



*Canadian Tenpin Federation, Inc.*  
*Fédération Canadienne des Dix-Quilles, Inc.*

# **BOWLING CENTRE INSPECTIONS MANUAL**

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## ***Section 1 - Introduction***

The purpose of this manual is to provide general guidance and instruction on the duties and responsibilities of the local Association Manager and inspection team and should be used as a reference tool.

Every local association is responsible for identifying interested volunteers to perform lane certification and lane dressing inspections for all centres within the association's jurisdiction.

The Association Manager is responsible for monitoring the inspector's performance and ensuring that certification and lane dressing inspections are performed.

**NOTE:** For information regarding Sport Bowling inspections, please refer to the Sport Bowling Manual.

## ***Section 2 - Local Association Inspection Team***

### **Appointment & Qualifications of Team Members**

The local Association Manager will identify interested volunteers. Any member who has the skills, interest, and is willing to learn may be appointed. Ideally, all members should have a thorough understanding of the inspection procedures. If not, those serving should be agreeable to taking training when available.

It is recommended that individuals connected with a bowling centre not be appointed to the team or be assigned to conduct inspections since potential conflicts of interest may arise.

The Association Manager may authorize a volunteer from the team to oversee the team's daily activities, coordinate the inspection process, and act as his/her liaison with the inspectors and centre management. The Association Manager is responsible for ensuring the inspections are performed per CTF requirements.

### **Establishing Policies**

The Association Manager works closely with the inspection team to establish the general policies and guidelines for the local inspection program.

Periodically, the Association Manager and team should meet to determine and review the inspection workload and the availability of inspectors and make necessary adjustments where needed.

- Establish an education program to provide guidance and instruction on inspection procedures.
- Establish if and how inspectors will be compensated for certification and lane dressing inspections. (Note: Such compensation could be subject to federal and/or provincial income taxation.)
- Make sure all inspection equipment is inventoried and identified. Unserviceable equipment should be replaced and new equipment ordered if funds are available.
- Establish an accounting system of all income and expenditures connected with certification and lane dressing inspections. The Association Manager prepares a budget for presentation to the local board of directors so that appropriate funds, if needed, can be allocated for necessary expenditures, i.e. equipment and supplies. The budget should include anticipated income and expenses, an estimation of fees to be collected, and an estimation of funds needed if inspectors are compensated and/or reimbursed for reasonable expenses. The association account must be used due to bonding issues.

The Association Manager presents reports to the local board of directors. Since the work of the team is confidential, board members should be reminded that the information provided is not to be discussed outside of the meeting. The report could include the number of inspections made, date certification finalized for each centre, determinations of noncompliance, and an accounting of funds received and disbursed.

## **Liability of Injury**

CTF is not liable for any injury sustained by a volunteer during the course of the performance of either certification or lane dressing inspections.

CTF does not provide Accident Insurance for Bowling Lane Inspectors for CTF and CTF local associations.

You may also check with your local association to see if they carry accident or injury insurance; check to see if you are covered under workers compensation insurance; or check with your private insurance company.

## *Section 3 - General Duties & Responsibilities*

### **Association Manager**

The Association Manager is the head of the inspection team and also serves as the liaison between CTF, the local association, and the bowling centres on all matters pertaining to certification and lane dressing inspections.

The Association Manager may authorize a volunteer from the inspection team to handle some of the duties noted and to oversee the team's daily activities.

- Compiles and maintains a listing of names, addresses, and telephone numbers of all persons authorized to perform inspections.
- Arranges for any training that may be needed. To help with training, CTF offers a Lane Inspector Program. This is an Instructional based training program that can be used for both existing and potential lane inspectors. Contact CTF National Office for more information.
- Assigns inspectors and coordinates the inspections and sees that they are completed per requirements, in a timely manner, and per established policies. Follows-up and monitors problem areas.
- Is responsible for all lane measuring and inspecting equipment.
- Prepares the bill for certification inspection fees that are payable to the association and submits to CTF those centre fees payable to CTF for the initial certification of a centre.
- Reimburses inspectors in accordance with established policies.
- Accounts for all inspection fees due and all disbursements. Makes periodic reports to the team and prepares an annual report for the local association.

### **Certification Inspection Responsibilities**

- Makes the appointments with the bowling centres being sure that appointed times will cause the least interference with centre activities.
- Assigns authorized inspectors and supplies each inspector with the necessary forms, reference material, and equipment.
- Receives the completed/signed certification application forms and fees from the inspector. Makes sure the application is filed with CTF within 5 working days and that the centre has been given a clean, readable copy. Note: This applies to all applications, even those where discrepancies have been found.

- Is responsible for CTF being notified with the corrected measurement information and for notifying CTF should there be delays or any problems.
- Retains one complete copy for the association files for a period of two years.
- Acts as the liaison when questions or discrepancies concerning the inspections arise.

### **Lane Dressing Inspection Responsibilities**

- Sees that inspections are performed as required.
- Assigns authorized inspectors and supplies each inspector with the necessary forms, reference material, and equipment.
- Receives the tapes and LDIR from the inspector. Reviews the results and notifies the proprietor immediately when discrepancies are noted.
- Submits the LDIR and tape readings to CTF National Office within 10 days.
- Retains all LDIR's and tapes for a period of two years.
- Acts as the liaison when questions or discrepancies concerning the inspections arise.

### **Tape Reading Responsibilities**

- CTF requirements. When inconclusive, the Association Manager forwards the tapes and LDIR to CTF National Office for evaluation.
- If a tape reader is not available in the association, sends the tapes to a regional reader site. The returned readings are reviewed and if inconclusive, then forwards the tapes and LDIR to CTF National Office for evaluation.
- If a regional reader site cannot be contacted, forwards the tapes and LDIR to CTF National Office for reading.

## *Section 4 - Duties Of Authorized Inspectors*

### **Certification Inspections**

The inspector should arrive on time and with all the necessary tools and equipment. The first responsibility is to meet with the proprietor to go over what the inspection will entail and also make arrangements if assistance is needed from the centre personnel.

The inspector should go over the application form to be sure the centre address and owner/manager information is correct, and also offer to answer any questions.

The inspector must ask the proprietor's permission before starting the inspection. At this time it should be determined where the inspector will start. The inspection should be done professionally, efficiently and in a timely manner. There should be the least possible interference with the centre's activity.

It is helpful if the inspector has a helper to hold or carry things, write down notes, readings or comments made during the inspection. The inspector is responsible for the accuracy and completeness of the findings and the certification report.

### **Certification Inspection Schedule**

All CTF Certified Bowling Centre Certificates expire on August 31 each year. In order to provide ample time for CTF to process the necessary paperwork, so that new Certificates may be issued before the old ones expire, the following guidelines apply for scheduling certification inspections.

- Not Resurfaced Prior to September 1 - A partial inspection may be made as early as April 1 and should be made prior to September 1. If no major work is being done inspections should be completed by June 1.
- Resurface of Major Work Prior to September 1 - A complete inspection should be conducted within two weeks after completion of the work and submitted to CTF by September 1.
- Resurface or Major Work After September 1 but Prior to December 16 - A partial inspection should be made prior to September 1 and a supplemental inspection conducted within two weeks following the completion of the resurfacing or major work.
- Resurface of Major Work after December 15 - A partial inspection should be made prior to September 1. A complete inspection should then be made following completion of the resurfacing or major work, and the Certification may be renewed effective August 1 of the next season without further inspection.
- Uncertified Centres - A complete inspection should be made upon request from the bowling centre representative. If this inspection is made after December 15, the Certification may be renewed effective August 1 of the next season without further inspection.

## Certification Fees

The following fee is payable to CTF:

Initial Fee: \$5 for the first four lanes, plus 75¢ for each additional lane.  
This fee is to be paid for any request for certification for new bowling centres.

The following fees are payable to the local association upon completion of the inspection:

Inspection Fee: An amount not to exceed \$5 for each lane inspected per certificate applied for.

Callback Fee: If there are more than two callbacks due to items that did not meet CTF specifications, an additional fee not to exceed \$20 per callback, may be charged.

## Completing the Report

The application for CTF Certified Bowling Centre Certificate, both electronic and written, serves both as an application form for certification and a detailed report of the inspection. The same form is used for all certification inspections; complete, partial, and supplemental.

It is important that page 1 be completed accurately to allow CTF to maintain proper computer records and centre history. A centre representative should be contacted and asked to verify the information contained on page 1.

When the inspection is completed, the inspector must obtain a signature from the proprietor or a centre representative. The signature acknowledges the application as well as receipt of a copy of the report. The inspector presents the bill to the centre for the inspection fees. The inspector signs the form and submits the form with the collected fees to the Association Manager for processing. **Note: It is important that the inspector submit the completed application(s) to the Association Manager within 1 to 2 days.**

Any discrepancies found should be circled and brought to the attention of the proprietor. If corrections must be made, the proprietor should be asked to notify the Association Manager as soon as possible after corrections are completed so that arrangements can be made for a follow-up inspection. The call back inspection should be handled by the inspector that made the original inspection.

## Filing Bowling Centre Certification Applications with CTF

Filing is done via mail or fax. No paperwork should be submitted to CTF National Office except in the following instances:

- A centre has been on an Inactive status and is now requesting certification.
- A brand new centre requests certification.

## *Section 5 - Duties Of Authorized Inspectors*

### **Lane Dressing Inspections**

Upon arrival at the centre, the inspector should ask to speak to the person in charge and request permission to make the lane dressing inspection. The inspector should make sure that the inspection will not interfere with normal centre activity. If possible, it is recommended that an employee of the centre accompany the inspector.

A minimum of one complying inspection per season – August 1 through July 31 - shall be required at each certified centre holding certified competition.

Note: Although there is a minimum requirement, additional inspections can be performed at the discretion of the local association. Should an inspection note noncompliance, additional inspections should be performed until compliance is met.

*Never inspect during the centre's annual certification inspection.*

*Inspect only on a condition that has been applied for certified league/tournament competition.*

Inspect as directed by CTF whenever a condition is reported as questionable or noncomplying.

Inspections must be performed before any bowling has taken place on freshly dressed lanes, i.e. zero lineage. Inspections do not need to be done on freshly stripped lanes.

*DO NOT schedule or announce inspections to the centres in advance.*

Select at least two (2) pairs of lanes - not adjoining lanes - inspect one lane of each pair.

Measure the total distance dressing is applied and buffed with a 100' steel measuring tape.

All readings are to be taken from the 10 pin side.

1. One reading within two to five feet prior to the end of the dressed/buffed area.

*Note: Although there is a minimum requirement for the number of tapes to be taken, such requirements do not limit or prevent an inspector from taking as many tapes as deemed necessary when questions are raised about carry down or ball track areas, etc. Tapes should not be taken across footprints or other places where the dressing has been disturbed.*

*Note: The centre representative may request a duplicate set of tapes. These tapes should be identified and taken about three inches from the first tapes, but not where dressing has been disturbed.*

**THE FOLLOWING AREAS ARE NOT REQUIRED TO BE CHECKED.** It is recommended that spot checks be performed during the bowling season. Should problems be noted that cannot be solved between the local association and the bowling centre, CTF should then be contacted.

1. Measure depth of gutters.

*Note: In line with the centre of the back row of pin spots, the gutters, at the shallowest point, shall not be less than 3-3/8 inches, nor at the deepest point be more than 3-5/8 inches below the surface of the lane.*

2. Verify pin spotting.

*Note: The pin setting machine is activated to set the pins on the first cycle. If any pin is set in such a way that the outer edge of its spot is not visible, it is noted on the form.*

3. Weigh and inspect pins.

*At least 11 pins are chosen at random from each lane inspected. All pins in each set must be uniform in appearance, including construction, material, finish, labels and neck markings, reasonable wear excepted.*

*The minimum weight allowable is 3 pounds 6 ounces and the maximum weight allowable is 3 pounds 10 ounces.*

### **Complete Using the Report**

After finishing the inspection, complete a CTF Lane Dressing Inspection Report form. If information is not available, the inspector should not make assumptions or answer based on opinion. The findings should not be discussed with anyone before all tests are recorded.

The inspector should:

- Use the comments section to provide additional information and/or to support an opinion.
- Notify the centre representative immediately if discrepancies are found.
- Obtain a signature from the proprietor or centre representative to acknowledge receipt of a copy of the report.
- Submit the report and actual tapes to the Association Manager within 1 to 2 days.
- Remember that the inspection is a confidential matter between CTF, the local association and the centre representative. The findings are not to be discussed in public and all discussions with centre representatives should be held privately.

The Association Manager is responsible for submitting the original inspection form (LDIR) to the Canadian Tenpin Federation National Office within 10 days.

- *Tape readings need not be submitted provided ALL requirements meet with CTF rules/specifications. The completed LDIR must be submitted.*

- *Tapes readings must be submitted whenever any area required for an inspection does not meet CTF rules/specifications. The completed LDIR must be submitted.*

The Association Manager retains one copy (report and tapes are to be kept for two years).

One copy of the report and tape readings is given to the centre.

### **Contacting CTF**

email: ctf@gotenpinbowling.ca  
phone: (403) 381-2830  
address: 916 – 3rd Avenue North, Lethbridge, AB T1H 0H3

Notification is made by the Association Manager to CTF during the next business day when the following occurs:

- Questions are raised about the inspection.
- The centre refused to allow an inspection.
- There is reason to believe that dressing without the required additive was used
- Tapes are pulling up lane finish.

*Note: In all instances noted above it is recommended that the inspector does not argue with the proprietor or centre representative and any discussion that does takes place should be held in private.*

### **Follow-up Inspections**

Whenever a noncomplying condition is reported, the proprietor or centre representative should be made aware as soon as possible after the tape readings have been recorded to allow for corrective action.

A follow-up inspection must then be conducted and should be performed at the earliest opportunity available.

### **Inspections on Request**

Requests can be made by tournament management, a local or provincial association, CTF, or when normal scoring patterns change abruptly. These inspections should be conducted prior to certified competition, providing an opportunity for the correction of a noncomplying condition before the competition starts, thus avoiding a potential major issue.

Inspections requested by a proprietor do not need to be submitted to CTF unless, in those circumstances, a proprietor wants a record that he/she is actively working on corrections to a noncomplying condition found previously.