



GREATER FREDERICKSBURG



OPERATIONS MANUAL

Greater Fredericksburg USBC Association

This manual is to be used in conjunction with the Local, State and National Bylaws and the USBC Association Policy Manual. Nothing in this manual can override the information in the various bylaws or the USBC Association Policy Manual.

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Greater Fredericksburg USBC Association

SECTION 1

Association Purpose

Preamble – This operations manual outlines the operations, policies and procedures of the Greater Fredericksburg USBC Association. Throughout this manual the acronym for United States Bowling Congress (USBC) will be used, as will the acronym for the association known as Greater Fredericksburg USBC Association (GFUSBC).

Name – The name of the organization shall be the Greater Fredericksburg USBC Association, chartered by the United States Bowling Congress on May 1, 2005.

Association Purpose – The purpose of the association is to:

1. Provide equal opportunity for all in the sport of bowling without regard to race, religion, age, gender, disability or national origin.
2. Promote the game of American Tenpin.
3. Conduct and support bowling competitions.
4. Engage in other activities permitted by an organization classified as tax exempt under section 501c (3) of the Internal Revenue Code.
5. Provide services and benefits to its members.
6. Enforce the playing rules.
7. Promote bowling, maintain and increase membership.
8. Foster programs to increase bowling skills among its membership.
9. To encourage sportsmanship and fair play.

Bylaws – The Virginia State USBC Association Bylaws have been included and have been placed in the appendices section of this manual.

Charter – The association is chartered by USBC and subject to its authority. The association must meet requirements established in the USBC Bylaws, USBC Association Policy Manual and by the USBC Board of Directors. USBC Headquarters approves the geographic areas in which chartered associations may operate. To maintain the charter the association must:

1. Adopt bylaws approved by the USBC delegates.
2. Not enact any bylaws or rules inconsistent with USBC Bylaws, USBC Association Policy Manual or state laws.
3. Adhere to the Performance Standards set forth in this manual.
4. Comply with 501c (3) status.
5. Maintain corporation status.
6. Complete and submit a yearly association self-assessment which evaluates results and sets appropriate goals through the associations strategic/action plan.

Strategic Planning –The success of the association depends on practical and careful planning. Developing strategies to reach identified objectives and goals is an activity that requires internal and external assessments, putting together a written plan, staying focused, and being accountable.

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SECTION 2

Risk Management – Legal Compliance

Risk Management -

1. Association Board members phone numbers will be listed in the yearbook. A copy should be located at the front desk of each bowling center.
2. Procedures for handling association bank accounts.
3. The board shall elect an assistant association manager, taking in the recommendation of the current Association Manager. In the case of a sudden loss of the Association Manager, the Assistant Association Manager shall be an emergency replacement of the Association Manager. The Assistant Association Manager shall also be available to help the Association Manager throughout the current bowling season as seen fit by the board.
4. In the case of a sudden loss of the Association President, the succession will be by the Vice Presidents and then the Sargent at Arms.
5. The WinLABS database shall be backed up on a weekly basis.
6. Twice yearly a backup of the association's database should be unloaded and sent to USBC Headquarters.

Legal Obligations Compliance - USBC associations operate as non-profit organizations and are granted federal tax-exempt status through USBC's group exemption. To maintain this status, associations must be diligent in filing specific federal tax reporting forms, keeping a good and accurate record of such filings and abiding by the purpose of the national organization.

Incorporation - The association is required to maintain corporate status as required by the association's state government. This could include yearly filings and fees.

Group Exemption All -The association is required to participate in the USBC 401c3 group tax exemption. The 401c3 status means the association will receive the same IRS tax-exempt status as the national organization.

IRS – Tax Information – If the association meets the **\$50,000** gross income threshold using either the IRS form 990 or 990-EZ as required by the IRS otherwise must file IRS Form 990-N. Gross receipts would include, but not necessarily be limited to;

1. Tournament entry fees
2. Ways and Means committee projects
3. Fund raising projects
4. Local membership dues

USBC local associations fall into the category of "agents" as defined by the IRS in the "General Instructions" for Form 990, 990-N and 990-EZ". As an agent, dues money collected on behalf of the state and national organizations should not be counted in determining if the association has **\$50,000** as gross receipts.

990-T IRS Forms – If the association gains income in excess of **\$1,000** gross per year from activities not related to the purpose of the organization for which the IRS granted tax exemption, must report and pay taxes on the income using IRS Form 990-T. Examples of unrelated business income are fund-raisers, sponsor donations, or raffles.

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Payroll Filing- If the association compensates an individual **\$100.00** or more per year it is required by the IRS to withhold Federal Income Tax, Medicare, and Social Security. The associations is also required to check with the state government to determine any state employee payment requirements such a state income tax, worker's compensation, etc.

Full Financial Disclosure - The Association Manager's duties include complying with established book-keeping procedures and accounting of assets and disbursements, as approved by the board. The entire board is responsible for the association's finances. Finances are the assets, liabilities and accounting methods of the USBC association. The Association Manager is responsible of preparing and managing the association's budget, providing a report of financial transactions as requested by the board or USBC Headquarters, and providing all information requested for the association audits. The Association will have a finance committee to assist with the association's finances and budget. The Association Manager will provide full financial disclosure of the association's finances, including salaries, as requested by the board. The following are some of the responsibilities under the area of "Finances":

1. Budget – It is the responsibility of the Association Manager to prepare and present the master budget to the board for approval. The master budget should coincide with the association's fiscal year. The master budget will be retained for a minimum of three years.
2. Financial Statements – Financial Statements are reports that summarize the financial status which are the results of operations of an association. The association will develop and maintain the following types of financial statements; Balance Sheets, Income and Expense records and reports that are valid and the information is fairly presented.
3. Gaming Activities – Before conducting any gaming activities, the Association will begin by contacting the Virginia State Gaming Commission, State Gaming Board, or equivalent. Before running raffle, support fund collections or any other type of games of chance the Association must determine if a permit is required, and if so, that it is obtained before running the promotion. The Association must be aware and follow the reporting requirements by IRS and any other local or state jurisdiction for this activity.

Audits - Whether an audit is to be done by an internal or an external source, an Audit Committee will be formed to oversee the work. At a minimum, an audit will be completed on an annual basis. If there would be a need for any interim audits, they should be scheduled as necessary. A copy of the approved audit report will be submitted to USBC Headquarters. An audit must be done prior to the first day of employment of a new Association Manager. The audit will provide reasonable assurance the following objectives are being achieved:

- Effectiveness and efficiency of the operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations

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SECTION 3

Membership Processing and Dues

Members

Individuals who have obtained USBC and local association membership, in accordance with USBC and local association bylaws, become members of this association through the payment of applicable annual dues.

State/Local Dues

USBC determines the state dues and the association will determine the amount of local dues for their members. This amount may not exceed those maximums established by the USBC delegates. In addition:

1. The association must charge the same local association dues amount to men and women.
2. The association may only charge the difference between its adult and youth dues when a youth member joins an adult league, or vice versa, or the association may waive all or part of its remaining local dues.
3. The association will accept payment of annual membership dues in any form approved by USBC Headquarters. **The association cannot accept credit card payments.**

Each individual applying for USBC membership shall pay annual National and State dues as specified by USBC and Local dues as specified in the GFUSBCA Bylaws. Youth dues may be different from adult dues.

Members of multiple local associations pay the appropriate state, if required, and local dues, unless the associations have a reciprocal agreement to waive or reduce dues.

When Paid

Adult – Annual USBC, state and local dues in effect for the current season shall be paid before an adult bowler completes his/her first series in league competition of that current season.

Youth – Annual USBC, state and local dues in effect for the current season shall be paid before a youth bowler completes his/her third session in league competition of that current season. If a youth purchased a youth and adult memberships, national dues are only paid once.

Effective Dates

For membership to be effective as of the date purchased in a league, the league secretary must forward the league membership dues, application cards and league application to the association within 30 days.

Otherwise, membership benefits are not effective until the date received at the local association office.

Standard membership (adult and youth) is effective 1 August of the current year until 31 July of the following year. For example, a bowler who purchased regular membership after August 1, 2014 will receive a 2014/15 USBC membership card that is in effect through July 31, 2015. Anyone who purchases a regular membership after March 15, 2015 will receive a 2014/15 USBC membership card which will only be in effect through July 31, 2015. Youth membership expires July 31 of the season in which they turned **20** years old. If a youth member bowling in a summer league turned **20** during the season and the league continues beyond July 31, the bowler may complete the league as a youth qualified.

Suspension of Membership

An individual is ineligible for USBC membership if he/she currently is under suspension from membership in the USBC or Canadian tenpin Federation (CTF). USBC also recognizes suspensions previously issued by the American Bowling Congress (ABC), Women's International Bowling Congress (WIBC) and Young Bowling Alliance (YABA). Youth suspensions for violation of Rule 400 do not apply as adult membership.

Membership may be suspended or revoked by USBC if an individual has failed to pay applicable dues.

Membership may be suspended or revoked by USBC following applicable due process if a member is found to have violated any USBC, state or local association bylaw, USBC policy, procedure, rule or other requirements. Disciplinary action is instituted in accordance with the procedures in the USBC bylaws.

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SECTION 4

Board of Directors

Structure - The association will consist of four officers, Sergeant-at-Arms, three adult directors, three youth directors and the Association Manager. No individual may be elected or appointed to more than one voting position on the board. The Association Manager shall not serve concurrently as an officer. The Association Manager is considered an ex officio non-voting member of the board, however may be elected as a director. The merged GFUSBC is required to have 20% Youth representation on the board.

Authority and Duties - The management and governance of the association is vested in the board of directors. The association duties include but are not limited to:

1. Enforcing the bylaws.
2. Complying with the USBC Association Policy Manual.
3. Ensuring adherence to all USBC Performance Standards.
4. All board members must be a Registered Volunteer and renew their status every two (2) years.
5. All board members must be certified by the U. S. Center for SAFESPORT every year.
6. Developing and maintaining the Association Operations Manual.
7. Will adopt youth dues, as applicable, up to the maximum established by USBC.
8. The association will conduct championship level competition for men, women, and youth and comply with state and local laws in their area.
9. The association will establish a procedure for the handling of funds which include;
 - a. The approval of the financial institution(s), which must be federally insured or its equivalent.
 - b. Will designate board members to sign for withdrawals. All withdrawals must have two signatures. Two members of an immediate family cannot co-sign for withdrawals.
 - c. Will ensure all money is deposited within seven days.
 - d. Will authorize all expenditures which can include electronic transfers of routine bills.
 - e. Will ensure the president verifies the association accounts monthly.
 - f. Will ensure that all required financial reports are filed... (IRS, payroll and state taxes, etc.)
10. The association will choose the date of the procedure for a yearly audit.
11. The association will approve and report the budget, developed by the Association Manager, to the membership. This report will include individual salary amounts, if any.
12. The association will choose the date of the association annual meeting.
13. The association will approve a procedure for retention of records which must include the financial records.
14. The association will oversee the transfer of association records and property to the successor of a position, or employee, no later than the first day of their term or employment. For a Board member within two weeks from the date of vacancy.
15. The association will determine association optional member benefits and dues, if applicable, not to exceed the maximum dues amount determined by the USBC delegates.
16. The association will develop and implement a strategic (action) plan.
17. The association will provide education, training, evaluations, recognition and other services as determined by USBC.
18. The association will implement USBC programs as requested.
19. The association will develop a volunteer/membership recruitment/retention plan.
20. The association will develop and implement a communication plan.
21. The association will evaluate the performance of the Association Manager.
22. The association will approve the use of membership records. Membership records are the property of USBC and the association and are provided to USBC Headquarters as requested.

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23. The association will establish a procedure for maintaining averages and provide for the maintenance of an average record of association members by publishing a yearbook or maintaining a list for office use. The average listing shall be maintained as part of association records for at least three years and must include the following information;
- a. A listing, alphabetical by bowler name, of the league averages based on at least 21 games. All such averages shall be considered official. The association shall maintain separate winter league and summer league average listings.
 - b. The names of each league in which a member has bowled.
 - c. The number of games bowled by the member in each league.
 - d. The members average in each such league.

Eligibility - A candidate for the board must be;

1. A USBC member in good standing at the time of election and throughout their term of office.
2. A candidate must be an adult or a youth (14 years of age or older) member of the association.
3. Any member of the board authorized to sign contracts or acting as a signatory on the association accounts must be a minimum age of 18 to meet bonding requirements.
4. Board members are elected or appointed without regard to race, age, color, religion, gender, disability, national origin, other than the minimum age.
5. Reasonably representative of the membership constituency.
 - a. A maximum of three bowling center proprietors may serve on the board at one time. This includes the total number of proprietor board members from the youth committee.
 - b. USBC Youth only associations do not have a restriction on the number of proprietors.
 - c. An officer or director may accept a nomination and run for election for another office on the board without resigning the present office. If defeated, the individual completes their term.

Elections -

1. Association officers and directors of the association (up to 80%) are elected by majority vote at the association's annual meeting, with the exception of the selected Association Manager. **At least 20% of the board is elected by the Youth Representatives.** Youth representatives will elect the Youth Committee members, by majority vote at the association's annual meeting.
2. Board members remain in office until their successors take office. Terms of office begin August 1 following the election.
3. Elections will be from a slate provided by the Nominating Committee. Nominations from the floor must be accepted provided the candidate present credentials 30 minutes prior to the start of the meeting.
4. Voting will be by ballot if more than one nominee for each position.
5. Mail, absentee and proxy voting are not permitted.
6. The Association Manager position is not an elected position. That position will be selected by the board.

Election Protest - Protests are filed, in writing, to USBC Headquarters within 25 days of the election or no later than the day before the board member begins their term of office, whichever comes first. If no timely protest, the election stands.

Term of Office -

1. Officer's terms are limited to a two-year maximum.
2. Director's terms are limited to a two-year maximum.

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Stager System - One-half of the directors (2) shall be elected each year. No more than two (2) youth directors shall be elected in any one year.

Resignation, Removal, and Vacancies - No vacancy, except by death, can be filled unless;

1. A written resignation is received.
2. Officer's terms are limited to a two-year maximum.
3. Director's terms are limited to a two-year maximum.

Vacancies in positions on the board are filled for the unexpired portion of each term as follows;

1. If elected by members and Youth Representatives vacancies are filled by the president, subject to approval of the board.
2. If elected by the Youth Representatives, director vacancies are filled by the Youth Committee.
3. The board fills vacancies in officer positions.

Bonding - Automatic bonding of association board members 18 years of age or older against misuse of funds, burglary and holdup will be provided by USBC Headquarters for up to \$10,000. Associations may apply for additional bonding.

Family Members - Two members of an immediate family cannot co-sign for withdrawals. Immediate family members include; mother, daughter, sister, wife, husband, son, brother and father, stepsister, stepmother, in-laws, etc. Even though members of an immediate family are not residing in the same household, it would not be permissible for them to act as signatories on association accounts.

Age - board members must be a minimum age of 18 years to meet bonding requirements, any member of the board authorized to sign contracts or acting as a signatory of association accounts must be a minimum age of 18.

Diversity -

1. The association will provide equal opportunity for all in the sport of bowling without regard to race, religion, age, gender, disability, or national origin.
2. All associations should ensure its board and committees are representative of its membership. Committees should be composed of both board members and non-board members.

Life Members - Individuals who have been recognized by their ABC and/or WIBC associations as honorary members will retain their titles of Life Member or Member Emeritus of the former ABC and WIBC association. These honorary members will not be members of the Board of Directors unless they are elected to one of the board positions of the association. The association board will develop its own recognition program and honorary membership.

Conflict of Interest - Association board members have a legal responsibility to the association and its members and may be held responsible for failing to honor those obligations. A board member;

1. Must be looking out for the association's and member's best interest, not their own.
2. Must not experience personal gain from their affiliation as a member of the board.
3. Must not participate in the decision making process if the decision affects that individual.
4. Must maintain confidentiality in any matter the board deems as confidential.
5. Must attend board meetings and functions unless prior notice for absence is given.
6. Missing 3 unexcused board meetings will require the board member to appear before the board to give explanation for absence.

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Auxiliary Members -

Auxiliary members are appointed to perform a specific duty for the association such as serving on a committee.

1. Are appointed by the president with board approval.
2. Do not regularly attend board meetings.
 - a. May attend by invitation only, to provide a report and is then excused.
 - b. Do not have voice or vote.

May participate in league secretary training, the Association Representative Program, awards distribution, etc.

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SECTION 5

Association Officer Duties

President - Is elected by majority vote at the association's annual meeting. Authority and Duties;

1. Presides at all board and association meetings.
2. Acts as spokesperson for the association.
3. Verifies the association accounts monthly.
4. Appoints committees, except nomination, with board approval.
5. Does not appoint the Youth Committee.
6. Provides an agenda to the association Manager which should be within one week in advance of the meeting being held.
7. The president may attend president-appointed USBC committee meetings in an ex-officio, (nonvoting capacity), unless stated otherwise in the association's operations manual.

Vice Presidents - Is elected by majority vote at the association's annual meeting.

Authority and Duties

1. Presides at all meetings when the president is absent
2. Performs other duties as prescribed by the board or requested by the president.

Sergeant-at-Arms – Is elected by majority vote at the association's annual meeting.

The main responsibilities are:

1. Making sure the physical layout of the room is comfortable.
2. Counting votes during standing and/or hand votes.
3. Distributing and collecting ballots (if there is no tellers committee).
4. Speaking up if the meeting drifts off topic.
5. Removing disruptive attendees from the meeting.
6. Manning the sign in table if there is one.

The Sergeant-at-Arms shall perform other duties as prescribed by the board or requested by the president.

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SECTION 6

Association Manager Duties

1. Must be a member of the USBC and the Greater Fredericksburg USBCA.
2. Acts as the ex-officio, non-voting secretary/treasurer of the board.
3. Has voice only, does not count towards the quorum and cannot make or second motions at board meetings, unless he/she is also a director. He/she may be excused from board meeting base on the issue/discussion at hand.
4. Has voice and vote at membership meetings.
5. Is selected/appointed by and accountable to the board and USBC.
6. Must be a minimum age of 18, unless state laws mandate a specific age and be USBC bondable.
7. Is not required to be a member of the association however, it is suggested.
8. Is not eligible to serve concurrently as an officer of the association.
9. Is eligible to serve as a director. (Not recommended due to possible conflict of interest)

Authority and Duties –

1. Reporting
 - a. To USBC Headquarters as required.
 - b. To the board/delegates/youth representatives at every meeting and as needed.
 - c. A financial report, in writing, at every board and membership meeting.
 - d. A written, audited, year-end financial report at a board membership meeting.
2. Financial – Complying with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the board, which must include:
 - a. Receiving and issuing a receipt for all funds paid the association within 10 days, i.e. a local association would send a receipt to league secretaries for receipt of dues.
 - b. Depositing association funds, in the association’s financial institution, which must be federally insured or its equivalent, within seven days.
 - c. Ensuring all withdrawals has two signatures.
 - d. Providing the president with all records for monthly verifications.
 - e. Ensuring all required financial reports are filed. (IRS, payroll, state taxes, etc.)
 - f. Providing all documentations for the association audits.
 - g. Preparing a budget for board approval. (Note: The finance committee reviews and monitors the budget.)
 - h. Retaining all records for a specific length of time as required by USBC.
 - i. Providing a report of financial transactions as requested by the board or USBC Headquarters.
 - j. Paying all bills authorized by the board.
 - k. Submitting scholarship funds to USBC Headquarters for administration by SMART as specified.
 - l. Staying within budget.
3. Other
 - a. Implementing USBC’s Performance Standards.
 - b. Assisting with the association self-assessment as directed by USBC Headquarters.
 - c. Implementing and monitoring the strategic (action) plan of the association and reporting progress to the board quarterly.
 - d. Making sure a current copy of the association’s bylaws is available to all members.
 - e. Handling association correspondence, including distributing information to and from USBC Headquarters to the respective board, proprietors and members.
 - f. Ordering association supplies.

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- g. Processing membership cards with 20 days of receipt.
- h. Remitting dues to USBC Headquarters within 20 days.
- i. Distributing meeting notifications as designated in the bylaws.
- j. Maintaining the association's operations manual.
- k. Receiving, compiling and filing committee reports.
- l. Recording and maintaining meeting minutes.
- m. Operation of the association tournaments, either as tournament director or as the supervisor of the tournament director.
- n. Distributing all prize funds within 30 days following the close of the tournament, except when USBC has authorized delay in payment.
- o. Maintaining a record of and submitting tournament scores to USBC Headquarters as specified.
- p. Maintaining a record of, verifying and submitting to USBC and the state association averages of members who have participated in any league certified by the association.
- q. Providing membership records and submitting to USBC in specified format.
- r. Ensuring membership awards are fulfilled.
- s. Ensuring lane certification and dressing inspections are completed and submitted to USBC in a timely manner
- t. Providing each league secretary a list of all league members and their National ID numbers for submission of averages.
- u. Submitting the association's adult and youth delegates/alternates credentials to USBC Headquarters with the specified formats and dates.
- v. Processing membership and remitting USBC National and State dues within 20 days of receipt.
- w. Performing an upload of WinLABS backup twice per year.
- x. Transmitting all board member information to USBC Headquarters within 20 days of election and maintaining the accuracy of the information.
- y. Overseeing volunteer activities.
- z. Performing other duties as prescribed by the board, the USBC Bylaws, USBC Association Policy Manual, and the association operations manual.

Performance reviews –

The individual holding this position reports and is accountable to the board and USBC. Federal and state laws on employment must be taken into consideration and the president, or a committee appointed by the president, should perform, at a minimum, a yearly performance review. In addition, if the board has authorized any other positions, such an office assistant, the Association Manager should perform a yearly performance review and file a report to the board.

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SECTION 7

Meetings

1. The association must conduct at least one annual meeting per season and at least the minimum number of board meetings as required by state law. Meetings are conducted in compliance with USBC Bylaws; *Robert's Rules of Order, Newly Revised* and state corporate law.
2. Types of meetings - There are five basic types of association meetings: annual meeting, board meeting, special meeting, committee meeting and removal meetings.
 - a. Annual Meeting (Membership/Youth Representative/Delegate Meeting)
 - 1) The association may want to consider holding the annual meeting in the same month every year.
 - 2) At this meeting, the state delegates/youth delegates or local members/youth representatives elect the officers, directors and/or delegates. In addition, the members will debate and vote on any proposed amendments to the association bylaws. Finally, the members will receive reports and may discuss projects, concerns, and other issues that they would like the board to address during the next year.
 - 3) If an issue is raised that cannot be adequately addressed at the annual meeting, a special meeting may be called for that specific issue. At a special meeting, any additional information on that issue can be presented and the attendees can approve or disapprove the action.
 - b. Board Meeting
 - 1) The board meets, at a minimum, as often as required by state law.
 - 2) The board oversees the operations of the association and acts on matters that the members have brought forward.
 - c. Special Meeting
 - 1) A special meeting is conducted when an important matter of business needs to be addressed and cannot wait until the next board or membership/delegate meeting. A special board meeting can be held if requested by a board member and if a majority of the board approves.
 - 2) A special membership/delegate meeting may be called by the president or upon written request of three board members or at least twenty-five members/delegates.
 - 3) Only the items listed on the notice for a special meeting can be discussed.
 - d. Committee Meeting
 - 1) All committees should meet separately to discuss and take action on their specific responsibilities.
 - 2) Committees are formed for ongoing tasks such as conducting the association audit, selecting award recipients, and recruiting new members.
 - 3) Some committees are formed for specific projects and are then dissolved.
 - e. Removal Meeting - A removal from office is handled at a board meeting when a written complaint is filed asking for the removal of a board/Youth Committee member. The process used can be found in the Suspension and Reinstatement section of the *USBC Association Policy Manual*.

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3. Additional information may be found on the Association page of BOWL.com under Forms and Manuals
 - a) Committee Information
 - b) Delegates
 - c) Meeting Components
 - 1) Ballots
 - 2) Elections
 - 3) Minutes, sample
 - 4) Protests
 - 5) Quorum
 - 6) Reports
 - 7) Tellers
 - 8) Voting
 - d) Meeting Efficiency
 - 1) Ground Rules
 - 2) Location
 - 3) Notice
 - 4) Purpose
 - 5) Use of Parking Lots
 - e) Meeting Roles
 - 1) Presiding Officer
 - 2) Association manager and more
 - 3) Who Votes? (Easy to use chart for merged associations)
 - f) Parliamentary Procedure
 - 1) Meeting Actions
 - 2) Motions

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SECTION 8

Committees

The responsibilities/tasks of the Board are accomplished by an effective and efficient system of committees that have a clearly defined purpose, expectations and limitations. The President with Board approval, except for the Youth Committee, appoints committees. They should be composed of an odd number and have a clear understanding of the goal(s) of the association and where the committee's work fits in. The president has the authority to remove committee members from president appointed committees. The President is an ex officio member of all president appointed committees. As an ex officio member the President has the same rights as other committee members, except without a vote. The President is not obligated to attend committee meetings and is not counted in determining the number for the quorum. The Association Manager is not an ex officio member of any committee, but can be appointed. There are only two Standing Committees: Finance and Youth. The president, with board approval, appoints the Finance Chair. It is highly recommended there be a separate Audit Committee.

Greater Fredericksburg USBC Association has established the following committees;

- A. [Awards](#)
- B. [Budget and Finance](#)
- C. [Coaching](#)
- D. [Communications](#)
- E. [Community Service](#)
- F. [Constitution and Bylaws](#)
- G. [Hall of Fame](#)
- H. [Lane Certification](#)
- I. [Nominating](#)
- J. [Scholarships](#)
- K. [Tournaments](#)
- L. [Way and Means](#)
- M. [Website](#)
- N. [Workshop](#)
- O. [Youth](#)

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AWARDS COMMITTEE

Purpose: To provide the Awards Committee with the policies and procedures to guide them in the performance of their duties.

Policy:

1. The President of the Greater Fredericksburg USBC Association will appoint the members of the committee. Normally the committee shall consist of five (5) members of the Greater Fredericksburg USBC Association, one (1) of which must be a member of the Board of Directors. The committee will select the chairperson.
2. The committee will have meetings as required by the chairperson and current events requiring the committee's attention.
3. The chairperson will maintain records of all meetings and will forward the results of each meeting to the association manager for inclusion in the minutes of the Association's next Board meeting.
4. The committee member who is on the Board of Directors will present the results of the committee meeting at the Association Board of Directors/Annual meeting.
5. The chairperson will maintain the minutes of each committee meeting and if the current chairperson resigns or is replaced the minutes will be passed on to the new chairperson.

Responsibilities:

1. Develop association guideline for local award eligibility with concurrence of the Board of Directors.
2. Develop and submit to the Board of Directors for approval an annual budget based on estimated quantities of awards required for a budget year, using figures from past documentation, awards catalogs, contact with Award companies, etc.
3. Develop and maintain time lines for award requests from a league official.
4. Develop and maintain a presentation policy for association, USBC and Honor Score awards.
5. Maintain an inventory of awards. Communicating with the Association Manager bi-monthly to insure that the inventory is sufficient to meet the anticipated demands.
6. Assist in maintaining a line of communications between the Association Manager and league secretaries regarding award eligibility, back orders and submission forms criteria and omissions.
7. Present awards when requested by league secretaries.

Greater Fredericksburg USBC Association

BUDGET AND FINANCE COMMITTEE

Purpose: To provide the Budget and Finance Committee with the policies and procedures to guide them in the performance of their duties.

Policy:

1. The President of the Greater Fredericksburg USBC Association will appoint the members of the committee. Normally the committee shall consist of three (3) members of the Greater Fredericksburg USBC Association, one (1) of which must be a member of the Board of Directors. The committee will select the chairperson.
2. The committee will have meetings as required by the chairperson and current events requiring the committee's attention.
3. The chairperson will maintain records of all meetings and will forward the results of each meeting to the association manager for inclusion in the minutes of the Association's next Board meeting.
4. The committee member who is on the Board of Directors will present the results of the committee meeting at the Association Board of Directors/Annual meeting.
5. The chairperson will maintain the minutes of each committee meeting and if the current chairperson resigns or is replaced the minutes will be passed on to the new chairperson.

Responsibilities:

1. The Finance committee shall present financial reports at the GFUSBCA Association Board Meetings and at the Annual Association Meeting, Financial reports will be presented by the Association Manager for review.
2. At the monthly board meeting financial reports will be presented by the Association Manager reflecting all receipts and expenses affecting the bank balance. All Financial Reports presented at the Association Board Meetings will be included by the Association Manager as an attachment to the official Association Board minutes.

Greater Fredericksburg USBC Association

COACHING COMMITTEE

Purpose: To provide the GFUSBCA bowlers with opportunities to be coached by USBC certified coaches.

Policy:

1. The President of the Greater Fredericksburg USBC Association will appoint the members of the committee. Normally the committee shall consist of three (3) members of the Greater Fredericksburg USBC Association, one (1) of which must be a member of the Board of Directors. The committee will select the chairperson.
2. The committee will have meetings as required by the chairperson and current events requiring the committee's attention.
3. A written committee report must be submitted to the Association Manager for inclusion into the minutes of each Board of Directors meeting and this report must be signed by the committee chairperson.
4. The committee person that is a member of the Board of Directors will verbally present the report at the Association's Board of Directors/Annual meeting.
5. The chairperson will maintain the minutes of each committee meeting and if the current chairperson resigns or is replaced the minutes will be passed on to the new chairperson.

Responsibilities:

1. The Coaching committee shall perform at least three coaching clinics per year, according to USBC guidelines.
2. The Coaching committee shall advertise clinics via social media, newsletters, flyers and any other means available.

Greater Fredericksburg USBC Association

COMMUNITATIONS COMMITTEE

Purpose: To provide the Communications Committee with the policies and procedures to guide them in the performance of their duties.

Policy:

1. The President of the Greater Fredericksburg USBC Association will appoint members to the committee, one (1) of which must be a member of the Board of Directors. The committee will select the chairperson.
2. The committee will have meetings as required by the chairperson and current events requiring the committee's attention.

Responsibilities:

1. A written committee report must be submitted to the Association Manager for inclusion into the minutes of each Board of Directors meeting and this report must be signed by the committee chairperson.
2. The committee person that is a member of the Board of Directors will verbally present the report at the Association's Board of Directors meeting.
3. The chairperson will maintain the minutes of each committee meeting and if the current chairperson resigns or is replaced the minutes will be passed on to the new chairperson.
4. Develop and submit to the Board of Directors for approval an annual budget based on needs of the committee.
5. The Communication Committee will be responsible for the sale of ads and will inform any interested party of the Associations policy and rates for ads.
6. An invoice will be prepared by the Communication Committee and sent to the buyer based on current established rates. A copy of the invoice will be sent to the Association Manager.
7. The Association Manager will notify the Communications Chair once payment is received.
8. If payment has not been received by press time, the GFUSBCA President must approve the advertisement before it may be placed in the newsletter.
9. At the end of each quarter, the Association Manager will send a listing of all newsletter ad payments to the Communications Chair who will reconcile these payments to the ads appearing in that quarter's newsletter.

Greater Fredericksburg USBC Association

COMMUNITY SERVICE COMMITTEE

Purpose: To provide the Community Service Committee with the policies and procedures to guide them in the performance of their duties.

Policy:

1. The President of the Greater Fredericksburg USBC Association will appoint members to the committee, one (1) of which must be a member of the Board of Directors. The committee will select the chairperson.
2. The committee will have meetings as required by the chairperson and current events requiring the committee's attention.

Responsibilities:

1. A written committee report must be submitted to the Association Manager for inclusion into the minutes of each Board of Directors meeting and this report must be signed by the committee chairperson.
2. The committee person that is a member of the Board of Directors will verbally present the report at the Association's Board of Directors meeting.
3. The chairperson will maintain the minutes of each committee meeting and if the current chairperson resigns or is replaced the minutes will be passed on to the new chairperson.
4. Develop and submit to the Board of Directors for approval an annual budget based on needs of the committee.

Greater Fredericksburg USBC Association

CONSTITUTION and BYLAWS COMMITTEE

Purpose: To provide the Constitution and Bylaws Committee with the policies and procedures to be followed when modifying the language of the Greater Fredericksburg USBC Association constitution or bylaws.

Policy:

1. The president shall appoint at least three (3) members of the Greater Fredericksburg USBC Association to the Constitution and Bylaws committee, one (1) of which must be a member of the Board of Directors. The committee will select the chairperson.
2. A complete review of the Constitution and Bylaws will be conducted annually to insure the association constitution and bylaws do not conflict with the constitution and bylaws of the United States Bowling Congress and that any conflicts are resolved. Recommended changes from the Board of Directors are incorporated during this review.
3. Review of the Constitution and Bylaws must take place at least 90 days prior to the association's annual meeting.
4. Any recommended changes to the constitution and bylaws must be approved by Board of Directors and the approved changes will be presented the attendees of the association annual meeting for their approval.
5. If there are changes to the Association's Constitution and Bylaws, a notice of these changes must be advertised, as directed by the Association's Bylaws, prior to the association's annual meeting.
6. The revision date of the association's Constitution and Bylaws will be the date of the association's annual meeting even though there may not have been any changes made.
7. The approved Constitution and Bylaws will be posted on the association's web site.
8. The committee will have meetings as required by the chairperson and current events requiring the committee's attention.

Responsibilities:

1. A written committee report must be submitted to the Association Manager for inclusion into the minutes of each Board of Directors meeting and this report must be signed by the committee chairperson.
2. The committee person that is a member of the Board of Directors will verbally present the report at the Association's Board of Directors meeting.
3. The chairperson will maintain the minutes of each committee meeting and if the current chairperson resigns or is replaced the minutes will be passed on to the new chairperson.
5. Develop and submit to the Board of Directors for approval an annual budget based on needs of the committee.

Greater Fredericksburg USBC Association

HALL OF FAME COMMITTEE

Purpose: To perpetuate the names of those who have displayed ability in the game of ten pins and/or who have contributed, through meritorious service, to the general welfare and progress of the game for the Greater Fredericksburg USBC Association.

Policy:

1. The President of the Greater Fredericksburg USBC Association shall appoint a minimum of two (2) association members, one (1) of which must be a member of the Board of Directors. The committee will select the chairperson.
2. The committee will have meetings as required by the chairperson and current events requiring the attention of the committee.

Responsibilities:

1. The committee will advertise the need for nominations for the current year beginning on 1 August of the current year.
2. The committee will accept nominations for the current year between 1 September and 31 December of the current year.
3. The committee must use all means at their disposal to research and verify information provided on the nomination form.
4. The committee will select and rank a maximum of four (4) nominees as the most qualified of candidates.
5. The list of nominees will be submitted to the Board of Directors with names excluded from the candidate's recommendation data to insure Hall of Fame Inductees are selected based solely on their qualifications.
6. The committee has the authority to resubmit a candidate from either or both of the last two years for the current election year vote. It will be the committee's responsibility to update his/her achievements and qualifications.
6. A written committee report must be submitted to the Association Manager for inclusion into the minutes of each Board of Directors meeting and this report must be signed by the committee chairperson.
7. The committee person that is a member of the Board of Directors will verbally present the report at the Association's Board of Directors meeting.
8. The chairperson will maintain the minutes of each committee meeting and if the current chairperson resigns or is replaced the minutes will be passed on to the new chairperson.
7. Develop and submit to the Board of Directors for approval an annual budget based on needs of the committee.

Greater Fredericksburg USBC Association

LANE CERTIFICATION COMMITTEE

Purpose: To provide the Lane Certification Committee with the policies and procedures to be followed when conducting an annual lane certification inspection at a center serviced by the Greater Fredericksburg USBC Association.

Policy:

1. The president shall appoint at least three (3) members of the Greater Fredericksburg USBC Association to the Lane Certification committee, one (1) of which must be a member of the Board of Directors. The committee will select the chairperson.
2. Lane certification inspections will be conducted annually as directed by United States Bowling Congress procedures.
3. Lane certification inspection tools and devices will be maintained by the committee chairperson.
4. All members of the committee must be certified by USBC as a qualified Lane Certification Inspector.
5. USBC will be contacted after each inspection to provide them with the data required to issue a certification certificate for the next bowling season.
6. The committee will have meetings as required by the chairperson and current events requiring the committee's attention.
7. Chairperson will maintain the certification inspections forms from all centers that the association has inspected for the current season. Also, the forms for the inspections conducted for the upcoming season.

Responsibilities:

1. Inspections will be conducted beginning in April as recommended by USBC. USBC has indicated that the associations will not need to conduct lane certification inspections until the 2022-2023 season and that all centers will be considered to certified until the 2022-2023 season.
2. The chairperson will contact the centers to determine the best times and dates to conduct the certification inspections.
3. The chairperson will contact committee members and any known volunteers to determine which dates and times they can be available to conduct the inspections.
4. The chairperson will assign members and volunteers to teams of at least two (2) persons, one of which must be a certified inspector.
5. At the completion of the initial annual inspection or follow-up inspection, the chairperson will inform the center via a copy of the USBC Lane Certification form and a written statement of what discrepancies were found or corrected.
6. The chairperson will contact USBC via BOWL.COM and complete the inspection forms for each center. This includes the initial inspection and all follow-up inspections.
7. A written committee report must be submitted to the Association Manager for inclusion into the minutes of each Board of Directors meeting and this report must be signed by the committee chairperson.
8. The committee person that is a member of the Board of Directors will verbally present the report at the Association's Board of Directors meeting.
9. The chairperson will maintain the minutes of each committee meeting and if the current chairperson resigns or is replaced the minutes will be passed on to the new chairperson.
10. Develop and submit to the Board of Directors for approval an annual budget for travel expenses and expendable items required for the lane inspection process.

Greater Fredericksburg USBC Association

NOMINATING COMMITTEE

Purpose: To provide the Nominating Committee with the policies and procedures to guide them in the performance of their duties.

Policy:

1. The President of the Greater Fredericksburg USBC Association will appoint the members of the committee. Normally the committee shall consist of three (3) members of the Greater Fredericksburg USBC Association, one (1) of which must be a member of the Board of Directors. The committee will select the chairperson.
2. The committee will have meetings as required by the chairperson and current events requiring the committee's attention.

Responsibilities:

1. A written committee report must be submitted to the Association Manager for inclusion into the minutes of each Board of Directors meeting and this report must be signed by the committee chairperson.
2. The committee person that is a member of the Board of Directors will verbally present the report at the Association's Board of Directors meeting.
3. The chairperson will maintain the minutes of each committee meeting and if the current chairperson resigns or is replaced the minutes will be passed on to the new chairperson.

Greater Fredericksburg USBC Association

SCHOLARSHIPS COMMITTEE

Purpose: To provide the Scholarships Committee with the policies and procedures to guide them in the performance of their duties.

Policy:

1. The President of the Greater Fredericksburg USBC Association will appoint the members of the committee. Normally the committee shall consist of three (3) members of the Greater Fredericksburg USBC Association, one (1) of which must be a member of the Board of Directors. The committee will select the chairperson.
2. The committee will have meetings as required by the chairperson and current events requiring the committee's attention.

Responsibilities:

1. A written committee report must be submitted to the Association Manager for inclusion into the minutes of each Board of Directors meeting and this report must be signed by the committee chairperson.
2. The committee person that is a member of the Board of Directors will verbally present the report at the Association's Board of Directors meeting.
3. The chairperson will maintain the minutes of each committee meeting and if the current chairperson resigns or is replaced the minutes will be passed on to the new chairperson.

Greater Fredericksburg USBC Association

TOURNAMENTS COMMITTEE

Purpose: To provide the Tournaments Committee with the policies and procedures to guide them in the performance of their duties.

Policy:

1. The President of the Greater Fredericksburg USBC Association will appoint members to the committee, one (1) of which must be a member of the Board of Directors. The committee will select the chairperson.
2. The committee will have meetings as required by the chairperson and current events requiring the committee's attention.

Responsibilities:

1. A written committee report must be submitted to the Association Manager for inclusion into the minutes of each Board of Directors meeting and this report must be signed by the committee chairperson.
2. The committee person that is a member of the Board of Directors will verbally present the report at the Association's Board of Directors meeting.
3. The chairperson will maintain the minutes of each committee meeting and if the current chairperson resigns or is replaced the minutes will be passed on to the new chairperson.
4. Develop and submit to the Board of Directors for approval an annual budget based on needs of the committee.

Greater Fredericksburg USBC Association

WAYS and MEANS COMMITTEE

Purpose: To provide the Way and Means Committee with the policies and procedures to guide them in the performance of their duties.

Policy:

1. The President of the Greater Fredericksburg USBC Association will appoint members to the committee, one (1) of which must be a member of the Board of Directors.
2. The committee will select the chairperson.
3. The committee will have meetings as required by the chairperson and current events requiring the committee's attention.

Responsibilities:

1. A written committee report must be submitted to the Association Manager for inclusion into the minutes of each Board of Directors meeting and this report must be signed by the committee chairperson.
2. The committee person that is a member of the Board of Directors will verbally present the report at the Association's Board of Directors meeting.
3. The chairperson will maintain the minutes of each committee meeting and if the current chairperson resigns or is replaced the minutes will be passed on to the new chairperson.
4. Develop and submit to the Board of Directors for approval an annual budget based on needs of the committee.

Greater Fredericksburg USBC Association

WEB SITE COMMITTEE

Purpose: To provide the Web Site Maintenance Committee with the policies and procedures to be followed when conducting modification/updates/correction of the Greater Fredericksburg USBC Association's web site (gfusbca.org).

Policy:

1. The President of the Greater Fredericksburg USBC Association will appoint members to the committee, one (1) of which must be a member of the Board of Directors. The committee will select the chairperson.
2. The committee will have meetings as required by the chairperson and current events requiring the committee's attention.
3. The web master will perform all maintenance of the web site.
4. The association manager will provide information to the committee to keep the web site current.
5. Additions or deletions to the web site will be at the direction of the board of directors.

Responsibilities:

1. The Web Master will update the web site using the information provided by the association manager regarding honor scores, league data, center data, annual average data, calendar of events data and other information in order to maintain the web site as current as possible. **Honor scores will be for GFUSBC members bowling in GFUSBC certified leagues, GFUSBC certified tournaments, Virginia State tournaments and USBC national tournaments.**
2. Correction to invalid/erroneous information will be corrected by the web master when brought to his/her attention.
3. Additions or deletions to the web site requested by the board of directors will include on which page it should appear, design characteristics, information to be displayed and an estimated completion date.
4. A written committee report must be submitted to the Association Manager for inclusion into the minutes of each Board of Directors meeting and this report must be signed by the committee chairperson.
5. The committee person that is a member of the Board of Directors will verbally present the report at the Association's Board of Directors meeting.
6. The chairperson will maintain the minutes of each committee meeting and if the current chairperson resigns or is replaced the minutes will be passed on to the new chairperson.
7. Develop and submit to the Board of Directors for approval an annual budget based on needs of the committee.

Greater Fredericksburg USBC Association

WORKSHOP COMMITTEE

Purpose: To provide the Workshop Committee with the policies and procedures to guide them in the performance of their duties.

Policy:

1. The President of the Greater Fredericksburg USBC Association will appoint the members of the committee. Normally the committee shall consist of three (3) members of the Greater Fredericksburg USBC Association, one (1) of which must be a member of the Board of Directors. The committee will select the chairperson.
2. The committee will have meetings as required by the chairperson and current events requiring the committee's attention.

Responsibilities:

1. A written committee report must be submitted to the Association Manager for inclusion into the minutes of each Board of Directors meeting and this report must be signed by the committee chairperson.
2. The committee person that is a member of the Board of Directors will verbally present the report at the Association's Board of Directors meeting.
3. The chairperson will maintain the minutes of each committee meeting and if the current chairperson resigns or is replaced the minutes will be passed on to the new chairperson.

Greater Fredericksburg USBC Association

YOUTH COMMITTEE

Purpose:

The Youth Committee monitors, promotes, and reviews, USBC youth programs as well as programs conducted by the Association, including tournaments and qualifiers for national events and programs. The committee makes recommendations regarding youth-specific benefits; youth-specific events; youth leader programs and elects (3) Youth Directors ((2) Adult (1) Youth), to the GFUSBC Board. The committee also presents recommended rule changes to the GFUSBC Board, for review and approval.

The Chairman of the Youth Committee is appointed by the current President of the GFUSBC Board.

Policy:

1. Adult Youth representatives need to be registered thru USBC, go thru screening process, obtain their Registered Volunteer Program (RVP) Badge, and be registered thru the Bowling Center as a volunteer.
2. Coaches are to be certified and registered through RVP.
3. Youth League Secretaries and Parents work with Youth Committee to help adopt league rules, by laws, and programs.
4. Provides reports to the Board as required.
5. Work with youth and parents to aid in the understanding of the sport of bowling.

Responsibilities:

1. Sets strategic plan that aligns with the USBC Strategic Plan for Board Approval
2. Reviews and provides recommendations for the Youth Committee Budget
3. Recommend and adopt Youth dues/rules, with the exception of adult and youth processing fee.
4. Works with Secretaries of Youth Leagues to develop policies that promote Good Sportsmanship in the Sport of Bowling
5. Monitors, promotes and reviews youth programs and services.
6. Recommends New Youth Programs to the Board.
7. Overseas Youth Leagues
8. Ensures youth leagues are set up properly and officers are in place to ensure book and banking issues are addressed as defined by USBC.
9. Audits Youth Secretaries Banking and Books.
10. Works with Secretaries, regarding special events, and upcoming tournaments.
11. Handle conflicts and grievances within the Youth league (should they arise).
12. A written committee report must be submitted to the Association Manager for inclusion into the minutes of each Board of Directors meeting and this report must be signed by the committee chairperson.
13. The committee person that is a member of the Board of Directors will verbally present the report at the Association's Board of Directors meeting.
14. The chairperson will maintain the minutes of each committee meeting and if the current chairperson resigns or is replaced the minutes will be passed on to the new chairperson.
15. Develop and submit to the Board of Directors for approval an annual budget based on needs of the committee.

Greater Fredericksburg USBC Association

SECTION 9

Center Representative Program

Each Center will be served by a Center Supervisor and one or more Center Representatives. The Center Supervisor must be a board member. There will be one or more Center Representatives for each bowling center. Center Representatives can be male, female or youth and must be currently a member of our association. The Center Supervisor and the Center Representative must be approved by the Center management before they can serve in these positions in that center. The Center Supervisor for each center will be selected by the Lane Representative committee with board approval. The Center Supervisor will supervise the Center Representatives in that center. It is recommended that each center have a minimum of three center Representatives consisting of one adult male, one adult female, and one youth. Additional Center Representatives can be added as needed. The Center Representatives will be selected by the Lane Representative committee with center management approval. The Center representatives will be evaluated by the Center Supervisor and the Lane Representative committee annually. Board members can serve as a Center Representative.

Position Summary - Responsible for providing the best possible service to members, leagues, and centers within his/her area of assignment.

Duties and Responsibilities – Become thoroughly familiar with the USBC Association Manual, USBC Playing Rules and the GFUSBC Operations Manual. Attend all special and/or committee meetings of this association, as required. Promote and attend special association activities such as tournaments, membership meetings and association banquets. Actively serve as the association’s “contact” with the bowlers, leagues, and bowling center management. Let them know that you are there to assist in the promotion of the game of bowling, to encourage sportsmanship and fair play, to enforce the playing rules and to provide assistance with any problems that may occur. If the representative feels uncomfortable with any problems that may occur, he/she shall immediately contact the Center Supervisor responsible for the center for assistance and/or advice. Strive to present yourself in a professional manner at all times so as not to bring discredit upon yourself, the association, USBC or the game of bowling. Do not become;

1. Meddlesome or too dutiful
2. Too demanding
3. Argumentative

Comply with the dress code of the association while performing official duties and/or attending official functions or meetings. Be courteous, cooperative and provide helpful guidance to bowler, bowling leagues and center management. With that in mind you should;

1. Attend league officer’s workshops as directed.
2. Attend initial league meetings. If possible, for leagues in your center.
3. Visit each league before the expiration of the grace period for league certification application.
4. Help league secretaries complete league/membership application, if needed.
5. If a league is not certifies and the grace period is due to expire, contact league officers and explain the importance of USBC membership.
6. Help league secretaries in the completing of high score claims and award forms within the 20 days allowed.
7. Answer routine questions and handle league problems and protests promptly.
8. Upon receiving appropriate awards, personally present the awards to leagues and bowlers in a timely manner.

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9. Advise bowlers, leagues and bowling center management of upcoming events and assist in positioning of banners or posters announcing such events. In addition, ensure tournament entry forms are available and assist in the completion of entry forms when requested.
10. Maintain regular contact with the bowling center management to ensure they are informed of your activities and/or advised of any problems occurring within the bowling center. If there is a problem and management cannot be reached, contact the individual to whom you report.
11. Provide assistance when requested by the association officers or board members for BVL collections, final averages, unpaid bowlers, late league sanctions, etc.

See the Forms section of this manual for an example of the application form for a Center Representative.

Greater Fredericksburg USBC Association

SECTION 10

Delegates and Their Responsibilities

Delegates are defined as members who are elected to represent the association at the USBC or the Virginia State USBC Annual Meeting. A USBC national delegate has the authority to vote on USBC bylaw amendments, except to:

1. Provisions for compliance with USBC rules and regulations.
2. Provisions related to athletes and youth.
3. Provisions mandated by the Articles of Incorporation of applicable law.

A USBC National delegate also has the authority to vote on proposed amendments to the general playing rules, adult league rules, and adult tournament rules, as well as elect directors to the USBC Board as outlined in the bylaws. A delegate to the state association annual meeting also votes on legislation (applicable state association bylaw amendments) and elects the state board. He/She also participates in the election of the delegate(s) to represent the state association at the USBC Annual Meeting. A delegate has significant responsibilities. First, since he/she represents the state/local association members, the delegate have a duty to act professionally at all times. Second, as a representative of the association, the delegate should be prepared to vote on matters that are in the best interest of the association. Therefore, prior to attending the state or USBC Annual Meeting, the association board may want to discuss their views on pending legislation and/or candidates for the board. The association may consider outlining additional delegate duties. For instance, the association could require a delegate to report back to the board and members at upcoming meetings. The delegate can summarize the activities at the annual meeting and disseminate any appropriate information. Further, if the association is financially supporting the delegate's trip, the association may require the delegate to provide documentation they attended events such as workshops, clinics, and/or the annual meeting. The delegate must keep receipts if the association will be reimbursing the delegate for certain expenses. A state or local association whose charter has been suspended or revoked, or an association that is delinquent in processing dues for the current bowling season is not considered "in good standing" for the purposes of delegates attending the USBC Annual Meeting.

Credentials - An association having a desire to send an elected delegate(s) to the state and/or USBC Annual Meeting are required to submit credentials, "credentials" is defined as properly formatted registration submitted by the deadline specified by the state association or USBC Headquarters. Credentials will typically ask the delegate to provide his/her name, National ID#, home association, contact information, etc. The credentials allow the state association and /or USBC headquarters to accurately determine the number of attendees, thereby planning the meeting and events accordingly.

USBC Annual Meeting - Local associations submit credentials for delegates to the USBC Annual Meeting via WinLABS. State associations, however, receive a form in the fall to register their delegates(s) with USBC Headquarters. Approximately three or four weeks prior to the USBC Annual Meeting, all delegates that have submitted credentials are mailed delegate packets, which include a delegate handbook, workshop tickets, and a delegate badge.

State Annual Meeting - Typically, state associations will contact the local associations in their state and notify them of the credential format and deadline. A local association, however, may want to take a proactive approach and contact the state association to determine credential requirements, the credential deadline, and the number of state delegates the association is entitled to.

USBC Convention – The USBC Convention occurs on a yearly basis. It includes a number of events including educational workshops, exhibit booths, coaching clinics, bowling tournaments, and a party.

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However, the highlight of the USBC Convention is the annual meeting. In addition to elected delegates, all alternates, USBC members, and their guests have the opportunity to attend the USBC Convention. Elected delegates, alternates, USBC members, and guests all need to register on bowl.com or onsite. They may view the exhibits, and participate in any events (some events require tickets for entrance). Delegates, alternates, and USBC members may speak at the annual meeting; however, only registered delegates are entitled to vote.

Vacancies for Adult Delegates – Prior to the USBC Annual Meeting:

Vacancies shall be filled for the unexpired portion of each term by the alternates, in the order in which they were elected.

1. If vacancy still exists the president fills the vacant position by appointment.
2. The appointee must meet the same eligibility requirements as elected positions

When a local association elects fewer delegates than it is entitled, the board of directors may exercise one of the following options:

1. Authorize another election to be held at a membership meeting to fill the position(s).
2. Fill those vacancies with alternates, in the order in which they were elected.
3. Empower the president to fill the vacancies when alternates are not available.

When a local association is not fully represented while attending a USBC Annual Meeting, the delegates of the association who are present may select enough of their members who are present to act as delegates so that the association may be fully represented at the meeting.

Greater Fredericksburg USBC Association

SECTION 11

Association Tournaments

Tournament Manager – Throughout this section, the tournament manager is referenced. In all associations, the association manager serves as either the tournament manager, or the supervisor of the tournament manager. Furthermore, if the association manager delegates the tournament manager responsibilities to another individual, the association manager is still held accountable to ensure the duties of the tournament manager are done properly. The tournament manager will handle the overall operation of the championship tournament(s), from scheduling tournament events to distributing the prize fund. However, the board of directors sets the time and date of the tournament(s), approves the tournament site(s), and sets the tournament rules.

Plan Ahead – Do not wait until the last minute to start planning the association championship tournament(s). The sooner you start, the more likely you will have a successful tournament. Consider the following when planning the tournament:

1. Involve the entire board or a committee in the project.
2. Create a timetable, including milestones such as:
 - a. Ensuring lanes are certified.
 - b. Securing volunteers.
 - c. Giving volunteers assignments.
 - d. Starting invitation/bidding process (if applicable)
 - e. Securing sponsors
 - f. Developing tournament format, rules, and prize fund.
 - g. Developing entry forms
 - h. Evaluation success of tournament
3. Ask your tournament bowlers for feedback to enhance the tournament experience. Also, consider asking those that did not bowl why they chose not to participate.
4. Association championship tournaments are automatically certified. However, if all association tournaments should be self-sufficient, meaning current association funds should not be used to fund it. The portion of the tournament entry fees allocated for expenses should support the costs association with running the tournament.
5. Any major format changes or revision of rules from the previous year should be send to USBC Certification team for review to least 3 weeks prior to the start of the tournament.

Annual Championship Tournament(s) – USBC requires an association championship tournament to be bowled in the traditional tournament style. As a result, Mil-o-Graphic, modified tournament formats (such as No-tap), and league scores cannot be used. When an association conducts its open and women's championship events as one tournament with separate divisions, tournament rules should be specific as the entrant's eligibility for all-events. The rules should specify which scores will count toward the individual's all-event total. Local associations adjacent to each other may consolidate their annual association championship tournament provided the boards of directors of the adjacent associations approve such consolidation. The boards of directors of the adjacent associations shall determine the management of the consolidated association championship tournament. An annual championship tournament shall be conducted unless:

1. The USBC national or state association championship tournament is held in the association's jurisdiction. The association board is given the authority to determine if it should forego the local tournament for that year.
2. Specific permission to forego the tournament is otherwise granted by USBC Headquarters.

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Tournament Rules – In addition to the suggested tournament rules available on the “Rules” page of bowl.com, the association board should consider the following information when setting up the tournament rules:

1. Determine whether the tournament rules will include any imitations on who can participate in the association championship tournament.
2. Determine which averages will be accepted – previous and/or current season averages. If current, indicate how many games are required by a specific date, with the understanding associations may not require averages in excess of 21 games for handicapping or classification purposes.
3. Be sure to include when entries will open and close. Indicate the cost to enter the tournament, along with a breakdown of the amount allocated to the prize fund and the portion allocated to expenses on the tournament entry form. (The prize fund should be based on the number of entries as opposed to a guaranteed dollar amount. The portion of the entry fee allocated for expenses could be used for posters, newspaper ads, printing costs, supplies, postage, linage, and even expenses or salaries for tournament workers.
4. The rules call for 100 percent of all prize portions of entry fees to be returned to bowlers. A ratio of at least 1 in 10 applies unless tournament rules state otherwise.
5. Consider allowing multiple participation. Multiple participation, which outlines in Rule 315, allows tournament entrants to participate more than once in the team, doubles and/or singles events. The first appearance in each event counts toward all-events, unless otherwise provided in the tournament rules. Keep your proprietor in mind when considering multiple participation, because it could impact lineage and/or interfere with leagues.
6. Make sure tournament entrants are aware of Rule 319c, which requires bowlers to keep track of previous tournament performances over the last 12 months, including those still running, and adjust their entering average if necessary. This applies to all USBC members in USBC adult tournaments, unless tournament management waives the rule.

Center Bidding/Rotation Schedule – Be consistent and fair in selecting a center. The two main methods for selecting a host center are:

Rotation: In this system, the site is determined by a schedule so proprietors know in advance when they will host the tournament. If this option is chosen, ask for written confirmation that a center can host the event. If it cannot, offer the tournament to the next center in the rotation.

Invitation or Bid: Centers compete for the event based on the association’s invitation to bid. If this method is chosen, it is important that price is not the only consideration. Among other things, convenience, atmosphere and cleanliness are all factors which have an effect on the success of the tournament. Additionally, events (i.e. singles, doubles and team) may be split between two centers. For example, a 16 lane center may host the singles and doubles events while a neighboring 24 lane center hosts the team event.

Entry Forms – Personal contact is one of the most effective ways to increase tournament entries. Consider personally inviting members by handing out entry forms instead of dropping them off at the bowling center(s). Board members can also visit leagues to promote the tournament and answer questions. To make entry forms inviting and complete, consider the following suggestions:

1. Use color logos, pictures of previous champions, and quality paper.
2. Provide plenty of white space to ensure the entry form is easy to read.
3. Maintain a friendly and inviting tone.
4. Promote the tournament on the Association Web site. Place an electronic copy of a tournament form on the association Web site so that it can be easily downloaded. Also, promote the

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tournament on the Tournament listing page of bowl.com which can be accessed from the "Tournament/Events" page.

Format – The tournament consists of any or all of the following and shall decide the association champions in the following events:

1. Five, four or three-player teams.
2. Two-player (doubles)
3. Singles events.
4. All-events. (optional)

Additional Tournaments - While most of this section covers the association championships, there are other tournaments the association may consider conduction for its members, such as:

1. Senior bowlers
2. Mixed Doubles
3. League tournament of champions
4. League Officers
5. Adult/youth
6. High average bowler (Master/Queens competitions)

Eligibility – To participate in an association tournament an individual must be a member. To be a member, the individual must apply through the appropriate association and pay the appropriate dues (i.e. local, state and national).

Americans with Disabilities Act – When it comes to hosting meetings or tournaments, be aware of the Americans with Disabilities Act, also known as ADA. The ADA is a federal civil rights law that required businesses and organizations to have buildings and/or events that are handicap accessible. As stated in the bylaws, one of the purposes of an association is to "provide equal opportunity for al in the sport of bowling without regard to...disability." For this reason, an association is strongly encouraged to house any function at a venue which complies with the ADA. Below are some items to consider before scheduling an event;

1. Is adequate handicap parking available?
2. Are doorways and aisles wide enough for a wheelchair to get through?
3. Does the facility have handicap accessible restrooms?
4. Do the handles of the doors have levers or loop-handles opposed to knobs or handles that require gripping?
5. If there are stairs, does the facility have an elevator or a ramp for wheelchair and individuals with canes or walkers?

For more information on ADA requirements or tips the association can use to make events more handicap friendly, please visit the Americans with Disabilities Act web site at www.ada.gov, or call (800) 514-0301.

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SECTION 12

Awards and Recognition

Awards – Many award qualifying opportunities exist for USBC members who bowl in USBC certified events, such as league play or tournaments. Achievement criteria can be found on the award application forms and in the USBC “Playing Rules and Commonly Asked Questions”.

To qualify for an award, all provisions of the USBC Bylaws, specification, and rules must have been observed at the time the score was bowled. The league secretary or tournament manager verifies the achievement was bowled under USBC rules and regulations by signing the award application. The association manager verifies the membership of the bowler by processing the achievement through WinLABS. Awards are issued the first time an achievement is earned during a fiscal year, (August 1 through July 31). Each repeat is entered into WinLABS as a multiple. By entering all achievements, including multiples, the bowlers’ complete achievement history is maintained. Even though the repeat achievements are recorded via WinLABS, additional awards are not issued. When a multiple honor score award is earned, a certificate is sent acknowledging the accomplishment.

League Awards – Each league will be issued awards annually based on the type of league to provide recognition for the male, female, youth male, and/or female member who bowls the highest series, highest game, most improved bowler, high average, and league champions.

Local Awards- The criteria and images of local awards will be on the association’s web site. Following is the current criteria for 2019-2020:

Award	Score	Adult average	Youth average
100 game	100 to 124	70 or less	75 or less
125 game	125 to 149	90 or less	95 or less
150 game	150 to 174	110 or less	115 or less
175 game	175 to 199	120 or less	135 or less
200 game	200 to 224	140 or less	160 or less
225 game	225 to 249	160 or less	175 or less
250 game	250 to 275	180 or less	190 or less
275 game	275 to 289	200 or less	Any average
300 series	300 to 349	80 or less	90 or less
350 series	350 to 399	95 or less	105 or less
400 series	400 to 449	110 or less	120 or less
450 series	450 to 499	125 or less	135 or less
500 series	500 to 549	140 or less	150 or less
550 series	550 to 599	155 or less	160 or less
600 series	600 to 649	170 or less	180 or less
650 series	650 to 699	185 or less	200 or less
700 series	700 to 749	200 or less	220 or less
750 series	750 to 799	Any average	Any average

Processing and Distributing Awards - Prompt and excellent service is important to USBC members, therefore, awards should be processed in a timely manner. USBC Performance Standards state that awards are to be processed within seven days of receipt of the award application. To ensure this standard is met, the association manager may wish to set up one day each week to process awards.

Greater Fredericksburg USBC Association

SECTION 13

Registered Volunteers

Name	Active Date
Dawn Brown	10/30/2013
Eric Brown	04/05/2013
Brenda Chambers	11/12/2013
Thomas E Dale	11/22/2013
Sharon A Dupree	10/09/2014
Nancy Ellis	10/07/2014
Brian E Eggleston	09/15/2014
Robert B Frey	01/02/2013
George H French	10/27/2014
Wade E Garrison	07/31/2014
Christine L Johnson	09/09/2014
Donnell J Johnson	12/18/2014
She'rry J Kelly	10/20/2014
Charles Marlowe	12/11/2013
Lisa M Marlowe	12/11/2013
Kerrie L Mattice	02/26/2014
Scott T Mattice	02/25/2014
Diana M Monroe	10/27/2014
Donald M Monroe	07/17/2014
Gavin D Monroe	12/30/2014
Angela R Morris	08/18/2014
Isabelle R Pryor	10/5/2014
Terry M Ryan	8/12/2014
Jeffrey D Sterner	09/18/2014
Kristen J Sterner	09/19/2014
Dale H Sullivan	09/26/2014
Lydia K Sullivan	06/04/2013
Donald E Watkins	08/13/2014
Sherri J Watkins	07/22/2014

Greater Fredericksburg USBC Association

SECTION 14

Association Logos



Greater Fredericksburg USBC Association

SECTION 15 Scholarships

The Greater Fredericksburg USBC Association annually offers a \$ 500.00 scholarship to two eligible youth bowlers to be awarded through and managed by the SMART program. All High School students are eligible. An individual is eligible to be awarded this scholarship more than once. Youth eligible nominees must:

- a. Be a certified USBC member.
- b. Be a current youth member in good standing of the Greater Fredericksburg USBC association.
- c. Must have participated in the GFUSCA youth tournament in the past year.
- d. Must be maintaining a GPA of 3.0 or higher.

The Scholarship Committee will annually recognize one certified adult bowler who wishes to further their education for personal or professional enhancement. The award winner will receive a scholarship in the amount of \$500.00. An individual may win this award only once. Funds for the scholarship award winners will be administered through the Greater Fredericksburg USBC office. Adult Eligible nominees must:

- e. Be a certified USBC member.
- f. Be a current adult member in good standing of the Greater Fredericksburg USBC association.
- g. Must have participated in at least one GFUSCA tournament in the past year.
- h. Must already be enrolled in a degree program at an accredited college or university.
- i. Must be maintaining a GPA of 3.0 or higher.

Virginia State USBC Association offers the Blake Harrison Star of Tomorrow scholarship. High school seniors seeking more information can find it on the SCHOLARSHIP page of the gfusbca.org web site.

Greater Fredericksburg USBC Association

Youth application for scholarship instructions

Step 1 - Fill out sections A, B, C, and D of the Scholarship Application Form.

Step 2 - Return the signed and dated Scholarship Application Form, along with your essay and reference letter to the Scholarship Chairperson listed on application. The application form must be postmarked no later than **15 March of the current bowling season**.

Step 3 - Request your transcripts from the university or college that you are attending.

Step 4 - Verify with your university/college officials that your transcript of grades has been mailed to the Scholarship Chair.

Greater Fredericksburg USBC Association

Association Youth Scholarship Application

Section A – Personal Information

Type or print all answers clearly. Fill in all information completely. Use a blank sheet of paper to continue answers, and number them to correspond with the question number (for example, D-Goals).

Last Name _____ First Name _____ MI _____

Address _____

City _____ State _____ Zip Code _____

Home Phone Number _____ Cell Phone Number _____

Date of Birth _____ E-mail Address _____

Certification Number: _____

Section B - Education

Current School _____ Class Year _____

Grade point average _____ Expected Graduation, month and year _____

Scholastic honors and extracurricular activities (include any other scholarships awarded)

To which colleges/trade schools are you planning to apply and/or have been accepted? If accepted, which one have you decided to attend?

Section C – Bowling

How long have you been in the USBC Youth Program? _____ years

Have you ever bowled in a certified Tournament? Yes _____ No _____

List any offices you have held in the Youth Leagues: _____

List any significant bowling performances, including the event(s), the year and what accomplishment you achieved

Section D – Community Service

List all community involvement's including the time span and hours involved, organizations, activities and special awards you may have received.

Greater Fredericksburg USBC Association

Section E – Essay and Reference Letter

Please write an essay in 250 words or less on how your community service and education achievements have influenced your life and goals for the future. Include an explanation on why winning this scholarship is important to you. Submit your answer on a separate sheet that includes your full name in the upper right hand corner. A reference letter must accompany the application. It must state the reason why they feel the candidate deserves to win this scholarship.

Section F – Bowling Coach Submission Form

Form A of the application must be completed and signed by the Youth Director or Coach of the youth league that you are presently a certified member through.

Section G – Signatures

I certify that the information on this application is correct and represents the candidate to the best of my knowledge.

Applicant's Signature

Parent's or Guardian's Signature (if applicable)

Date Application Submitted

Section H – Submission and Deadlines

Applications must include all signatures and titles. It must also include all reference letters, official transcripts and supporting materials. The application and submission forms are to be submitted to:

Dawn Allison

GFUSBCA Scholarship Chair

40 Cove Drive

Montross, VA 22520

Do Not Write Below This Line

Date Application was received

Scholarship Committee Chair Signature

Scholarship Approved and Awarded? Yes _____ No _____

Greater Fredericksburg USBC Association

Greater Fredericksburg USBC Association Application for Youth Scholarship

Bowling Coach Submission Form

Applicant's Name: _____ Date: _____

Address of Applicant: _____

Name of Coach: _____ Phone (____) ____ - _____

Applicant bowls in which center: _____

Number of Years Applicant Has Bowled in Your League: _____

Average in the Present League: _____

Average Last Season: _____

Did Applicant Bowl in the Last City Tournament: Yes ___ No ___

Did Applicant Bowl in the Last State Tournament: Yes ___ No ___

Attitude:

A. Is Applicant Helpful to Fellow Bowlers? Yes ___ No ___

If Yes, Explain: _____

B. Is Applicant Helpful to the Coach? Yes ___ No ___

If Yes, Explain: _____

C. Lane Courtesy: Very Good ___ Good ___ Fair ___

D. Sportsmanship: Very Good ___ Good ___ Fair ___

Does Applicant:

E. Use Foul or Abusive Language While Bowling? Yes ___ No ___

F. Lose Temper and Kick the Ball Return? Yes ___ No ___

G. Stomp the Foul Line After a Bad Delivery? Yes ___ No ___

H. Observe Lane Courtesy? Yes ___ No ___

I. Abide by the USBC Code of Conduct? Yes ___ No ___

Use a Separate Sheet and Give Your Evaluation of the Applicant:

Coach or Youth Director's Signature

Date Application Submitted

FORM A

Greater Fredericksburg USBC Association

Greater Fredericksburg USBC Scholarship Application for Scholarship

Teacher or Counselor Submission Form

Applicant's Name: _____

Date: ____ / ____ / ____

Address: _____

Name of Teacher or Counselor: _____

Address of School: _____

Phone: (____) ____ / ____

Teacher or counselor: Please complete this sheet to enable this student to apply for a scholarship from the Greater Fredericksburg USBC Association. All answers will be confidential. Please mail this page and a transcript of the Applicant's grades to the Scholarship Chairperson of the Greater Fredericksburg USBC Association;

Dawn Allison
GFUSBCA Scholarship Chair
40 Cove Drive
Montross, VA 22520

Transcript of grades must include last year's grades. NOTE: If Applicant is a FRESHMAN, please include the 1st two nine week report cards from the current year in lieu of transcripts from last year.

Activities in school besides classroom work:

Any additional remarks that you think would be helpful in evaluating this student.

Teacher or Counselor's Signature

Position/Title

Date Application Submitted

FORM B

Greater Fredericksburg USBC Association

Greater Fredericksburg USBC Association Application for Scholarship

RELEASE FORM FOR STUDENT'S GRADES

To Whom It May Concern:

We, the undersigned, hereby consent to have _____ school release the grades and other necessary information to the Greater Fredericksburg USBC Association in order for the student, _____, to apply of the scholarship being offered.

Student Applicant

Date

Parent / Guardian

Date

FORM C

Greater Fredericksburg USBC Association

Adult application for scholarship instructions

Step 1 - Fill out sections A, B, and C of the Scholarship Application Form.

Step 2 - Return the signed and dated Scholarship Application Form, along with your essay and reference letter to the Scholarship Chairperson listed on application. The application form must be postmarked no later than **15 March 2013**.

Step 3 - Request your transcripts from the university or college that you are attending.

Step 4 - Verify with your university/college officials that your transcript of grades has been mailed to the Scholarship Chair.

The Association Adult Scholarship Application

Section A – Personal Information

Type or print all answers clearly. Fill in all information completely. Use a blank sheet of paper to continue answers, and number them to correspond with the question number (example, D-Goals).

Last Name _____ First Name _____ MI _____

Address _____

City _____ State _____ Zip Code _____

Home Phone Number _____ Cell Phone Number _____

Date of Birth _____ E-mail Address _____

USBC Certification Number: _____

Section B - Education

Current University/College _____ Class Year _____

Grade point average _____ Expected Graduation, month and year _____

Scholastic honors and extracurricular activities (include any other scholarships awarded)

Section C – Bowling

How long have you been bowling in the USBC Program? _____ years

Have you ever bowled in a certified Tournament? Yes _____ No _____

If yes, list the VA state or National Tournament in which you participated:

List any offices you have held in the Adult Leagues: _____

List any significant bowling performances, including the event(s), the year and what accomplishment you achieved

Section D – Essay and Reference Letter

Please write an essay in 250 words or less on how your educational achievements will influence your life and goals for the future. Include an explanation on why winning this scholarship is important to you.

Submit your answer on a separate sheet that includes your full name in the upper right hand corner.

A reference letter must accompany the application. It must state the reason why they feel the candidate deserves to win this scholarship.

Section E – Signatures

I certify that the information on this application is correct and represents the candidate to the best of my knowledge.

Applicant's Signature

Date Application Submitted

Greater Fredericksburg USBC Association

Section F – Submission and Deadlines

Applications must include all signatures and titles. It must also include all reference letters, official transcripts and supporting materials. The applications are to be submitted to:

Dawn Allison

GFUSBCA Scholarship Chair

40 Cove Drive

Montross, Virginia 22520

Do Not Write Below This Line

Date Application was received

Scholarship Committee Chair Signature

Scholarship Approved and Awarded? Yes _____ No _____