and Unofficial Practice

14:00 - 16:00

Sponsors' Invitation Tournament

18:00

Sightseeing tour of Melaka

Sunday 15th November

09:30

Bowlers and coaches briefing meeting in the hotel

11:30

Official Practice - Men

13:30

Lane Maintenance

14:30

Official Practice - Women

20:00

GRAND OPENING CEREMONY AND WELCOME DINNER

Monday 16th November

11:00 - 15:00

Women First 8 Games (moving lanes after each game)

15:00 - 16:00

Lane Maintenance

16:00 - 20:00

Men First 8 Games (moving lanes after each game)

Tuesday 17th November

10:00 - 14:00

Men Second 8 Games (moving lanes after each game)

14:00 - 15:00

Lane Maintenance

15:00 - 19:00

Women Second 8 Games (moving lanes after each game)

Wednesday 18th November

10:00 - 14:00

Women Third 8 Games (moving lanes after each game)

14:00 - 15:00

Cut to top 24 Women and Lane Maintenance

15:00 - 19:00

Men Third 8 Games (moving lanes after each game)

Cut to top 24 Men and Lane Maintenance

20:00

Men and Women Top 24 – 8 Games

Men Lanes 1 - 26 and Women 27-52

Cut to top 8 men and 8 women

Thursday 19th November

09:00 - 12:30

Men and Women Top 8 - 8 games

Cut to top 3 men and 3 women

10:00 - 12:00

Junior Clinic

12:00 - 13:00

Lane Maintenance

13:00 - 14:30

MEN AND WOMEN'S SEMI FINALS

15:00

WOMEN'S FINAL followed immediately by

MEN'S FINAL

PRESENTATION OF TROPHIES

20:00

VICTORY BANQUET

Friday 20th November

DEPARTUR

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TRAVEL

All countries are required to organise and pay for the travel of their bowlers to the World Finals. All competitors MUST arrive in MALAYSIA on Friday, 13 November 2009 and depart on Friday 14 November 2009.

THIS WILL BE THE MAXIMUM STAY AND ANY NIGHTS OUTSIDE THESE DATES WILL HAVE TO BE PAID FOR BY THE BOWLERS THEMSELVES.

You must advise us of the travel details for your bowlers so we can arrange the appropriate Meeting and Greeting service at the airport, etc. The sooner we are aware of these details, the better to help us organise well in advance.

We accept NO RESPONSIBILITY whatsoever for the acquisition of visas for bowlers travelling to the tournament. Explain fully to your bowlers the conditions of participation on the entry forms for their national elimination tournament. This way bowlers who should not be entered in this event will be informed well in advance as to the WTBA rules, passport and visa restrictions.

When contacting your local MALAYSIAN Consul or Embassy, please check the following:

- (a) Visa requirements
- (b) Health requirements (inoculations/quarantine, etc.)

All travellers are advised to obtain their visas well in advance. Some countries will need an invitation from either QubicaAMF or the Sponsor. Please determine whether you need a letter in support of your visa application and also the time factor involved in processing forms.

The organisers will not accept responsibility for any costs incurred en route to or on return trips from MALAYSIA, as far as overnighting in hotels, per diem expenses, etc, are concerned. These costs will be the responsibility of the co-ordinator (or the bowlers). The organisers will accept the responsibility for hotel accommodation during the official tournament period ONLY.

We will not accept excess baggage charges for any competitor or guest. Any bowler checking in for a flight to the event will be personally responsible for excess baggage charges and must make payment as the airline prescribes (including bowling balls and bags), on the outward and return journey. Every bowler MUST sign the agreement form accepting such costs personally. Any excess baggage charges incurred by the addition of items purchased during the tournament are also directly the responsibility of the travellers themselves.

ACCOMMODATION

The Official Tournament Hotel is:

HOTEL EQUATORIAL, Bandar Hilir, 75000 Melaka, Malaysia

Tel: +60 6 282 8333, Fax: +60 6 282 9333

Email: info@mel.equatorial.com, Web: www.equatorial.com/mel/

The rates are in Malaysian Ringgit (RM) and US\$ are per room per night and include full breakfast, tax; entry to the Welcome Reception, Victory Banquet; admission to the bowling centre. There will also be free transport to and from the bowling centre and Kuala Lumpur International Airport.

ALL RESERVATIONS MUST BE MADE THROUGH THE WORLD CUP OFFICE

	Ringgit	US\$
❖ Bowler sharing with another bowler	0	0
❖ Bowler single room with supplement	RM289	US\$85
❖ Bowler sharing with one guest supplement	RM340	US\$100
❖ Non Bowler: Single Room	RM561	US\$165
❖ Non Bowler: Double Room	RM612	US\$180

PLEASE NOTE: Bowler's accommodation is only paid by the local host during the tournament period: arrival 13/14 November - departure 20 November 2009 – 7 nights.

GUESTS STAYING AT OTHER HOTELS WILL BE CHARGED ADMISSION FEES TO THE TOURNAMENT, OPENING CEREMONY, WELCOME RECEPTION, VICTORY BANQUET AND WILL NOT BE ELIGIBLE FOR FREE TRANSPORTATION.

All guests must supply credit card details to guarantee their hotel accommodation. Bowlers staying outside the tournament period must also guarantee extra nights with a valid credit card.

ALL RESERVATIONS MUST BE MADE THROUGH THE WORLD CUP OFFICE

Please remember that all bowlers are required to share twin bedded rooms with another bowler. Any bowler wishing to take a single room or share with a non-bowler must specify on the hotel booking form and supply credit card details (as indicated on the form) to guarantee their hotel accommodation. All hotel requirements must be specified on the accommodation form and returned to the QubicaAMF Bowling World Cup Office no later than 10th September 2009.

Please help us to look after your guests by letting the organisers know well advance any non-bowlers who will be visiting MALAYSIA.

HOTEL BOOKINGS CANNOT BE ACCEPTED WITHOUT VALID CREDIT CARD

OFFICIAL PAPERS

It is the responsibility of the co-ordinators and bowlers to make any necessary arrangements for visas and vaccinations for travelling to the tournament. Please check immediately with your local MALAYSIAN Consul/Embassy to see exactly what is required to enter MALAYSIA.

We understand that although there should be NO problems in procuring visas you may find the process can be very time consuming. PLEASE ALLOW TIME FOR VISA APPLICATIONS. This is another reason why we ask you to select your representatives and stage your national finals in good time and ensure there are no last minute panics with visa applications.

Please note: some countries will need an invitation from the host country when applying for their visas and we strongly urge all co-ordinators to contact their nearest MALAYSIAN Consul/Embassy NOW to determine their requirements and how long it takes to process visas applications.

Please look into the question of vaccinations and visas immediately and advise us if there are any difficulties. If so, we will try to assist, but we cannot influence the immigration authorities. If for any reason the bowler is unable to acquire the necessary visa(s), etc., it must be understood that he/she must relinquish his/her right to represent his/her country at the tournament and the next available qualified bowler should compete instead, subject obviously to the same conditions.

UNIFORMS

A prestigious tournament such as the QubicaAMF Bowling World Cup requires bowlers to be neatly dressed at all times. All representatives must adhere to the following rules regarding uniforms.

****MEN'S DIVISION**

You may wear the uniform of your national association, providing:

- (a) all garments are plain
- (b) trousers are full length (note neither denim nor cord trousers will be allowed)
- (c) shirts have a collar and sleeves (T-shirts are NOT allowed - see illustration on following page) and include the flag of your country on the left breast and the name of your country across the back.

If you do not wear a national bowling uniform, you MUST wear plain full-length trousers and a plain colour shirt as specified in (c) above.

Each bowler should have at least two shirts.

****WOMEN'S DIVISION**

You may wear the uniform of your national association, providing:

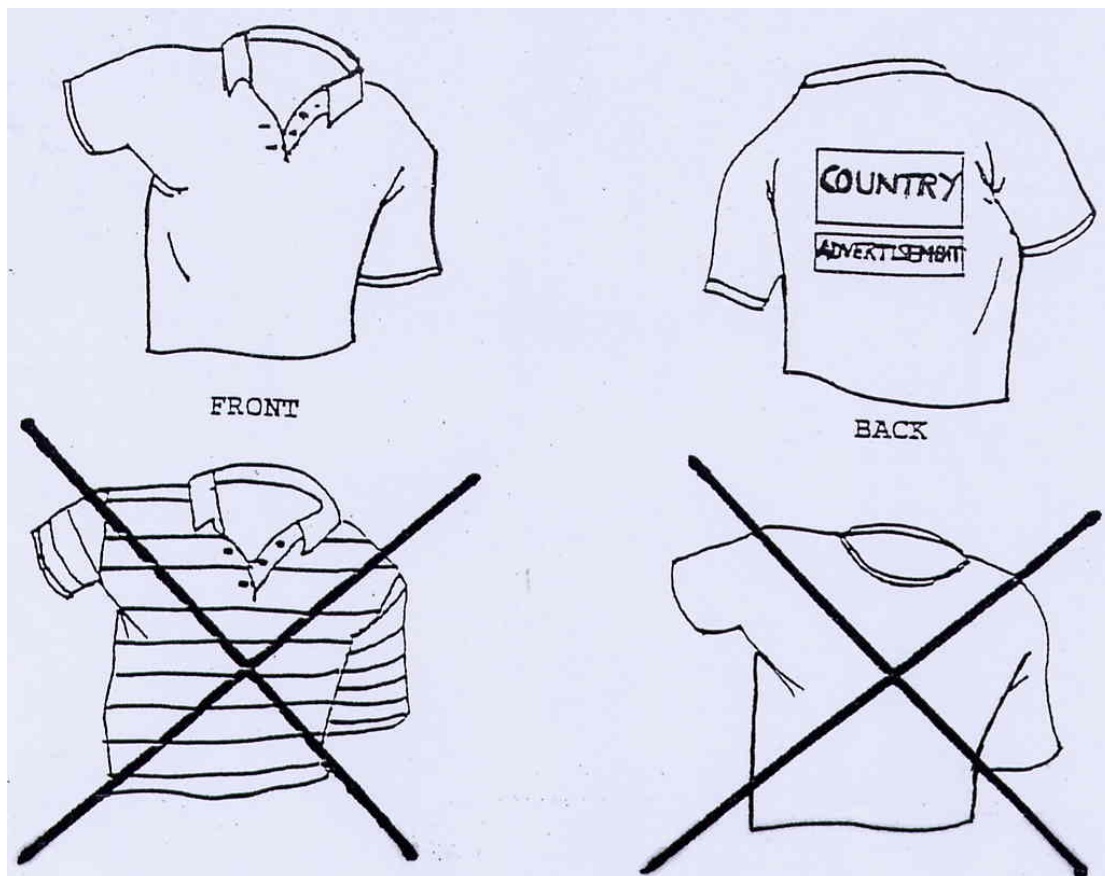
- (a) all garments are plain
- (b) trousers, if worn, are full length (neither cord nor denim trousers will be allowed).
**Please note - that we prefer all women to wear a skirt
- (c) blouses include the flag of your country on the left breast and the name of your country across the back (T-shirts are not allowed - see illustration on following page).

If you do not wear your national bowling uniform, you MUST wear a plain colour bowling skirt and blouse as specified in (c) above.

Unless part of the national bowling uniform, women bowlers WILL NOT BE ALLOWED TO WEAR TROUSERS.

Each bowler should have at least two blouses.

****Please note, it is a condition of the tournament that bowlers who qualify for the Single-Elimination Finals (Stage 3) must wear the shirts supplied by QubicaAMF. Failure to comply with this or any of the rules of the tournament will result in disqualification.**



The above illustration shows the type of shirt/blouse which IS ACCEPTABLE and which IS NOT acceptable to the organisers. A competitor WILL NOT be allowed to compete in any uniform that is unacceptable to the tournament organisers.

Please note the WTBA ruling on advertising: “Advertisements may appear on the back of the uniform provided the size is not more than ½ of the size of the largest text on the player’s back and the advertisement does not conflict with the law of the country of the host federation and rules of the IOC”.

If it is necessary to give financial assistance to a bowler to ensure that he/she is properly uniformed, please do so. It is unfair to the bowler and the tournament to have anyone who cannot afford to dress properly on the lanes.

OFFICIAL FUNCTIONS

A tournament such as the QubicaAMF Bowling World Cup involves more than just bowling. Your representatives will be your ambassadors and will be expected to attend various official non-bowling functions as guests of the authorities of the host country. Your representatives should be fully aware that they are expected to attend all such functions properly dressed. We request the bowlers to sign and return the agreement form in the back of this manual, which includes the fact that they will be prepared to attend functions which may require formal dress and they will travel with same.

GENERAL INFORMATION

BOWLING BALLS

At the tournament, every representative's bowling ball will be checked for weight, balance, etc., in accordance with WTBA regulations. Please ensure that your bowler travels with a ball, which will meet the required specifications. If it does not pass the test, it must be adjusted (where possible), or replaced AT THE BOWLER'S OWN EXPENSE.

PROMOTION PLANS

Don't forget to keep the local/national press informed of your elimination details, as well as sending them a press release regarding the World Finals (see copy in back pocket for sample). Now is the time to try and book a television spot for your national finals, prepare promotion materials and conduct the local tournament. Please indicate to us any ideas you may have, your deadlines and the person with primary responsibility for these plans.

PRESS ACCREDITATION

ONLY those journalists whose press accreditation has been sent to the World Cup office in advance, will be permitted to use the press room facilities and NOBODY else will be given a special press pass. Please note that press cards are not sufficient accreditation. We require a signed letter from the wire service or newspaper officially represented.

RESULTS

Day to day results of the tournament are available on the World Cup Website: www.qubicaamf.com. Full tournament results will be sent to all co-ordinators after the event and each bowler will be given a personal copy of their individual scores, with finals standing list.

GIFTS

It has now become a tradition (but not a requirement) of the tournament that representatives bring with them some kind of souvenir from their home country to exchange with representatives from other areas of the world. To avoid undue embarrassment, we would recommend that you warn your bowlers of this custom in advance and where possible supply them with some form of memento, (e.g. key ring, lapel pin, etc).

PRESENTATIONS

Over the years, many countries have sent various gifts for presentation to bowlers and/or officials at the tournament. While this has been appreciated, we are not able to include these presentations in any part of the tournament or official functions. All such presentations have been eliminated, other than those awards, which are given in direct relationship with the tournament by the organiser. Thank you for your understanding.

FORMS

NATIONAL INFORMATION FORM

Please do not forget that one form (covering both divisions) to be completed as soon as possible and mailed to Hemel Hempstead (along with local format and rules) no later than 1 August 2009. Details of your national eliminations and finals, as well as your publicity plans and information on your local sponsors are of great importance to us to justify the continuation of the QubicaAMF Bowling World Cup.

HOTEL BOOKING FORMS

Please ensure that hotel booking forms are returned by 10th September 2009.

BOWLERS' DETAILS FORMS

National Bowling Information Forms and Publicity Detail Forms must reach us no later than 10th September. Although some of the information is duplicated, it is still essential that both forms are completed and forwarded.

One of these forms is for publicity purposes and will be copied and included in the international press kits. The other form is for tournament administration purposes and will be kept in our records.

BOWLERS' AGREEMENT FORMS

Four Bowlers' Agreement Forms (2 each for men's and women's division) are included in this kit. One form from the men's division and one form from the women's division must reach us no later than 10th September 2009. The second copy of this form is to be kept by the bowler. The form should be kept on the bowler's person enabling him/her to refer to the agreed upon conditions should he/she need to do so. These forms are identical, but both must be signed by the bowler, co-ordinator and national bowling association official. Please note that there is a new paragraph relating to travel responsibilities to which we recommend you draw special attention. This form is very important and we do ask you to ensure that your bowlers understand exactly what they are agreeing to - especially those who have a limited knowledge of English.

PHOTOGRAPHS

One passport-sized colour photograph of each bowler must be sent to us with the forms as above, to arrive by no later than 10th September 2009. The photo must be good quality, as it will be used in the Official Tournament Programme. **Special request:** if possible please send photographs by email to: amboard@qubicaAMF.nl.