



Operations Handbook

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PARENTAL CONSENT FORM

I, _____, am the parent or legal guardian of _____, an unmarried grade school or high school student under the age of 18. By signing this form I am authorizing my child to bowl or substitute in the _____ (competition's name), a league/tournament that offers merchandise over \$500, cash or bonds.

I verify I have read and reviewed USBC Rule 400 (see below) and understand the competition I have authorized my child to participate in violates the rule jeopardizing his/her USBC Youth eligibility.

I recognize that by bowling or substituting in competition which violated Rule 400, his/her amateur status may be jeopardized. I understand that to ensure compliance with high school and collegiate rules I should check with a compliance officer and/or academic counselor at his/her school.

Parental/Guardian Signature: _____ **Date:** _____

Rule 400: Youth Membership Eligibility

USBC Youth membership is available to individuals who have not reached their 20th birthday prior to August 1 of the current bowling season and have maintained compliance with Item a below. Individuals who purchase Youth membership in a summer league and turn 20 prior to August 1 will be allowed to complete the summer league. The age limitation is waived for those authorized as mentally challenged.

- a. Except as provided in Item b, a youth may not bowl, substitute or pace in any bowling activity which offers any of the following as prizes:
 - 1. Cash or bonds.
 - 2. Merchandise exceeding \$500 in value.
- b. Youth may bowl in singles competitions (including side competitions/brackets) offering such prizes, provided, prior to bowling:
 - 1. The competition agrees to award the youth's prize in the form of a scholarship; or
 - 2. The youth signs the USBC Singles Competition Prize Waiver waiving his/her rights to any prize in violation of this rule.

In youth competition, youth members may participate in side competitions/brackets provided all entries are returned 100% in the form of scholarships only and awards comply with Item a above.

Buying or selling of earned prizes is prohibited.

Any youth bowler deemed in violation of this rule is subject to disciplinary action including the potential loss of youth membership.

NOTE: There are no limits on scholarship amounts or entry fees (must be paid directly to the tournament director/manager) and reimbursement of actual travel expenses into the next higher level of competition or any tournament or event. (Receipts must be provided upon request.)

The prizes authorized by a state high school athletic association or a collegiate athletic association recognized by USBC and USBC Collegiate are not subject to the limitations of this rule.

League Quick-Start **CHECKLIST**

Print this page for reference

League Name: _____ Certification #: _____

Bowling Center Name: _____ Certification #: _____

Telephone: _____

This checklist is a quick review of the league's operational duties. The details of each officer's duties can be found in the Playing Rules book and in the following pages of this manual.

The basics of getting your league up and rolling....

- Have a meeting to adopt rules before the first session of bowling.
- Establish the league account with two signatures for withdrawals and statements sent to the president.
- Post a league schedule in center or distribute to each team captain.
- Have all bowlers complete membership applications and pay fees in accordance with USBC Rule 101.
- Send completed USBC league application and fees to your local association(s) within 30 days from the start of the schedule.
- Adopt a prize/awards list within five (5) weeks of the start of the schedule.
- If your league includes bowlers under age 20, discuss Youth Membership Eligibility Rule 400 with league members.
- If your league includes unmarried grade or high school students under the age of 18, a parental consent form must be completed and submitted.

The basics of keeping your league rolling....

- Post or distribute current standing sheet. You can also upload the standing sheet on BOWL.com.
- Distribute recap sheets and pay envelopes.
- Collect all fees and pay bowling center fees.
- Deposit money into the league account within seven days.
- Collect recap sheets and calculate the league records.
- Check if any awards were earned and process within 20 days of the score bowled. A complete list of USBC awards can be found on BOWL.com.
- Have new bowlers complete membership applications and pay fees in accordance with USBC Rule 101.
- President or Youth league supervisor must verify league account balance monthly.
- Have a copy of the USBC Playing Rules available for all participants to view.

Running Successful LEAGUES

League Governance

A league is a democratic society, governed by the league board of directors. The board is comprised of the league officers and team captains. The league officers required are president, vice president, secretary and treasurer (secretary and treasurer can be combined). Officers are elected by majority vote of the board or membership dependant on the league rules.

A quorum of the board must be present to conduct business. A quorum is one more than half of the total board.

Normal league business is decided by majority vote. Rule and schedule changes AFTER the league begins bowling require unanimous vote of the team captains only. Changes in the adopted prize list also requires unanimous vote of the team captains only.

For specific duties of the board and league officers see the *USBC Playing Rules and Commonly Asked Questions* and the League Leadership - Duties and Responsibilities section of this handbook.

Competition

Competition, by nature, is exciting and intriguing. The more teams that battle for a championship, the more interest is created throughout a league. To spark competition, leagues may try several formats:

Handicap league – Competition where standings are based on actual scores with handicap.

Scratch league – Competition where standings are based on actual scores with no handicap.

Average cap league – Establish a team average cap based on the previous season team averages.

Split schedule – Divide the schedule into two, three or four sections and crown a champion in each. At the season's end, have a roll-off to determine the overall league champion.

Match point – Handicap each person individually in the lineup. Each competes against the player opposite them in the opponent's lineup. Award points for wins on an individual and team basis.

Alternative formats – These formats can make any league both more competitive and more fun. (See page 28 for more information.)

League Application

The league application must be submitted within 30 days from the start of the league. Be sure to include all requested information on the league certification application so membership credentials are issued without delay. Call the local association if you need assistance.

Award Presentations

League secretaries typically make all award presentations. In Youth leagues, awards may be presented by the league supervisor/official. In some associations, an association officer, awards committee member or lane representative visits the league to make the presentations.

Award presentations should take place before the entire league and as soon as possible after the feat is accomplished and the award is available. A long delay, such as waiting for the league's season-ending banquet, can reduce bowlers' excitement about earning awards and their appreciation of their membership benefits.

Parental Consent Form (Rule 13)

Unmarried grade school and high school students under the age of 18 must have the written consent of a parent or legal guardian to compete in any USBC adult league where merchandise valued over \$500, or any cash and/or bonds are offered.

Their participation, even pacing, in these situations may jeopardize their eligibility for USBC Youth membership and could affect their eligibility to compete on school sports teams.

The form must be on file with the league secretary at least one week before participation, unless a parent or legal guardian accompanies the student on their first league session. In that case, the consent form may be filed prior to the start of bowling.

Failure to file the consent form will cause the player to be ineligible and subject games bowled to forfeiture.

USBC Singles Competition Prize Waiver (Rule 400)

Youth members who wish to compete in adult singles competitions where cash or bonds are offered and/or merchandise prizes valued greater than \$500 must complete and sign a USBC Singles Competition Prize Waiver form prior to participation. The USBC Singles Competition Prize Waiver is NOT ACCEPTABLE for use in team (two or more players) competition including, for example, adult/youth team competition. A copy of this form can be downloaded from BOWL.com.

Youth may bowl in singles competitions (including side competitions/brackets) offering cash, bonds or merchandise exceeding \$500 in value, provided, prior to bowling:

1. The competition agrees to award the youth's prize in the form of a scholarship; or
2. The youth signs the USBC Singles Competition Prize Waiver waiving his/her rights to any prize in violation of this rule.

The waiver serves three primary purposes. First, it ensures that the USBC Youth member is aware that the event is offering prizes which may be in violation of Rule 400. Second, it provides the USBC Youth member the opportunity to compete in singles competitions without jeopardizing his/her USBC Youth eligibility. And last, it replaces the Parental Consent Form in adult singles competitions.

See BOWL.com for a complete explanation of Rule 400.

Rules

Every league must have rules. This task can be simplified by using the "USBC Adult or Youth League Rules" included in this handbook. In adult leagues, the league board of directors or members must vote on each rule. Pay particular attention to rules covering the following items:

Absentee scores (Rule 105)– In leagues, an absentee score is used when a player on the roster is absent from league and a substitute is not obtained. The absentee score shall be the absent member's current average minus 10 pins, unless otherwise provided by league rule.

Entering Averages (Rule 118)– A complete and adequate average rule is essential for any handicap or classified league. Averages from the previous season are recommended to be used for a bowler's first night of competition because they are easily verified and they represent the bowler's true ability. Bowlers who do not have a qualifying average will then establish their average the first session they bowl unless league rules state otherwise.

In youth leagues, a bowler using a two-hand delivery will establish an average with two hands. When the bowler changes to a one-hand delivery, they must establish a new average using that hand. (Rule 118b, Item 4)

Legal lineups (Rule 109a)– The minimum legal lineup must be present prior to the completion of the first frame unless the league adopts another frame. The league cannot require the legal lineup to be present at the start of the game. Leagues may adopt a rule allowing one eligible bowler as the legal lineup. Leagues decide whether substitutes count toward a legal lineup. Rule 109a, Item 2 states substitutes count unless league rules specify otherwise.

Playoffs (Rule 113b)– Leagues should adopt a rule stating how a playoff shall be conducted for ties and/or championships.

Some suggestions are:

- ★ Bowl one game (or two games).
- ★ Best two of three games.
- ★ One or more frames.
- ★ A point for each game, but none for series.
- ★ Total pins of a three-game playoff series.
- ★ Stepladder finals.

Substitutes (Rule 107c)– Every league needs extra players to minimize absentee and vacancy scores. Do this by keeping an ongoing list of substitutes. Substitutes are not rostered players.

Tardy players (Rule 109c)– A tardy player uses one-tenth of the absentee score for each frame missed, unless otherwise provided for by league rules.

Team rosters (Rule 104b)– Leagues specify how many players are allowed on each team's roster. Team captains submit names before the league starts play or by a time designated by the league. Only additional players and replacements are listed on the roster.

Vacancy scores (Rule 105)– teams without full rosters receive a vacancy score.

In adult leagues, unless league rules state otherwise, the vacancy score is 120.

In youth leagues, unless league rules state otherwise, the vacancy score shall be the average of the lowest average bowler on the opposing team's roster. If two or more vacancy scores are required, the average of the next-to-the-lowest bowler on the opposing team's roster shall be used for the second vacancy score. Youth leagues also may set their own vacancy score.

Handicaps

Handicapping is a means of placing bowlers and teams with varying degree of skill on as equitable a basis as possible for their competition against each other. USBC recommends that higher handicap percentages such as 100% be used for more equalized matches. The scratch base that handicap is figured from should be greater than the highest team or individual entering average. For example, if the highest entering individual average is 218, handicap should be 100% of 220.

Another option is to provide a negative handicap for all bowlers with an average above the base figure. For example, 100% handicap of 200, average is 220 bowler receives -20 handicap.

Handicap leagues use their adopted handicap system at all times. Leagues failing to adopt a handicap percentage in their leagues shall use a 100% handicap. (See Rule 100g, Item 1.)

Postponements

A league's board of directors, specific committee, or a youth league supervisor/official decides requests for postponements. Leagues must grant postponements for emergencies. Minimize postponement problems by:

- ★ Discussing postponements at the organizational meeting for special situations such as hunting seasons, holidays or local/national events.
- ★ Allowing teams to carry extra team members on the team roster or keeping a list of roving or designated substitutes, including contact information.
- ★ Appointing a three-member committee to handle postponement requests and cancellations because of severe weather.

See this handbook's section on League Leadership Duties and Responsibilities for more information on a postponement committee.

Fee Arrearages

Insist all bowlers pay full fees every session. Team captains are responsible for collecting fees, but are not liable for teammates' payments. To encourage prompt payment, leagues can adopt a rule that a team forfeits any games when a bowler is present and bowling and not current in paying fees. If adopted, the league arrearage rule must be enforced consistently throughout the season.

Prize/Award Fund

While prize/award funds are important, avoid pricing yourself out of members. Large prize/award funds require larger payments by individual members, and can discourage new members and increase league dropouts.

Membership Application Cards

League Secretaries – A USBC membership application card must be completed for every member of the league, including substitutes. Have the bowlers carefully complete their home address (and apartment number if applicable), email address and national membership ID if it does not already appear on the card.

Check the application forms and fees collected as they are returned to you. It is easier to find errors and have them corrected rather than to submit incomplete information, which could cause a delay in the member receiving their card. When a bowler indicates membership was purchased in another league ask the member for a receipt. If the bowler cannot produce a receipt, collect membership fees and inform the bowler duplicate payment will be returned. The membership application cards must be forwarded with payment within 30 days of receipt.

In an effort to improve communications with members, please make sure that bowlers include their e-mail addresses on the form.

The national ID number enables USBC to create a history of the member's league and tournament competition and award achievements. It is a permanent number assigned to each member. Let your members know it is important to enter their correct ID number on the application card. If the bowler does not currently have a national ID number (for example a new bowler), the local bowling association will assign a number.

Let your members know their USBC membership card will be mailed directly to their home.

If a member of your league notifies you that their membership card was lost, stolen or damaged, they can download a copy of their current membership card by logging on to our web site, BOWL.com and going to the "Find a..." feature. Membership ID numbers can also be found using the "Find a..." feature. If further assistance is needed, the member or league official can contact their local association or USBC Headquarters by calling (800) 514-BOWL, ext. 3151.

Standing Sheets

To complete them, League Secretaries should do the following:

- ★ Print or type clearly and complete the top each week.
- ★ Under "team standings," list teams in order of position. If two or more are tied in wins and losses, list teams by total pins or as required by league rule. In handicap leagues, if total pins are shown, it is up to the league to decide if the team total pin figure is listed with handicap or on a scratch basis.
- ★ In the section for high games and series, list all individual and team scores in contention for league high score awards.
- ★ Under "individual averages," list teams, followed by individual members, completing total pins, games and averages columns.
- ★ Use extra space on standing sheets to recognize special accomplishments such as triplicates, all spare games and most pins over average. Also, use sheets to publicize future events such as the league banquet, local association tournament or meetings.
- ★ As a free service, USBC allows leagues to post their standing sheets on BOWL.com.

League Schedules

- ★ Insert position rounds as adopted in the league's rules or agreed upon by the league.
- ★ Note any cancellation postponements (if applicable).

NOTE: If the league adds or loses teams during the season, the schedule must be changed to reflect the exact number of teams in the league.

League Leadership Duties and RESPONSIBILITIES

League Board of Directors

The league's governing body is its board of directors comprised of the officers and team captains. Each board member has one vote — even if they are both a league officer and a captain. If a team captain also is a league officer, they have the option of appointing another team member to attend the board meeting and vote on behalf of the team.

In youth leagues, the league shall be under the supervision of an adult league supervisor/official who shall operate the youth league in cooperation with the bowling center management and a league board of directors, if applicable. (See Rule 103a.)

Each youth league where a majority of membership is made up of youth 14 years or older is required to elect a president, vice president, secretary and treasurer from the members of the league. The offices of secretary and treasurer may be combined. Each team is responsible to elect its own team captain.

High school conference leagues are not required to elect a board of directors. (See Rule 103a.)

A quorum must be present to conduct business. A quorum is a majority of the board for business transactions unless league rules state otherwise. Unless USBC Rules state another vote count is required, a majority (one more than half) of the votes cast must be obtained to decide any motion.

The Board:

- ★ Elects league officers unless league rules allow league members to do so. (See Rule 102a.). Two members of an immediate family cannot serve as president, treasurer or secretary-treasurer; or vice president and treasurer or secretary-treasurer of the same league or co-sign for withdrawals from a league account. Members of an immediate family include mothers, daughters, sisters, wives, husbands, sons, brothers, fathers, stepsisters, stepbrothers, stepmothers, stepfathers and in-laws.
- ★ Adopts league rules and a prize list, unless league rules allow league members to do so.
- ★ Decides salaries, if any, to be paid to the league secretary or others, unless league rules allow for all members to decide.
- ★ Decides all protests involving USBC or league rules.
- ★ Decides all questionable scoring and calculation errors, and questions not covered by the rules.
- ★ Handles all disputes concerning prize money.
- ★ Fills any office vacancies during the season.

Board decisions are final, except when a written appeal is filed with the local association or USBC within the timelines of Rule 119.

League President

The president is the league's chief executive.

The President/League Supervisor is responsible for:

- ★ Arranging an account to be opened in the league name at a federally insured and recognized bank, credit union or in-house banking service. The account must have at least two league officers' signatures for all fund withdrawals. Account statements are sent to the president for verification purposes.
- ★ Scheduling league meetings at convenient times and locations.
- ★ Appointing committees.
- ★ Enforcing all league rules and USBC playing rules.
- ★ Verifying league accounts monthly. See the Monthly President Verification Worksheet in the *Managing League Funds* section of this handbook.
- ★ May vote on all issues before the board.

In youth leagues that have a board, the president should assist the league supervisor with the duties of the president.

League Vice President

The vice president assumes the duties of the president in the president's absence, and assists the president as requested.

League Secretary

The secretary has many important responsibilities, which are outlined fully in the USBC Playing Rules.

The Secretary/League Official is responsible for:

- ★ Keeping minutes of all league meetings. Minutes should include the meeting date, time and location, names of those attending, and details of the decisions made.
- ★ Distributing a copy of the league rules, and approved prize list to each team captain and officer and posting of the league schedule or providing a copy for each captain.
- ★ Passing out individual USBC membership application cards to each league member as they join and collecting completed cards and membership dues. Forwarding the completed membership application cards, membership dues and USBC league application to the respective USBC association secretary within 30 days of the start of the league. Membership card applications and applicable fees for additional members shall also be forwarded to the local association manager(s) within 30 days of receipt.
- ★ Posting or providing a current standing sheet, which includes a list of league bowlers and substitutes.
- ★ Reporting and submitting applications for awards as required by USBC rules.
- ★ Notifying league members of league and association meetings; and notifying the association of any changes in officers, schedules or bowling centers.
- ★ Turning in season-ending averages to the appropriate USBC local bowling association.
- ★ Providing the final league standings to the league treasurer.
- ★ Maintaining, writing and filing all league correspondence.
- ★ Furnishing the next league secretary with all records and materials.

NOTE: In leagues using computer and/or average service, the elected secretary remains responsible for all the duties specified in USBC Rule 102e.

In youth leagues that have a board, the youth secretary shall assist the league official in the responsibilities of the league secretary.

League Treasurer

The treasurer is responsible for all league receipts and disbursements.

The Treasurer/League Official is responsible for:

- ★ Working with the president to open an account in the league name at an insured and recognized bank, credit union or in-house banking service, with at least two league officers' signatures required for all withdrawals. Account statements are mailed to the President for verification purposes.
- ★ Depositing funds in the league account within seven (7) days of receipt.
- ★ Working with the league president to verify the league's account balance at least once per month.
- ★ Collecting league fees each session and paying the bowling center.
- ★ Issuing a check or money order made payable to the local association to cover membership dues.
- ★ Advising the league president and secretary if any league members are delinquent in paying league fees.
- ★ Providing each team with a detailed financial statement when the prize fund is distributed; including receipts, disbursements and transactions, and prize recipients' names and earnings.
- ★ Distributing the prize fund within 21 days after the league schedule ends, unless the board or USBC decides otherwise.
- ★ Giving financial reports on request by the league president or board.
- ★ Turning over all league books, papers and monies to the next league treasurer. All financial records — regardless if in the possession of the former or current treasurer — must be retained for one (1) year after the league schedule ends.

In youth leagues that have a board, the treasurer shall assist the league official in the duties of the treasurer.

League Sergeant-at-Arms

Sergeant-at-arms performs any duties as requested by the president or board.

Team Captains

Team captains are league members who may organize and enter teams. They represent their team and, unless they designate another, serve on the league board of directors.

Team Captains in adult leagues are responsible for:

- ★ Collecting USBC membership application cards and applicable dues from team members, and forwarding them to the league secretary.
- ★ Collecting league fees from team members and forwarding them to the league treasurer.
- ★ Ensuring the team and its members are eligible to compete under USBC and league rules.
- ★ The team members' conduct and attendance.
- ★ Entering the team members' names in the lineup before the league series begins.
- ★ Computing the scores, signing the score book and securing the opposing team captain's signature.
- ★ Distributing the prize fund to team members within 15 days of receipt.

Team Captains in youth leagues are responsible for:

- ★ Collecting league fees from team members and forwarding them to the league treasurer or Youth league official.
- ★ Computing the scores, signing the score book and securing the opposing team captain's signature.

League Supervisor (Youth leagues only)

The League Supervisor is designated by the organizer of the youth league and is responsible for:

- ★ The league president duties. In youth leagues that have a board, the youth president will assist the league supervisor.
- ★ Granting prebowls and postponements, unless the authority is given to an appointed committee or the league official.
- ★ Co-sign for withdrawal of funds from the league account(s).
- ★ Anyone working with USBC Youth members should be in the Registered Volunteer Program. Go to BOWL.com for details.

League Official (Youth leagues only)

The League Official is designated by the organizer of the youth league and is responsible for:

- ★ The league secretary and treasurer duties. In leagues that have a board, the youth secretary and youth treasurer will assist the league official.
- ★ Filing a written report of all Rule 400 violations to the local association for possible disciplinary action. (See Rule 17e.)
- ★ Working with the league supervisor to:
 - Adopt rules prior to the start of the schedule, unless the league has a board of directors.
 - Enforce all league and USBC rules.
- ★ Adopting an awards list within the first five weeks of league play stating how awards fees collected will be disbursed, unless the league has a board of directors. (See Rule 103a.)
- ★ Co-sign for withdrawal of funds from the league account(s).
- ★ Anyone working with USBC Youth members should be in the Registered Volunteer Program. Go to BOWL.com for details.

League Committees

Typical committees and their functions are:

- ★ **Audit Committee.** **REQUIRED.** Checks the treasurer's or Youth league official's records at specified times to verify incomes, expenditures and balances. The committee ensures the league funds have been deposited and disbursed as directed, records have been accurately and completely kept, and expenses have been paid. Also can be tasked with auditing league records, averages and position standings.
- ★ **Prize/Award Committee.** **REQUIRED.** Develops and submits for consideration one or more prize/awards lists within five (5) weeks of the start of the schedule. They should contact the treasurer or Youth league official for an estimated budget or list of estimated expenses to work from and consider any league rules that affect the distribution of prizes.

Additional Committees

- ★ **Awards Committee.** Works with the league secretary or Youth league official to complete and file award applications, and present or help associations present awards to deserving league bowlers.
- ★ **Banquet Committee.** Makes arrangements for the league banquet.
- ★ **Nominating Committee.** Prepares and presents a slate of league officers for election. See the section on league Elections in this manual for complete details.
- ★ **Postponement Committee.** USBC recommends leagues have a committee that has the authority to allow or deny all requests for postponed or prebowled games, including emergency requests.

Conducting MEETINGS

Quorum

“Members present” equals a quorum for a meeting prior to the start of the season. For all other meetings, a quorum is a majority, in the absence of a specific rule regarding a quorum.

Preparing an Agenda

When the president and/or Youth league supervisor plans ahead, meetings are smooth and efficient. The president and/or Youth league supervisor should prepare an agenda outlining scheduled business with the help of the secretary and/or Youth league official. This is a sample agenda:

1. Call to order.
2. Roll call of officers and team captains.
3. Action on minutes of last meeting (read by secretary and/or Youth league official).
4. Treasurer’s and/or Youth league official’s report.
5. Committee reports.
6. Correspondence.
7. Unfinished business.
8. New business.
9. Business for which the meeting is called.
Example: Adopting or discussing of league rules, including those where an option is available to the league (at first meeting), or election of officers (at end of season meeting).
10. Other business.
11. Adjournment.

Once the president and/or Youth league supervisor plans an agenda, it is simple to conduct a meeting. Keep in mind that for all members to participate and hear, only one person should be permitted to speak at a time. Keep order by using common sense, courtesy, fairness and cooperation.

Meeting Routine

- ★ Chairman (president and/or Youth league supervisor) opens a meeting by stating: “The meeting will please come to order and the secretary (and/or Youth league official) will call the roll.”
- ★ Secretary and/or Youth league official calls names of all officers and team captains, recording who is present as part of the minutes. Secretary and/or Youth league official also announces if a quorum is present.
- ★ Secretary and/or Youth league official reads minutes of preceding meeting and board approves as is, or makes additions or corrections.
- ★ President and/or Youth league supervisor calls for treasurer and/or Youth league official and chairpersons of appointed and special committees to make reports, as necessary.
- ★ President and/or Youth league supervisor calls for discussion of all unfinished business.
- ★ Board discusses and acts on new business.
- ★ If scheduled, a program is presented under other business.
- ★ Adjournment of meeting.

How to Make a Motion

1. Member addresses chairperson to be recognized before speaking.
2. State the motion, "I move..."
3. Second the motion, "I second..."
4. The Chair states, "It has been moved by (name) and seconded that..."
5. Ask for discussion. Every member has the right to talk.
6. In taking the vote, the league has the following options:
 - ★ voice vote
 - ★ show of hands
 - ★ ballot vote
7. Except where USBC Rules state otherwise, a majority must be reached to approve a motion. A majority is one more than half of the votes cast. For example: 25 people are present, 21 people cast votes, 11 votes are needed to pass the motion.
8. Upon completion of the vote count, the chair rules on the vote and states the result.
9. The person making the motion may vote against it, but cannot speak against it.
10. Officers may vote on all issues.
11. A motion is lost on a tie vote.

Association Annual Meeting

Attendance

USBC allows all members to attend the local association membership meetings. Upon notification, each league secretary/league official (youth leagues) should notify all USBC league members of the date, time and location of the membership meeting.

Youth Associations

Representatives consist of the following:

- a. Youth members, at least 14 years of age.
- b. One adult representative from each certified youth league. (A league is not eligible for representation if it has not submitted a league application.)
- c. One center representative from each center having at least one certified youth league.

Voice and Vote

Voting officers, directors and adult members/Youth Representatives, at least 14 years of age, unless state laws mandate a specific age, have voice and vote. Members not meeting the above criteria may attend with voice only. Absentee and proxy voting are not permitted.

Types of League Meetings

Organizational

Thorough and complete league rules are the groundwork for operating a league smoothly. The board of directors and/or Youth league supervisor/official adopts rules prior to a schedule's start unless the league calls for members to have a say in adoption. A majority vote is required when the board or membership adopts rules.

Dismissal from Office or League

A league board (Rule 115a) and/or Youth league supervisor/official (Rule 115c) may dismiss a bowler from a league for misconduct or violation of USBC or league rules. If a league member files a written charge asking for the removal of a league officer or the dismissal of a league member, a meeting must be scheduled and the procedures in Rule 115a followed.

Protested/Disputed Games

The board of directors and/or Youth league supervisor/official may declare forfeits or null and void any protested/disputed games. Their decisions are final except when the local association or USBC receives a written appeal within the timelines of Rule 119.

The board and/or Youth supervisor/official is authorized to make decisions when games are protested or disputed. Use the following requirements and guidelines in decision making:

- ★ A written protest must be filed no later than 15 days (72 hours if within the final two weeks of the season or segment or during league playoffs) after the series in which the alleged infraction occurred. Officers also may refer protested or disputed games to the board and/or Youth league supervisor/official may act on a protest without written protest being filed.
- ★ The board and/or Youth league supervisor/official allows all concerned parties to express their views regarding the protest, and asks questions as necessary to develop full information.
- ★ Although team captains' unanimous written consent is required to add or change an adopted league rule during the season, only the board's majority vote and/or the Youth league supervisor's/official's decision is required to clarify a rule's meaning or intent.
- ★ Once the board and/or Youth league supervisor/official clarifies the league rule in question, the rule is applied to the situation in dispute.

The board and/or Youth league supervisor/official has three options in handling most protests involving game disposition:

- ★ **Null and Void** – Action taken when it finds a rule was violated, but mitigating circumstances were involved. For example, league officers or other authority may have misinformed the team captain.
- ★ **Forfeit** – Action taken when it finds a rule violated but no mitigating circumstances involved.
- ★ **Stand as Bowled** – After reviewing a protest, it is determined there is no cause for action.

Nonpayment of League Fees

A league must conduct a meeting if an individual is charged with failure to pay league fees and/or withdraws from the league without sufficient cause. When a member is accused of the above, the league should try to resolve the matter prior to disciplinary action. Please see Rule 115b.

Complaint must be submitted in writing to a league officer and/or Youth league supervisor/official.

League president schedules a meeting of the league board of directors.

League sends written notice to defendant at their last known address or hand-delivers notice informing them of:

- ★ Meeting date, time and place.
- ★ Right to attend and offer a defense.

Keep minutes of the league meeting containing a roster of those present and absent (quorum must be present). An accounting of the arrearage must include:

- Date(s) the bowler is being charged for.
- Amount(s).
- Show whether the defendant was present or absent on the date(s) charged.
- The date defendant was replaced.

Two-thirds of the league board members present must vote the accused guilty. If two-thirds vote is not obtained, the charges are dismissed.

In youth leagues that do not have a board, the Youth league supervisor/official makes the decision.

Submit the file to local association or USBC. The file must include:

- Meeting notice to defendant(s).
- Meeting minutes.
- Copy of league rules.
- Record of accounting from meeting and supporting documents.
- Recommendation and vote count.

NOTE: Rule 115b does not allow a league to charge an individual for more than six sessions. A copy of the non-payment of league fees checklist can be found on the Rules page of BOWL.com.

League
ELECTIONS

When to Conduct Elections

The league must conduct elections during a meeting before distributing awards, unless the league board decides they are to be conducted before the start of the league schedule.

This requirement is waived in youth leagues where a majority of the membership is comprised of youth 13 years of age or younger and for high school conference leagues.

Who Conducts Elections

The board of directors shall be responsible for electing league officers unless the league rules vest this authority in the general membership.

Nominating Committee

The president and/or Youth league supervisor should appoint a nominating committee, which prior to an election develops a slate of officers from those choosing to run for office. Each league must elect a president, vice president, secretary and treasurer. The office of secretary and treasurer may be combined. The slate should include one or more candidates for each office.

Notice of Meeting

The league secretary and/or Youth league official must give advance notice of the meeting. This can be by simple written notice or a specified date in the league rules with a reminder announcement. The secretary and/or Youth league official also makes arrangements for a meeting room.

Separate Elections

Each office has a separate election to enable an unsuccessful candidate for one position to run for another. The presidential election is first, with the vice president and/or Youth league supervisor presiding. After the nominating committee presents the candidate(s), nominations are accepted from the floor. Nominations do not require a second.

When nominations close, members should vote. Absentee and proxy voting are prohibited. Members should use written ballots if there is more than one candidate. Elections for other offices follow in the same manner, with the president and/or Youth league supervisor presiding.

Ballot Counts

Officers are elected by majority vote. A majority vote is more than one-half of the votes cast by those members entitled to vote, excluding blanks or abstentions. For example, if 19 votes are cast, a majority is 10.

At the meeting and after the ballots are counted for each election, the sergeant-at-arms, nominating committee or Youth league official reports:

- ★ Total number of votes cast. (Illegal ballots are counted to determine the number of votes cast.)
- ★ Total votes needed for majority.
- ★ Number of votes for each candidate.
- ★ Number of illegal votes.

If a candidate receives a majority vote, the presiding officer declares the winner of each election. Meeting minutes should reflect the number of votes cast, and names and number of votes each individual receives.

Helpful Reminders

- ★ Nominations do not require a second.
- ★ Nominating committee reports are accepted by the league and do not require a motion and second.
- ★ A nominating committee member may be nominated.
- ★ The league president and candidates nominated for election are entitled to vote.
- ★ An election that takes place after the league season is completed takes effect immediately if the candidate is present and does not decline, or if they are absent and have consented to their candidacy.
- ★ An election held before the league schedule ends, takes effect once the season has concluded for the league. The current officers continue in office until the conclusion of the season then the new officers take over.

Managing League **FUNDS**

Bonding

USBC provides free bonding, burglary/robbery insurance to leagues. They are two valuable services that cover funds when:

- ★ A league officer or Youth league supervisor/official misuses them.
- ★ A league officer, Youth league supervisor/official or their messenger is robbed by force or threat of violence. When using an in-house deposit service, the messenger is the bowling center employee who takes the deposit to a banking institution.
- ★ Someone burglarizes the premises, vehicle or locked receptacle where funds are kept. There must be visible evidence of forced entry and an on-site police report is required. In the case of an in-house deposit service, this would cover burglary of the bowling center.

To ensure leagues receive full coverage under the USBC insurance program:

- ★ Open an account in your league's name in an insured banking institution or in-house deposit service, and make deposits within a week of receipt.
- ★ The president and/or Youth league supervisor must verify the account each month by obtaining a statement from the bank or in-house deposit service and mathematically checking for an accurate balance. The account statement is sent to the president for verification purposes.
- ★ Two elected officers must co-sign for withdrawals. Two signatures are required on all checks written on a league account regardless of the banking institutions policy.
- ★ Cosigners cannot be immediate family members.
- ★ All officers and/or co-signers on the league account must be at least 18 years of age.

If a league fails to follow the above procedures, the bonding program only will cover a maximum of 50 percent of the documented loss on a bond claim and one week's receipts (up to \$2,000) for a burglary or robbery.

Other facts about USBC bonding, burglary and holdup insurance:

- ★ USBC leagues are protected against \$10,000 in misused funds. Leagues with larger prize/awards funds must list their total prize fund amount on the league application to receive additional coverage.
- ★ Leagues not submitting league applications and dues to local associations within 42 days (30 days for summer leagues) only will be covered for funds on deposit at time of application and collected thereafter. USBC rules require league applications to be filed with local associations within 30 days.
- ★ Leagues may use an in-house deposit service, but must follow the same requirements as above. Leagues are not covered for money lost because of bowling center insolvency or liquidation.
- ★ Insurance does not cover funds lost by fire, mysterious disappearance or left unattended.
- ★ Burglary and holdup insurance covers one week's receipts up to \$2,000.
- ★ Program covers \$10,000 at the end of the bowling season when money is withdrawn from the banking institution for prize/award distribution. For prize/award funds more than \$10,000, USBC recommends payments are made with checks or money orders. Leagues have seven days after withdrawal to distribute prizes/awards.

Tax Information

Leagues should always be concerned about taxes.

Leagues may follow these guidelines:

- ★ Apply for or make needed updates to the Employee Identification Number (EIN) by completing an SS-4 form available at your IRS office. The form also can be downloaded and completed or processed electronically at IRS.gov. Officers do not have to fill out the form every year if the league continues.
 - Do not check Nonprofit; check View Additional Types, Including Tax-Exempt and Governmental Organizations.
 - Check Sports Teams (community).
 - The program will direct you through the next steps and assign a number.
- ★ Declare your salary as income on state and federal returns. The IRS considers you self-employed.

Monthly President Verification Worksheet

This form will assist you in determining overages or shortages in the league.

Memberships

- Dues collected **MUST** be **DEPOSITED** in the league account or a money order purchased **WITHIN 7 DAYS OF RECEIPT**.
- League application and dues **MUST** be sent to the local association no more than **30 DAYS** after the **LEAGUE STARTS**.
Enter membership fees collected \$_____ Amount due to local association.
- Additional memberships collected must be submitted to the association **WITHIN 30 DAYS OF RECEIPT**.
Enter additional membership fees collected \$_____ Amount due to local association.

League funds are usually over or short due to absences, arrearages and prepayments.

Calculate REGULAR LEAGUE FEES

The following are optional additional income sources that must be added to the regular income.

1. _____	X	_____	=	1 WEEK DEPOSIT
Prize Fund + Other Fees*		# of Bowlers		Unless the number of bowlers changes this figure will not change.
Paid Weekly by Bowler				
2. _____	X	_____	=	TOTAL REGULAR LEAGUE FEES TO DATE
1 Week Deposit		# Weeks Bowled		
From item 1		to Date		

*Other fees can be officer salaries, banquet fees, charity designation, sunshine funds, etc.

ADD ADDITIONAL INCOME

		<i>Description</i>
Team Sponsor Money required per league rules	+ _____	
League Sponsor Money	+ _____	
Prepayment required per league rules	+ _____	
50/50 or other fundraisers	+ _____	
*Misc. fees (ex. fines, salaries, etc)	+ _____	
3. Total ADDITIONAL INCOME	= _____	

Calculate TOTAL INCOME TO DATE

_____	+ _____	= _____	
Total Regular League Fees To Date From item 2	Total Additional Income From item 3		THIS AMOUNT SHOULD EQUAL THE BANK BALANCE

If this amount is not equal to the bank balance and you cannot determine the reason, have the audit committee perform an audit.

If a loss is discovered, contact USBC Headquarters

1-800-514-BOWL, ext. 3156 or e-mail to bonding@bowl.com.

See the *Bonding Chapter of the USBC Playing Rules and Commonly Asked Questions*.

Sample USBC League Accounting Form

Tuesday Night 850

Name of League

DATE	DESCRIPTION	DEPOSIT	DEBIT	BALANCE
June 1	Balance from previous season.			\$28.17
Aug. 10	Franchise fee from 12 teams at \$50 each.	\$600		\$628.17
1 Sept. 10	Lineage payment (week #1) – check #077.		\$195	\$433.17
2 Sept. 11	Membership fees (60 X \$10) and League fees (week #1).	\$900		\$1333.17
3 Sept. 11	Membership fees to local association – check #078.		\$600	\$733.17
4 Sept. 17	Lineage payment (week #2) – check #070		\$195	\$538.17

Oct. 2	League fees (week #4).	\$300		\$1108.17
4 Oct. 2	Hall of Fame Tourn. Fees collected.	\$60		\$1168.17
4 Oct. 2	Hall of Fame Tourn. Fees to Assn. – check #082.		\$60	\$1108.17
Oct. 8	Lineage payment (week #5) – check #083.		\$195	\$913.17
5 Oct. 9	League fees (week #5) 3 short on team #5.	\$285		\$1198.17
Oct. 15	Lineage payment (week #6) – check #084		\$195	\$1003.17
5 Oct. 16	League fees (week #6) 3 short on team #5.	\$285		\$1288.17
Oct. 22	Lineage payment (week #7) – check #085.		\$195	\$1093.17
5 Oct. 23	League fees (week #7) and shortages from teams.	\$330		\$1423.17
6 Oct. 23	Deposit for holiday party – check #086		\$100	\$1323.17

- 1 A check was written on the night of bowling to the bowling center for lineage. All withdrawals must be co-signed by two officers of the league.
- 2 League fees and individual membership fees were deposited the following day after bowling.
- 3 A check was written to the local association for individual membership fees the following day after collecting the fees.
- 4 League participated in charity tournament and fees were deposited the following day. A check also was written the following day to the association which conducted the tournament locally. Tournament scores were also submitted.
- 5 Shortages were allowed for two weeks. (This is not recommended. The league should insist that all bowlers pay their fees on the night of bowling or in advance.)
- 6 A check was written for the league's holiday party. All expenditures of this nature are approved by the league's board of directors and/or your league supervisor official. Again, two signatures must appear on the check for withdrawals.

NOTE: Collections from raffles, 50/50's, etc., should be recorded as separate entries as indicated in #4.

USBC League Accounting Form

Name of League

Sample Financial Statement

8 team league

This statement can be used to determine your league's estimated budget, estimated total prize fund, for verification of the league's account and as the end of the season financial statement.

INCOME

Beginning balance	\$ 50.00	
League fees	\$15.00/wk X 40 bowlers = \$600.00 X 34 weeks =	20,400.00
Substitute fees	\$2.00/bowler X 24 bowlers =	48.00
Secretary fees	\$42.50/team X 8 teams =	340.00
USBC Adult Dues	\$21.00/bowler X 40 bowlers	840.00
Franchise fees	\$25.00/team X 8 teams	200.00
Sweeper fees	\$5.00/bowler X 40 bowlers	200.00
TOTAL INCOME	\$22,078.00	

EXPENSES

Lineage paid to center	\$10.00/wk X 40 bowlers - \$400.00 X 34 weeks =	\$ 13,600.00
Secretary's Salary	\$42.50/team X 8 teams =	340.00
Sweeper prizes		250.00
USBC Dues Paid		840.00
Trophies		150.00
Miscellaneous – Supplies (paper, ink, postage)		58.00
TOTAL EXPENSES		\$15,238.00

AMOUNT AVAILABLE FOR LEAGUE PRIZE FUND **\$ 6,840.00**

(Total income minus total expenses)

Prize fund breakdown	
Team awards/prizes	\$ 5,200.00
Individual awards/prizes	1,590.00
ENDING LEAGUE BALANCE (to be carried over to next season)	\$ 50.00

A complete listing of team and individual prizes must accompany this statement.

USBC
AWARDS

USBC provides recognition for various bowling achievements.

League Award Kits

The completed League Application should be forwarded to the local bowling association\league processor (youth). The local association\league processor (youth) will enter and transmit the league data to USBC. Once the data is processed, the local association\league processor (youth) will provide each league with a League Award Kit.

The USBC League Award Kit includes awards for league champions, as well as other league high scores.

Other Awards

League secretaries have the responsibility of applying for USBC recognized achievements for their league members. The completed application is forwarded to the local association where the data is processed. The information is transmitted to USBC.

High Score awards are fulfilled nationally while Special Achievement awards are fulfilled locally with the award inventory supplied to the association\league processor (youth). Awards are issued once per season per achievement, however additional achievements earned during the season should be added to the member's personal record.

Currently, High Score bowling achievements earned after August 1, 1998, are displayed under the bowler's record on BOWL.com. Special achievement records are available upon request, but not displayed.

National Team High Game and Series*

During each fiscal year, an award will be issued by USBC to each member of the team who bowls the highest scratch game and series scores in the nation for men only, women only, mixed and youth teams. See Rule 51c for classifications and additional information.

Baker 300 Game Award*

All Baker System teams that bowl a 300 game are eligible to receive a sponsor's award. Each team is eligible for one award during the fiscal year.

Most Improved Bowler Award

Each league will be issued an award(s) annually based on the type of league to provide recognition for the male, female, youth male, and/or youth female member who shows the greatest improvement in average in the league during its season. See Rule 54a.

Youth League High Series

Each league will be issued an award(s) annually based on the type of league to provide recognition for the youth male, and/or youth female member who bowls the highest series during the season. See Rule 54b for qualifying rules.

*Cannot be earned while pre or post bowling unopposed.

Individual Game Awards - Youth

- ★ 300*
- ★ Eleven (11) strikes in a row when the score is 299 or less*
- ★ 125 to 299 games in 25 pin increments
- ★ Special awards available to youth ages 12 and below. 50 to 124 games in 25 pin increments.

The bowler's average must be less than the game bowled. Awards are limited to one per season per achievement. Once an award has been earned in any classification, bowlers are only eligible for the higher awards on a progressive merit basis.

All USBC Youth members are eligible for USBC High Score Awards in USBC Competition.

Individual Game Awards – Adult A member is eligible for one award per category per fiscal year.

- ★ 300*
- ★ 275 to 299 all averages eligible
- ★ 250 to 274 with a **215** average or below
- ★ 225 to 249 with a **190** average or below
- ★ 200 to 224 with a **165** average or below
- ★ 175 to 199 with a **140** average or below
- ★ 150 to 174 with a **120** average or below
- ★ 125 to 149 with a 100 average or below
- ★ Eleven (11) strikes in a row when the score is 299 or less*
- ★ **75 Pins Over Average in a single game**

Series Awards - Youth

- ★ 900 series*
- ★ 800 to 899*
- ★ 300 to 799 series in 50 pin increments
- ★ Special awards are available to youth ages 12 and below. 100 to 349 series in 50 pin increments.

The bowler's series average must be less than the series bowled. Awards are limited to one per season per achievement. Once an award has been earned in any classification, bowlers are only eligible for the higher awards on a progressive merit basis. A two game series format is eligible.

All USBC Youth members are eligible for USBC High Score Awards in USBC Competition.

Series Awards – Adult A member is eligible for one award per category per fiscal year.

- ★ 900 series*
- ★ 800 to 899*
- ★ 700 to 799 all averages eligible
- ★ 600 to 699 with a **175** average or below
- ★ 500 to 599 with a **145** average or below
- ★ 400 to 499 with a 120 average or below
- ★ 300 to 399 with a 90 average or below
- ★ **140 Pins Over Average in a three-game series**

*Cannot be earned while pre or post bowling unopposed.

Qualifying Rules for Average Based Awards

The following applies to any award earned based on average:

1. If 12 games or more have been bowled in the league in the current season, use the current average.
2. If less than 12 games in the current season, use last season's final average for 21 games or more (**12 games or more for youth**) from the same league.
3. For a new bowler in the league with less than 12 games, use last season's highest USBC average for 21 games or more (**12 games or more for youth**) in any USBC league.
4. For a bowler who has not established an average in the preceding season, the highest USBC average of 21 games or more (**12 games or more for youth**) from the summer league just completed shall be used.
5. In a summer league, when a bowler has not established an average in the preceding season, the highest USBC average of 21 games or more (**12 games or more for youth**) from the regular season just completed shall be used.
6. A new bowler in a league who has not bowled 12 games in the current season can use a current USBC average of 12 games or more, from another league.
7. A bowler who does not have an acceptable USBC average for comparison is not eligible for recognition.

Reporting Procedures

Scores of a 300 game; an 800 series or better by an individual in a three-game series; a Baker team game of 300; or a qualifying National Team High Game or Series, must be reported, unless pre or post bowled unopposed.

The league secretary shall notify the local association\league processor (**youth**) within 48 hours and submit a completed high score award application within 20 days. See Rule 51e for more details.

Please go to the Awards page of BOWL.com to download all USBC Award Applications.

Alternative League **FORMATS**

You may wish to add some variety to your league play by considering some of these popular alternative formats. All can be USBC leagues. If you have any questions concerning the application of these formats, contact Rules at USBC Headquarters (ext. 3155).

Baker System

The Baker System format places emphasis on the team effort rather than individual accomplishments of team members. All team members follow each other in regular order to bowl a single game. For a 5-player team, Player #1 bowls frames 1 and 6; #2 bowls 2 and 7; #3 bowls 3 and 8; #4 bowls 4 and 9; and #5 bowls the 5th and 10th frames. The order of bowling is set by the team captain and may be adjusted at the conclusion of any game.

No Tap

There are two types of no-tap formats commonly used, and the league board of directors must determine by rule which procedure will be followed.

1. A strike is recorded when an individual knocks down a designated number of pins or all ten pins on the first delivery. For any other pin count, the individual receives the actual value and a second delivery is required.
2. A strike is recorded when an individual leaves a specific pin(s) (such as a 5-pin or a 7-pin) or knocks down all ten pins on the first delivery. If any other pin(s) remain standing, the bowler receives the actual value and a second delivery is required.

3-6-9

In a 3-6-9 league, each bowler automatically receives a strike in the third, sixth and ninth frames of each game designated by league rule.

Mail-o-graphic

League competition in which a supplemental fee is charged and scores bowled in other USBC competition are compared to qualify for prizes in one common prize list.

Scotch Doubles

Any combination of two bowlers is allowed. A three-game series is bowled with Bowler A bowling first in each frame and Bowler B bowling at whatever pins are left. If a strike is bowled, the same bowler would continue. Bowler A starts the first and third games, Bowler B starts the second game. Scoring is the same as regulation tenpins.

NOTE: If Bowler A strikes on the first ball in the 10th frame, Bowler A would bowl again. If Bowler A strikes again, Bowler A would roll the last ball. If no strike on the second ball, Bowler B rolls the last ball.

Since the second player only bowls if pins remain standing after the lead-off bowler's delivery, it is possible that the lead-off player could bowl the entire game without the second player participating in the game.

Sport Bowling

Sport Bowling is an optional membership level that offers bowlers of all abilities the chance to experience a new challenge, satisfy their competitive nature and improve their bowling skills. Sport Bowling members are eligible to compete in Sport Bowling events, which consist of leagues and tournaments conducted on more challenging lane oil patterns than those found in standard USBC competition. Sport Bowling emphasizes the importance of delivering the ball accurately and consistently, making adjustments in technique, adjusting to the way the lane oil patterns change and converting spares.

Team USA Experience

One of the most exhilarating USBC Sport Bowling programs is called the Team USA Experience.

Give your bowlers a true challenge by starting a Team USA Experience league. By playing on the same lane oil patterns used by Team USA in all international competition, your league bowlers will be energized by testing and improving their skills like never before. Competing in Team USA Experience leagues and tournaments is the best way for your players to take their games to the next level.

How to start a Team USA Experience League: Team USA Experience leagues must fulfill certain requirements and specifications prior to the start of all competition to ensure that the league will be Sport compliant during certified play.

To Certify Your Center and League for Sport Bowling

- ★ Visit the Sport Bowling section of BOWL.com and follow the steps to complete the Center Registration.
- ★ Visit the Sport Bowling section of BOWL.com and follow the steps to complete the League Registration.
- ★ Be sure to take two (2) tapes from one lane each week before the league starts to verify Sport compliance. Send the tapes to USBC, Attn: Sport Bowling, 621 Six Flags Drive, Arlington, TX 76011. If a tape reader is available you need only fax (817)385-8260 or e-mail (sportbowling@bowl.com) the graphs each week.
- ★ Fill out the USBC League Certification Application and submit to the local association within 30 days of the start of the league.
- ★ For detailed instructions please download the *Sport Bowling Manual*, found on the Sport Bowling on the Sport Bowling page of BOWL.com.

Generate Interest Among Bowlers: While Team USA Experience lane patterns may be more challenging than those used in standard leagues, getting your bowlers excited about the program is not. That's because USBC has all the necessary tools to build excitement in your center.

Check out the Sport Bowling section of BOWL.com for customizable fliers and other downloadable forms.

For more information and to order your Team USA Experience promotional kit, call (800) 514-BOWL, ext. 3177 or send an e-mail to Sportbowling@BOWL.com.

SMART

What is SMART?

Scholarship Management and Accounting Reports for Tenpins

This United States Bowling Congress program began operation in August, 1994. The program offers the bowling community a centralized location to manage their bowling scholarship funds, as well as providing USBC members a resource for inquiries about bowling scholarships. Participating in this program is at no cost to our members and/or organizations.

How does the League or Tournament enroll in SMART?

It is easy to enroll in the SMART program. Just fill out and send us an enrollment form. That's it, but make sure you fill out the form completely. The required fields are identified with an asterisk (*). When we receive the form, we will assign and notify you of your new SMART account number. For your convenience, this account number should be referenced in all future correspondence or contact with the SMART program staff.

NOTE: USBC Rules require all certified leagues (Rule 100c, Section 4(a)(1)) and tournaments (Rule 301d) providing scholarships to forward those funds for deposit with the SMART program.

SMART Program Manual

All of the SMART program operational procedures can be found in the SMART Program Manual. You can view and/or print a copy of the manual at BOWL.com or if you do not have access to the Web, just contact us at (800) 514-BOWL, ext 8292 and we will send you a copy. If you have any questions or problems in your review of the procedures, they can also be resolved by contacting us at the above telephone number.

SMART Enrollment Form

League Name *: _____

League Certification Number *: _____

League Contact Person *: _____

Daytime Telephone *: () _____

E-mail Address *: _____

Address *:
Street _____

City _____ State _____ Zip _____

Signature *: _____

Send to: USBC – Attn: SMART

621 Six Flags Drive • Arlington, TX 76011

e-mail: smart@BOWL.com • **phone:** (800) 514-BOWL, ext. 8292

USBC Sample**ADULT LEAGUE RULES**

NOTE: The following is a set of league rules, which may be adopted by completing the blanks and providing copies to each team. Other options may be available as provided in the rules outlined in Chapter 4 of the USBC Playing Rules book. Other rules may be added, but cannot in any way conflict with USBC Rules.

The _____ League will bowl on _____ (day of week) at _____ am/pm at _____ (name of bowling center). The league will have a scheduled starting date of _____ and a scheduled ending date of _____ and will participate for a total of _____ weeks. The league will not bowl on the following dates: _____.

OPTION: The schedule will be divided into _____ (halves, thirds, quarters). If there are an unequal number of weeks, the extra week will be placed in the last segment.

Rule 1. The league board of directors, which consists of the officers and team captains, shall manage this league. The board of directors/full membership (select one) adopts the league rules. (Refer to USBC Rule 122.)

Position	Name	Home Phone	Work Phone
President			
Vice President			
Secretary			
Treasurer			
Sergeant-at-Arms			

Rule 2. The league will consist of _____ teams with a playing strength of _____. Rosters will be limited to _____ members per team.

The names of players, as well as any changes in the roster during the season, are to be reported by the team captain to the league secretary before a player competes.

Rule 3. League fees, which must be paid by each member each session, shall be \$_____ of which \$_____ covers the cost of bowling, \$_____ is for the secretary/treasurer's salary, and the balance of \$_____ to be placed in the league account. Games shall be forfeited by any team whose participating members are not current in league fee payments. The secretary's salary shall be paid at the completion of the league schedule.

Rule 4. The team franchise (team spot) is held by the team captain. The captain must notify the league secretary of the team's intention to retain the franchise for the next season by _____ (date). (Refer to USBC Rule 104b.)

Rule 5. An account will be opened in the name of the league and deposits must be made within 7 days of receipt. Withdrawals from the account may only be made with the joint signatures of at least two officers as designated by the league board of directors. The league president shall verify the account monthly.

Rule 6. A prize list, drawn up by a committee appointed by the league president, must be submitted for approval by the league board of directors/full membership (select one) within five weeks after the start of the schedule. (Refer to USBC Rule 117a.)

All league members must bowl at least 2/3 of the league's scheduled games to be eligible for individual league prizes or awards. (Refer to USBC Rule 117b, Item 2a).

Special individual/team high series and game prizes shall be awarded on a scratch/handicap basis.

Rule 7. Entering averages of all players shall be determined in the following order:

- a. Average established in this league last season, based on 21 games or more.
- b. Highest average from the previous season in any USBC league, based on 21 games or more.
- c. Current average from another USBC league, based on 21 games or more.
- d. Bowlers who do not have a qualifying average outlined in items a-c will establish their average the first session they bowl.
- e. The maximum entering average per team is _____ (delete if this does not apply).

Rule 8. The league will determine wins and losses on a handicap / scratch basis (select one). Handicap will be _____ % of the difference between a bowler's average and a scratch figure of _____. (The scratch figure should be higher than the highest average in the league and shall not be limited unless otherwise provided by league rule.)

Rule 9. The USBC Membership fees required to participate in the league are as follows:

Men \$_____ Women \$_____

The league will be certified through USBC. Adult membership fees must be paid before completion of the bowler's first series.

Rule 10. The league will consist of: Males only Females only Males and Females

Substitutes will/will not be permitted to participate in the league (select one).

Pacers will/will not be permitted to participate in the league (select one).

A substitute or replacement may be a male/female/male or female (select one). (Refer to USBC Rule 107c, Item 6.)

Rule 11. The minimum legal lineup of _____ players must be present before the completion of the first frame of each game. Regular members and substitutes (unless league rules provide otherwise) count toward a legal lineup. (Refer to USBC Rule 109a for minimum legal lineup provision.)

Rule 12. When bowling in a known forfeit situation or scheduled against a non-existent team, the team must bowl at least the team average less 10 pins per player to earn the points. (Refer to USBC Rule 110c, Item 2 and 104d.)

Rule 13. Absentee and vacancy scores will be allowed when a team has a legal lineup, but less than a full lineup at the start of any game in a series. Handicap will be figured on the average of absent member. The absentee score will be the absent member's average minus 10 pins. (Unless otherwise provided by league rule.)

Teams having an incomplete roster (vacancy on the team) will use a score of _____ for the vacant position, which shall be used for the basis of determining handicap. (Refer to USBC Rule 105d, Items 1a and 1b.)

Rule 14. All postponement requests must be approved by the postponement committee/league board of directors. In the absence of a postponement committee, the league board of directors is responsible for making decisions on all prebowl/postponement requests.

Teams may request to bowl unopposed before or after a regularly scheduled match. All requests must be made through the league prior to the league start time except for emergencies. Procedures outlined in Rule 111a-g must be followed. (See USBC Rule 111b for information regarding emergency postponements.)

Rule 15. A bowler who arrives late may enter the game provided _____ frames have not been completed. In this situation frames missed may be made up. (Refer to USBC Rule 109c.)

Rule 16. Team position standings shall be determined on a point basis, with _____ point(s) awarded for each game won and _____ point(s) awarded for the high team series in each match.

Rule 17. If a team or individual must withdraw from the league during the season, two weeks notice and sufficient reason must be given in accordance with USBC Rule 114a.

USBC Sample**YOUTH LEAGUE RULES**

NOTE: The following is a set of league rules, which may be adopted by completing the blanks. Other rules may be added, but cannot in any way conflict with USBC Rules.

The _____ League will bowl on _____ (day of week) at _____ am/pm at _____ (name of bowling center). The league will have a scheduled starting date of _____ and a scheduled ending date of _____ and will participate for a total of _____ weeks. The league will not bowl on the following dates: _____.

OPTION: The schedule will be divided into _____ (halves/thirds/quarters). (If this option is adopted, see optional league rule 18 for more information.)

Rule 1. The league supervisor/official and/or board of directors, which consists of the officers and team captains, shall manage this league. The (supervisor/official/board of directors/membership) adopts these rules. (Refer to USBC Rule 122.)

The officers serving on the league board of directors are as follows:

Position	Name	Home Phone	Work Phone
League Supervisor			
League Official			
President*			
Vice President*			
Secretary*			
Treasurer*			
Sergeant-at-Arms*			

* Youth officers for leagues where a majority of the membership is 14 years old or older. Sergeant-at-Arms is optional.

Rule 2. Teams will have a playing strength of _____. Membership in the league is open to males and females from age _____ to age _____ as of August 1 of the current bowling season. Anyone under suspension by the responsible league official and/or USBC is ineligible to participate in the league.

Rule 3 Each league member will pay \$_____ at each league session; \$_____ will cover the cost of bowling, \$_____ will be the award fee, and the rest will be placed in the league's account. All league members must pay their bowling fees on time to remain in the league. Award fee will be returned to the bowlers 100% in the form of (scholarships/awards). (Refer to USBC Rule 121.)

Rule 4. The (league officials / board of directors/membership) will adopt an awards list within the first five weeks of league play. All league awards will be awarded on a (handicap/scratch) basis.

A member is eligible to receive only one individual league recognition award, provided they have bowled 2/3 of the league's scheduled games.

Rule 5. Bowlers will establish their league average in their first league session. (Refer to USBC Rule 100g, Item 3b). A bowler using a two-hand delivery will establish an average with two hands. When the bowler changes to a one-hand delivery, they must establish an average using that hand.

Rule 6. The league will determine wins and losses on a (handicap/scratch) basis. Handicap will be 100% of the difference between a bowler's average and a scratch figure of _____. (Refer to USBC Rule 100g, Item 1.)

Rule 7. The league will be certified through USBC. Youth membership fees must be paid before completion of the bowler's third session of competition. The USBC Membership fee required to participate in the league is \$_____. (Refer to USBC Rule 101, Item b2.)

Rule 8. Any USBC youth member not scheduled to bowl with his/her own team may substitute on any other team in the league or for average and USBC awards only. (Refer to USBC Rule 107c, Item 11.)

No one may bowl with more than one team for the regularly scheduled games each week.

Rule 9. The minimum legal lineup of ____ players must be present before the completion of the first frame of each game. Regular members and substitutes count toward a legal lineup. (Refer to USBC Rule 109a for minimum legal lineup provision.)

Rule 10. When bowling in a known forfeit situation or scheduled against a non-existent team, the team must bowl at least the team average less 10 pins per player to earn the points. (Refer to USBC Rule 110c, Item 2 and 104d.)

Rule 11. Absentee and vacancy scores will be allowed when a team has a legal lineup, but less than a full lineup at the start of any game in a series. The absentee score will be the absent member's average minus 10 pins. (Unless otherwise provided by league rule.) Handicap will be figured on the average of absent member.

Teams having an incomplete roster (vacancy on the team) will use the average of the lowest average bowler on the opposing team's roster. If two vacancy scores are required, the average of the next-to-the-lowest-average bowler on the opposing team's roster is used for the second vacancy score. These averages are the basis for the handicap. (Refer to USBC Rule 105, Items d2a and d2b.)

Rule 12. All league games must be bowled as scheduled except when they are postponed or pre-bowled by authorization of the league supervisor, unless authority is granted by an appointed committee or the league official. (Refer to USBC Rule 111d, Item 2.)

The league supervisor/official/committee must grant a postponement when a team is unable to field a legal lineup due to reasons beyond its control.

Team and individual unopposed bowling is/is not allowed and scores are recognized for league awards. (Refer to USBC Rule 111e, Item 7.)

Rule 13. A bowler who arrives late may enter the game provided ____ frames have not been completed. In this situation frames missed may be made up. (Refer to USBC Rule 109c.)

Rule 14. Team position standings shall be determined on a point basis, with _____ point(s) awarded for each game won and _____ point(s) awarded for the high team series in each match.

If all teams in the league have not bowled an equal amount of games, position standings are figured using a percentage basis.

Rule 15. A league member may not finish any game of a series before his/her teammates or opponents, except in cases of an emergency or being prearranged based on a good cause. The league supervisor/ official will make the determination. Such scores will count in deciding the game and bowler's average, and for qualifying for USBC Youth awards and league awards.

Rule 16. A playoff will be conducted when there is a tie for first place. Scores bowled in a playoff shall not count toward individual or team averages or special prizes offered by the league.

Rule 17. (Optional). At the end of each segment, a first place winner will be named and the wins and losses will start over; however, the averages for all bowlers will be continued.

The first place winners of each segment will bowl in a playoff to decide the league champion.

OPTION: Halves: If the same team wins both halves, it shall be named the champion. When trophies are awarded for second place, the two second place teams will bowl a playoff to decide the runner-up position.

OPTION: Thirds: If the same team wins each third, it shall be named the champion. When trophies are awarded for second place, the second place teams will bowl a playoff to decide the runner-up. If the same team wins two of the thirds and loses the playoff, another playoff shall be bowled to decide the champion.