



**2013 AIR FORCE HOOPS
PROMOTIONAL GUIDE
&
OFFICIAL RULES**

ABOUT THE AIR FORCE HOOPS PROMOTION

The Air Force Hoops promotion is a free entertainment game, exclusive to Air Force Bowling Centers and Golf Courses. It is being offered in conjunction with the 2013 NCAA Division 1 Men's Basketball Championship Tournament. The Air Force Hoops promotion begins 1 March and concludes 8 April, 2013. The POCs for this promotion are Don Freund, Bowling Program Manager, donald.freund.1@us.af.mil and Susan Lear, Bowling Specialist, susan.lear@us.af.mil

GAME OVERVIEW

To enter, participants pick up a scratch-off game piece at participating Air Force Bowling Centers or Golf Courses (while supplies last). No purchase is necessary. Game pieces will also be awarded with the purchase of a 44 oz. Air Force Hoops Cup Coke products and/or combo meal. Game pieces will contain either an instant prize or a code which unlocks a seed for the Division I Men's Basketball Tournament. To play the code, participants must register at:

www.myairforcelife.com/AirForceHoops

Registration requires full name, email and name of Air Force Base. Each code played will result in placement in a random tournament seed. Example: Midwest Seed #8.

At the conclusion of the tournament, winners will be drawn by AFPC leadership (using winner picker software) from registrants who drew the winning tournament seed. Bowling Centers and Golf Courses will be reimbursed for the value of the instant-win cards redeemed. (Instructions being on page 7.) Installations without golf courses or bowling centers substitute FSS gift cards for value of the offering. All prize winners will be required to show proof of eligibility and proof of game piece. (See page 8 for prize values)

BOWLING CENTER / GOLF COURSE PARTICIPATION

Each Bowling Center will receive one Limited Edition Air Force Hoops commemorative bowling ball, to display throughout the promotion along with a counter card (provided). Regardless of when the winning scratch-off revealing the commemorative ball as a prize is awarded, the ball must remain displayed in the Bowling Center for the full period of the promotion.

Bowling Center/Golf Course will substitute the 44 oz. Air Force Hoops commemorative cups in place of the regular cups for all combo-meals; distribute one complimentary scratch-off ticket per day to those customers who request, include one scratch-off with the purchase of a combo meal, and include one scratch-off with the purchase of a 44 oz. Air Force Hoops soda. Cups and combo meals can be sold at Bowling Centers/Golf Courses beginning 1 Mar 2013.

INSTANT WIN PRIZES – REDEEMABLE THROUGH APRIL 30

- Free fountain soda
- Free combo meal
- Free hot dog
- Free French fries
- Free games of bowling
- Free bowling shoe rental
- Free Golf Course cart rental
- Free large bucket of balls at Golf Course
- FSS Gift Cards valued at \$500, \$250, \$100, \$50, \$25, & \$10
- Free HU2B packages (900 Global ball, bag and towel)
- Limited edition (one per base) Air Force Hoops commemorative bowling ball

TOURNAMENT RANDOM DRAWING PRIZES

Prizes are awarded based on a random drawing from the winning seeds, to include:

- a. Grand Prize – \$5,000
- b. 2nd Place Prize – \$2,500
- c. 3rd Place Prize – \$1,500
- d. 4th Place Prize – \$1,000
- e. 5th Place Prize -- \$500
- f. 6th - 25th Place Prizes – 900 Global Ball/Bag/Shoe Packages valued at \$300 or \$300 golf pro shop shopping spree

TIMELINE

15 Feb - Cups, game pieces, promotional materials shipped to installation marketing offices

1 Mar - Air Force Hoops website goes “live” /begin distributing game pieces

19 Mar – NCAA Division 1 Men’s Basketball Tournament begins

8 Apr – NCAA Division 1 Men’s Championship Game

9 Apr – Submit all unused scratch-off tickets to Resource Manager to be destroyed

17 Apr – Grand Prize winners drawn (AFPC/SV)

24 Apr – Affidavit submitted from Prize Winners

17 May – Deadline for reimbursement requests

BASE PROMOTION

- Find rules, guides and graphics at:
<https://www.usafservices.com/Managers/Marketing/DownloadCentral.aspx>.
- Place a link from FSS website to the promotional site:
www.myairforcelife.com/AirForceHoops
- Include approved disclaimer (*No Federal Endorsement of Sponsors Intended*) when sponsor’s logo/name appear. **Note:** use of “NCAA,” “Final Four,” or “March Madness” is not authorized as use could constitute trademark or copyright infringement. Prohibited trademarks can be found at:
http://www.ncaa.org/wps/wcm/connect/corp_relations/corprel/corporate+relationships/corporate+alliances/trademarks.html

ELIGIBILITY

To participate in the promotion, participants must be 18 years or older at the time of entry and the holder of a U.S. Department of Defense ID card and be an otherwise eligible user of MWR programs and facilities. Employees of the Air Force Personnel Center Services Directorate, Force Support Squadron (FSS) commanders, directors, deputies, flight chiefs, operations officers and Air Force Services marketing personnel or any other person involved with the management of or employment in a participating Non-appropriated Fund (NAF) food and beverage facility providing services related to this promotion and their immediate family members and persons living in the same households as such individuals, whether related or not, are not eligible to participate or win. Void where prohibited by law.

CONDUCT

By entering the promotion, entrants agree to comply with and be bound by these official rules. The official rules will be posted at the promotion website throughout the promotion. Failure to comply with these official rules may result in disqualification from the promotion. Entrants further agree to comply with and be bound by the decisions of the officials, which will be final and binding in all respects. Air Force Personnel Center Services Directorate reserves the right at its sole discretion to disqualify any individual found to be: (a) tampering or attempting to tamper with the registration or entry process or the operation of the promotion, the basic game, or any associate website; (b) violating the official rules; (c) violating the terms of service, conditions of use and/or general rules or guidelines of any Air Force Personnel Center property or service; or (d) acting in an unsportsmanlike or disruptive manner, or with intent to annoy, abuse, threaten or harass any other person. CAUTION: any attempt by an entrant or any other individual to deliberately damage any website or undermine the legitimate operation of the base game or this promotion may be a violation of the Uniform Code of Military Justice, criminal and civil laws.

ODDS / WINNER NOTIFICATION

Odds of winning a randomly selected prize is based on the number of eligible entries received. Prizes cannot be used in conjunction with any other promotion or offer. Prizes may not be transferred or assigned except by sponsor. Only listed prizes will be awarded, as applicable, and no substitutions, cash equivalents or redemptions will be made. Expenses not specifically stated above, together with the reporting and payment of all applicable taxes, fees, and/or surcharges, if any, arising out of, or resulting from, acceptance or use of a prize, are the sole responsibility of the winner of that prize. The U.S. Air Force and its sponsor(s) expressly disclaim any responsibility or liability for injury or loss to any person or property relating to the delivery and/or subsequent use of the prizes awarded. Restrictions, conditions, and limitations apply. Promotion entities will not replace any lost or stolen prize items.

Grand Prize Winners will be notified by AFPC within 7 days after selection date via email or by base officials. Each prize winner will be required to fully complete, sign, notarize and return an Affidavit of Eligibility and Liability/Publicity Release ("Affidavit/Release"), together with any additional information (such as social security number or resident alien identification number), that may be required by promotion entities. The information provided in potential winner's affidavit/release must be correct and mirror the information provided in winner's registration Information or the potential winner will be disqualified. Except where prohibited by law, a potential winner must return all such required documents within fourteen days following attempted notification or prize may be forfeited. If a potential winner cannot be contacted, is ineligible, fails to claim a prize or fails to return the properly completed and executed affidavit/release as required, or if the prize notification or prize is returned as undeliverable, prize will be forfeited and awarded to another participant. Each Grand Prize Winner will be issued an IRS Form 1099 which documents the value of the prize for tax purposes. Any difference between actual value of a prize and the approximated value of a prize as stated in these official rules will not be awarded.

GENERAL CONDITIONS

This promotion is governed by the laws of the United States. All federal, state and local laws and regulations apply. By entering, participants: (a) release and hold harmless promotion entities, and their respective parents, subsidiaries, affiliates, directors, officers, employees, and agents from any and all liability for any injuries, loss or damage of any kind to persons, including death, or property damage resulting in whole or in part, directly or indirectly, from acceptance, possession, misuse or use of any prize, participation in this promotion, or while traveling to, preparing for or participating in any prize-related activity, and (b) grant to promotion entities the right to use and publish their proper name and state online and in print, or any other media, in connection with the promotion. Except where prohibited by law, a winner's acceptance of a prize constitutes permission for promotion entities to use such winner's name, address (city and state only), statements, photograph, voice and/or likeness for any advertising and promotional purposes relating to the promotion without further notice, compensation, consideration, review or consent.

LIMITATIONS OF LIABILITY

Promotion entities assume no responsibility or liability for lost, late, misdirected, or garbled entries, or for theft, destruction, or unauthorized access to, entries. Promotion entities assume no responsibility for any incorrect or inaccurate information, whether caused by website users or by any of the equipment or programming associated with or utilized in the basic game or the promotion, by any technical or human error which may occur in the processing of submissions, data entered by contestants, or registration in the basic game or the promotion. Promotion entities assume no responsibility for any error, omission, interruption, deletion, defect, delay in operation or transmission, failures or technical malfunction of any telephone network or lines, computer online systems, servers, providers, computer equipment, software, email, players, or browsers, whether on account of technical problems, traffic congestion on the Internet or at any website, or on account of any combination of the foregoing, that may occur (including but not limited to any such problems which may result in the ability to access the promotion website or to process any transaction(s) in connection with the promotion). Promotion entities assume no responsibility for any injury or damage to participants or to any computer related to or resulting from participating or downloading materials in this promotion. If, for any reason, the basic game or the promotion is not capable of running as planned, including infection by computer virus, bugs, tampering, unauthorized intervention, fraud, technical failures, or any other causes beyond the control of promotion entities which corrupt or affect the administration, security, fairness, integrity or proper conduct of the basic game or this promotion, sponsor reserves the right at its sole discretion to cancel, terminate, modify or suspend the basic game or this promotion, and, in its sole discretion, to award prizes only within that portion of the entrant pool not affected by the disruption, if any. In addition, should the 2013 tournament be postponed, shortened, interrupted, modified, or cancelled for any reason, sponsor reserves the right at its sole discretion to award prizes at the time the 2013 tournament is affected, or to cancel, terminate, modify, or suspend the promotion.

After notification, all winners' names will be posted on the game website.

A NOTE FROM FINANCE – EXPENDITURE REIMBURSEMENT

Below are the accounting and reporting instructions. These instructions are in two (2) parts:

Part 1. Program Overview

Part 2. Accounting and Reporting Requirements

1. Program Overview:

HQ AFPC/SVPCR will reimburse participating bowling centers and golf courses to offset expenses in direct support of the promotion.

The reimbursement will be determined by the **Air Force Hoops Reimbursement Package** each participating activity is required to submit at the conclusion of the promotion.

At the promotion's conclusion, 30 April, submit Reimbursement Package with required supporting documentation with appropriate signatures.

All supporting documents must be submitted to receive funding. Packages submitted without the required signatures, including the Resource Manager's (RM) certification, will be returned unprocessed.

After-Action Package Required Supporting Documentation:

- A. Air Force Hoops 2013 Funding Certification Memorandum (see sample TAB A)
- B. Air Force Hoops 2013 Expense Reimbursement Report (Excel Spreadsheet, see sample TAB B)

Managers must work with the NAF Accounting Office (AO)/Base Liaison to ensure a complete record of all supporting documentation is compiled throughout the promotion to substantiate the authorized expenditures (IAW AFI 34-201). Please retain instant win scratch-off tickets to support reimbursement documentation.

Recommend an excel spreadsheet/subsidiary be maintained to track the amounts recorded as Accounts Receivable [A/R: See sample TAB B]. All entries must be substantiated (i.e., redeemed scratch-off tickets.).

Deadline for Reimbursement: 17 May 2013

2. Accounting and Reporting Requirements:

- Ensure your NAF AO/Base Liaison has a copy of your 2013 Air Force Hoops Program Guide.
- Follow normal receiving procedures to record all expenses to the appropriate expense GLAC 7200000/7540000/7590000/789000X, etc., in the applicable activity cost center.
- For authorized expenditures, process a GLAF to establish the A/R and record the reimbursement in the applicable activity cost center: Debit (DR) GLAC 1140000, NAFI Receivable, and credit (CR) GLAC 8330000, Special Grants Operating.

Note: Use of Special Operating Grant GLAC 8330000 is restricted to only those funds received from the appropriate higher echelon for an Air Force directed or sponsored event or program,

and accompanied by written accounting instructions specifically authorizing the use of GLAC 8330000. Do not use GLAC 8330000 for income from any other source. These instructions constitute your authority to use this GLAC for Air Force Hoops funding.

- At the promotion's conclusion, submit the required Reimbursement Request with supporting documentation [See page XXX for required documents]. Packages submitted without the required signatures, including the Resource Manager's (RM) certification, will be returned unprocessed.
- After certifying the Reimbursement Request, AFPC/SVPCR will post the reimbursement as a DR to Cash-in-Bank GLAC 1010000 and a CR to GLAC 1140016, NAFI Receivable - AF Central Fund Cash Pull/Reimbursement. **The Base Liaison must process a GLAF debiting GLAC 1140016 and crediting GLAC 1140000 to clear the A/R.**
- On Tuesday, 9 April, 2013 gather all unused scratch-off tickets and submit to the Resource Manager to be destroyed.

Deadline for reimbursement: 17 May 2013

3. Prize Values:

- Below is a list of prizes with their maximum reimbursable amount.
 - French Fries - \$3.00
 - Combo Meal - \$7.00
 - Hot Dog - \$3.00
 - Fountain Soda - \$3.00
 - Free Game - \$3.00
 - Shoe Rental - \$2.00
 - Large Bucket of Balls - \$6.00
 - Free Cart Rental (one person) - \$15.00
 - Free Round of Golf - \$25.00
 - 900 Global HU2B Package (ball, bag, towel) - \$0.00 (please record on your excel spreadsheet as \$0.00 value, then submit the attached DD250 to Susan Lear, susan.lear@us.af.mil for redemption)
- If a base does not have a bowling center the following substitution is authorized;
 - Free Game = \$5 FSS Gift Card
 - Free Shoe Rental = \$5 FSS Gift Card
- If a base does not have a golf course the following substitution is authorized;
 - Large Bucket of Balls = \$5 FSS Gift Card
 - Free Cart Rental = \$15 FSS Gift Card
 - Free Round of Golf = \$25 FSS Gift Card

ATTACHMENT A 2013 AIR FORCE HOOPS FUNDING CERTIFICATION



DEPARTMENT OF THE AIR FORCE
SUBMIT ON YOUR INSTALLATION LETTERHEAD

Date:

MEMORANDUM FOR HQ AFPC/SVF
2261 Hughes Ave,
San Antonio TX 78236-9852

FROM:

SUBJECT: 2013 Air Force Hoops Bowling Program Funding Certification

1. I certify that all expenditures reflected on the 2013 Air Force Hoops Bowling Program Expense Reimbursement Report are valid and proper. Complete documentation is on file to support the expenditures, and the reported expenditures have been appropriately recorded in the general ledger.
2. All expenditures for this program have been completed and finalized. Request reimbursement to XXXXXXXX AFB for the expenditures(s) made from DDMMYY to DDMMYY. Please reimburse the amount of \$X, XXX.XX to CMIP account number XXXXXXXXXXXX.
3. POC for this request is

Complete all highlighted fields before submitting request for reimbursement.

//SIGNATURE//
(Name and Title)
Resource Manager

(RM must provide expenditure certification.)

Attachments:

- 2013 Expense Reimbursement Report

COMBO MEAL EXAMPLES

“Slam Dunk” Burgers

1. Traditional quarter pound burger (**Half Court Burger**)
2. Half pound burger (**Full Court Burger**)
3. Bacon, American cheese, fried egg (**Base Line Burger**)
4. Chili, cheese, jalapenos (**Slam Dunk**)
5. BBQ sauce, cheddar cheese, onion rings (**Overtime**)

“Hoop” Dogs

1. Quarter-pound with trimmings (**Fast Break**)
2. Chili and nacho cheese (**Double Dribble**)
3. Bacon wrapped hot dog, Pepper Jack cheese, jalapenos (**Full Court Press**)
4. Mustard, onion, pickle relish, tomato wedges, pickle spear, sport peppers (**Chicago Bulls**)
5. Mustard, sauerkraut (**2 Pointer**)

“Buzzer Beater” Wings

1. BBQ Wings
2. Oven Roasted Wings
3. Asian Wings (Asian sweet chili sauce)
4. Garlic Parisian

Wing Order Sizes

Final Four – Four wings and sides
Elite Eight – Eight wings and sides
Sweet 16 – 16 Wings and sides