



*Bay Area Association*

# **Bay Area USBC Association**

## **Policy and Procedures Manual**

**Revised August, 2020**

# Bay Area USBC Association

## Policy and Procedures Manual

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### Section 1 Association Officer and Director Duties

The officers of this association shall include a President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, and be elected by the Board of Directors from among the Board of Directors. Nineteen (19) directors shall be elected by the general membership. Four (4) 20% of the 19 directors shall be elected by the Youth.

The duties described for the officers and directors are unique to the Bay Area USBC Association and in addition to the duties prescribed by USBC.

The term length of office for all board members is three (3) years. Officers can serve a maximum of 2-3 year consecutive terms. All Directors are elected at the spring General Membership Meeting.

All officers and directors are expected to attend Board meetings, assigned committee meetings and the general membership meetings. All board members, youth committee members, association manager and any adults (coaches) who are in contact with our certified youth participating in any certified event or league, must be both a current USBC Registered Volunteer and take the SafeSport program sponsored through USBC. **Officers and directors who miss more than three (3) board meetings or six (6) board, membership and committee meetings in a 12 month period are subject to removal from office.**

Officers and directors of the Association shall follow a dress code when representing the Bay Area USBC Association - association polo shirts or suit jacket, dress slacks (skirt) and association name tag.

#### **President Duties**

1. Chair all meetings of the Board and Association
2. Appoint "Associate Directors" with approval of Board
3. Appoint the following committees:
  - All-Star
  - Award Banquet (Adult & Youth)
  - Association Tournaments (Open, Women, Senior, Youth)
  - Audit and Finance and Budget
  - Bay Area USBC Association Hall of Fame Representatives
  - Charities
  - Flowers and Memorials
  - Hearings and Suspensions
  - Lane Certifications and Inspections
  - Lane representatives
  - Local Awards
  - Legislative (By-Laws & Policy and Procedures Manual)
  - Publicity
  - Scholarship
4. Serve as ex-officio member of all committees but Lane Certifications and Inspection
5. Select the Board Meeting sites and the Membership Meeting sites along with day and times, with the assistance of the Association Manager.
6. Prepare a report to present to the members at Membership Meetings.
7. Verify Bank Balance monthly; make sure two (2) signatures are on all accounts for withdrawals.
8. Familiarize themselves with the Parliamentary Law, the Association Bylaws and the Association Policy and Procedure Manual.
9. Assist the Association Manager with the Association Tournament(s)
10. Does not vote except in the event of a tie vote.

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### **1<sup>st</sup> Vice- President Duties**

1. Assist the President in their duties when called upon and preside at any scheduled meeting in the absence of the President.
2. Familiarize themselves with the duties of the President.
3. Serve as Chairman of the Legislative Committee.
4. Assist the Association Manager with the Association Tournament(s).
5. Serve on committees appointed by the President
6. Perform other duties as directed by the President.

### **2<sup>nd</sup> Vice- President Duties**

1. Assist the President in their duties when called upon and preside at any scheduled meeting in the absence of the President and 1<sup>st</sup> Vice-President
2. Familiarize themselves with the duties of the President.
3. Serve as Chairman of the Finance and Budget Committee
4. Assist the Association Manager with the Association Tournament(s).
5. Serve on committees appointed by the President
6. Perform other duties as directed by the President

### **Director Duties**

1. Attend meetings and actively participate in association affairs.
2. Work with the Board and each other for the progress and success the Bay Area USBC Association
3. Assist the Association Manager, league officers and members when requested
4. Serve on committees appointed by the President
5. Perform other duties as directed by the President

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### Section 2 Association Meetings

#### Board Meetings

##### **Board Meeting Schedules:**

Meetings of the Board of Directors shall be determined by the Pr held at least six (6) times each year. - typically every other month on the 2<sup>nd</sup> Tuesday or Wednesday of the month. Special meetings may be scheduled as needed.

The meetings will be at 7:00/7:30 PM unless a different time is approved by the Board.

The meeting site will be determined by the President.

##### **Board Meeting Minutes:**

Board Agenda / Minutes shall include:

- |                                     |   |
|-------------------------------------|---|
| a. Call to Order                    | (Time)                                  |
| b. Roll Call                        | (Attendance present, excused or absent) |
| c. Review of previous minutes       | (Corrections/approval)                  |
| d. Managers' Report                 | (Summary)                               |
| e. Presidents' Report               | (Summary)                               |
| f. Lane Rep Reports                 | (Summary)                               |
| g. Old Business - Committee Reports | (Summary)                               |
| h. New Business                     | (Summary)                               |
| i. Time of Adjournment              |   |

Board minutes will be distributed to Board members at least 7 days prior to next scheduled meeting. Minutes must be distributed in writing by e-mail, regular mail or hand delivery.

#### General Membership Meetings

##### **General Membership Meeting Schedule:**

General Membership Meetings of the Association will have two meetings, one in the fall and one in the *spring*. The fall meeting will be in conjunction with the August workshop. The time and location of the meetings will be determined by the President.

The spring membership meeting agenda will include election of officers and any revisions to by-laws. The fall membership meeting will include a league officer workshop, election of delegates to the state association meeting, election of USBC Convention delegates and any legislation that may be required as result of actions taken at the most recent USBC Convention.

##### **General Membership Meeting - Distribution of Minutes:**

The minutes of the general membership meeting shall be distributed as follows A copy shall be provided to all members of the Board of Directors within 30 days of the membership meeting via e-mail, regular mail or hand delivered. The Board will review and give preliminary approval at next scheduled meeting. After Board review, a copy will be posted on the "Baycitybowling.com" Website within 30 days of the Board review and remain for 13 months when it will be replaced by the minutes of the following membership meeting.

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### **General Membership Meeting - Agenda and Minute Formats:**

The agenda for Membership Meetings shall be as follows:

- a. Call to order
- b. Attendance (Board and total membership in attendance)
- c. Action on minutes from previous membership meeting
- d. Nominating Committee Report and Elections  
(Fall Meeting Delegates, USBC, MSUSBCA)  
(Spring Meeting - Officers, Directors)
- e. Legislative Committee Report and Action on By-Laws  
(Fall meeting and Spring meeting if required by USBC changes)
- f. Manager's Report
- g. President's Report
- h. Finance & Budget Committee Report Action on Budget (August)
- i. Other Committee Reports as required
- j. Old Business
- k. New Business
- l. Reports of Elections and Legislation votes
- m. League Officer Workshop (August meeting only)
- n. Adjournment

NOTE: Election of Youth Committee members by Youth Representatives will be held at a separate "Youth Representatives Meeting" that will be held the same day as the Annual Youth House Championship Matches in mid-March. All Youth Committee related activities will be conducted at that meeting.

### **The minutes for the Membership meeting shall include the following:**

- a. Time called to Order
- b. Roll call / attendance
- c. Summary of Nominating Committee report & elections
- d. Summary of Legislative Committee actions
- e. Summary of Manager's Report
- f. Summary of President's Report
- g. Summary of other Committee Reports
- h. Summary of Old Business
- i. Summary of New Business
- k. Time of Adjournment

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### Section 3 Association Policies

#### Conflict of Interest Policy

**PURPOSE:** The Bay Area USBC Association is granted tax exempt status under a group exemption for USBC under 501 (c) (3) of the Federal Tax Code. As such it is required to operate for the public benefit not private benefits. This policy is to insure the Association operates to the highest standards of conduct and to limit the risk to the Association which may arise due to a conflict of interest on the part of its officers, directors and employees.

**DEFINITIONS:**

**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 look out for the association's and member's best interests, not his/her own.
2. Must not experience personal gain from his/her affiliation as a member of the board.
3. Must not participate in the decision making process if the decision affects that individual.

Example: If voting on a host center for the association tournament, a proprietor member of the board should not vote and should excuse themselves from the discussions. (See below)

4. Must maintain confidentiality in any matter the board deems as confidential.

A conflict of interest occurs when an officer, director or employee of the Bay Area USBC Association owns or has a vested interest (or potentially owns or has a vested interest) in any entity with which the Association has a direct or indirect compensation arrangement. No officer, director or employee of the Bay Area USBC Association or any member of their immediate family shall personally benefit from any dealing with Bay Area USBC Association other than by normal, reasonable, and just compensation for services rendered or by objective and independent selection through normal granting procedures.

Any activity, position or other interest which may involve obligations that conflict or appear to conflict with the interest of the Bay Area USBC Association must be promptly disclosed by the officers, directors, volunteers and employees. When a conflict of interest or potential conflict of interest exists, the officer, director, volunteer holding delegated powers or employee shall announce the conflict before discussion occurs and abstain from voting on any action related to such matter.

Any officer or director who fails to disclose a conflict of interest shall be subject to removal from office; any employee who fails to disclose a conflict of interest shall be subject to termination of employment.

Each officer, director and employee shall annually sign a statement, which affirms that such person:

- 1 Has received a copy of the conflict of interest policy,
- 2 Has read and understands the policy
- 3 Has agreed to comply with the policy
- 4 Understands that the Association is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish its tax-exempt purposes.



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**BAY AREA USBC ASSOCIATION  
Conflict of Interest Agreement**

I, \_\_\_\_\_ a/an \_\_\_\_\_  
(print name) (Officer / Director / Employee)

of the Bay Area USBC Association, do hereby affirm the following:

I have received a copy of the Conflict of Interest Policy of the Bay Area USBC.

I have read and understand the policy.

I agree to comply with the policy.

I understand that violation of the policy is grounds for removal from office or termination of employment.

I understand that the Association is a charitable organization and that in order to maintain it's tax exemption, it must engage primarily in activities which accomplish one or more of it's tax exempt purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Financial Control Procedures

### **General Financial Controls**

The following Board members will have authorization to sign checks:

Association Manager  
President  
First Vice-President  
Second Vice-President

All checks issued by the Bay Area USBC Association shall be signed by two authorized members normally the President and Association Manager. Other authorized Board members may sign checks in the absence of the President and/or Association Manager.

Three part checks shall be used - the check and two check records. The Association Manager shall retain one copy of the receipt and the 2nd shall be furnished to the Association President.

When expenditures are direct withdrawals from the checking account (direct payments, credit cards and USBC transmittal), a copy of the credit card payment slip or transmittal shall be attached to the report.

### **Memorials**

A memorial in honor of the deceased current board member or a life member in the amount of \$50.00 (fifty dollars) will be given to the family or charity of choice. A memorial contribution would extend to include the current board members / life members spouse, mother, father and children.

### **Officer & Manager Payments**

The Association Manager shall be paid on a monthly basis. The payments will be from the General Fund of the association except 1) payments for acting as Tournament Manager shall be from the specific tournament expense funds and 2) expenses for activities beyond the scope of duties of the manager shall be paid from the specific fund involved.

The Association President shall receive \$200 annually for performance of duties.

The appropriate Federal and State withholding shall be made for any payments to the Association Manager, Officers, Directors and Associate Directors of the Association.

Payments will be made as follows:

Association Manager	- the last day of each month
President	- the last day of the fiscal year.

### **Returned Check Policy**

The Association shall charge ALL BANK FEES to any member who pays for membership or another association service with a check that is returned by a banking institution or credit union for non-sufficient funds.

### **Website Advertising Policy**

The association board must approve an advertiser and advertisement. Minimum cost to advertise will be set at \$50.00 per bowling season, commencing August 1<sup>st</sup> and ending July 31<sup>st</sup>.

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Web advertising money will be earmarked to offset costs of association awards. All monies received will be placed in a general awards account. The advertiser can specify the advertising money exclusively for youth awards.

An advertiser can play any amount above the minimum, and each \$50.00 dollar amount given will extend the advertiser's web site advertisement.

### **Life Membership Policy**

The Association may grant "Life Membership" or "Honorary Life Membership" to members of the Association who merit this recognition. Life Members shall be entitled to attend meetings of the Board with voice but no VOTE. They will also be invited to other Board functions unless special circumstances dictate otherwise. Honorary Life Members are accorded recognition at Association activities.

Life Members and Member Emerita from the BCBA and BCWBA will be grandfathered as Bay Area USBC Association Life Members.

Election of members to LIFE MEMBERSHIP or HONORARY LIFE MEMBERSHIP will be by the general membership at the Fall Membership meetings.

**Life Member:** Qualification for election will be as follows:

The nominee must have been a board member of the Bay City BA, the Bay City WBA, the Bay Area YABA or the Bay Area USBC Association for a period of at least fifteen (15) years.

Past Presidents of the Bay Area USBC Association shall be eligible for election to Life Membership on completion of three (3) years of office (1 term) regardless of total years served on the Board.

The Board of Directors of the Bay Area USBC Association (and only the Board) may make recommendations for election of an individual as a Life Member. Recommendations of the Board will be presented by the Nominating Committee at the Spring Membership Meeting for election by the general membership. Election requires a majority vote of those voting.

**Honorary Life Member:** Qualification for election will be as follows:

The nominee shall have provided service to the Bay City BA, the Bay City WBA, the Bay Area YABA or the Bay Area USBC Association for a period of not less than 15 years.

The service provided by the candidate shall be primarily voluntary in nature such as serving on Committees, serving as Lane Inspector, service on Audit Committee or extraordinary service by a proprietor to the Association. The key item is the service was provided without remuneration and the candidate is not otherwise eligible for election to Life Membership.

Nominations for Honorary Life Membership may be made by any individual and forwarded to the Board of Directors for review and approval. Recommendations of the Board of Directors will be presented at the Spring Membership Meeting by the Nominating Committee for election by the general membership. Election requires a majority vote of those present and voting.

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### Local Membership Policy and Fees

The purpose of this policy is to define conditions when Bay Area USBC Association members may receive a paid or reduced membership fee. This policy will define discounts for Senior members, USBC Members of other associations, USBC Board members and members who were granted Life Membership or Honorary Life Membership status by any of the Associations who have merged to form the Bay Area USBC Association.

#### **Senior Members:**

Senior bowlers, age 55 and older, who pay their certification fees through a certified SENIOR LEAGUE, will receive a \$2.00 discount on their local certification fees. Senior bowlers who receive this discount may also participate in regular leagues with no additional certification fees.

#### **Members of other USBC Associations:**

Members of other USBC Associations must pay the local association certification fee that is due UNLESS the other association has a reciprocal agreement with the Bay Area USBC Association. There are NO RECIPROCAL agreements at this time.

#### **Life Members:**

Bay Area USBC Association members who have been granted a LIFE MEMBERSHIP status will have their LOCAL CERTIFICATION FEE waived and the NATIONAL DUES paid by the Bay Area USBC Association. Certification fees will be paid **ONLY for active Bay Area USBC Association members**.

#### **Honorary Life Members:**

Bay Area USBC Association members who have previously been granted HONORARY LIFE MEMBERSHIP status will still be required to pay their local and USBC certification fees.

#### **Current USBC Board Members:**

Bay Area USBC Association members who are currently serving on the Board of Directors as an Officer or Director will have their LOCAL CERTIFICATION FEE waived and the NATIONAL CERTIFICATION FEES paid by the Bay Area USBC Association.

Bay Area USBC Association members who are currently serving on the Board of Directors as "Associate Directors" will be required to pay their own local and national membership fees.

### Reimbursement Policy

#### **Lane Certification Inspectors: USBC HAS SUSPENDED THIS POSITION IN 2020**

Persons who conduct Lane Certification Inspections will be reimbursed for their expenses at a rate dependent on the inspection time involved. All participating inspectors are reimbursed at the same rate. The rate is determined by the number of lanes in the center and the number of inspectors. (Example: If the total charge to the center is \$120 and there are 6 inspectors, each would be reimbursed \$20.00). Reimbursement will be paid to inspectors after centers have made the payment to the Bay Area USBC Association.

Bowling centers are charged a certification inspection fee of \$5.00 per lane when 1) new lanes are installed, 2) new synthetic overlays are applied, 3) wood lanes are sanded and resurfaced. In all other cases, the annual "certification inspection fee" will be \$3.00 per lane. Callback Fee: If there are more than two follow up inspections to check on items that did not meet USBC specifications, an additional inspection fee of not more than \$20 may be charged.

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### **Lane Dressing Inspectors: THIS POSITION IS ALSO SUSPENDED IN 2020**

USBC policy requires that at least one (1) lane dressing inspection be completed in each center each season. The Bay Area USBC Association Board has decided to authorize two (2) lane dressing inspections per center/per season or more if recommended by the President and/or Manager. The Bay Area USBC Association has a team of trained inspectors who conduct these inspections. These inspectors are reimbursed at the rate of \$25.00 for each inspection with the total to be split between all involved inspectors. Inspectors are reimbursed at the end of the winter season.

### **Travel Expense Reimbursement:**

The Bay Area USBC Board members and Association Manager who travel on association business shall be reimbursed for travel expenses ONLY when such travel has been pre-approved by the Board.

**Reimbursement of expenses for Board approved travel shall be made only when the following items have been submitted:**

- a. A written expense report with receipts attached.
- b. A written report on the travel activity. In the case of Board members attended a conference or meeting on behalf of the Bay Area USBC the report shall summarize the activity attended.

### **Reimbursement for travel expenses shall be determined as follows:**

- a. In case of air travel, reimbursement will be for coach class
- b. In case of driving, reimbursements will be at the prevailing IRS mileage allowance rate except that mileage reimbursement shall in no instance be greater than the coach class air fare.
- c. In situations where several Board members are driving, ONLY the owner of the vehicle or the person responsible for the vehicle shall receive the reimbursement.
- d. All other modes of transportation MUST be pre-approved by the Bay Area USBC Board.

### **Hotel Accommodations:**

Board members shall be reimbursed for double room occupancy unless there are circumstances that require a single room. If a Board member travels with a spouse but could have shared a room with another Board member, the Board member with spouse will be reimbursed for 1/2 the double room rate.

### **Meals:**

Board members shall be reimbursed at the rate of 100% of the per-Diem established by the IRS. Receipts must be provided for all meal expenses. In NO CASE will there be reimbursement for purchase of ANY ALCOHOLIC beverage. There will be no reimbursement for any meal that is included as part of the activity attended such as the luncheon at the MI State BA meeting, meals included in conference fees, etc. Any disputes in this area shall be resolved by a vote of the Board of Directors.

### **Website Advertising Policy:**

The association board must approve an advertiser and advertisement. Minimum cost to advertise will be set at \$50.00 per bowling season, commencing August 1<sup>st</sup> and ending July 31<sup>st</sup>.

Web advertising money will be earmarked to offset costs of association awards. All monies received will be placed in a general awards account. The advertiser can specify the advertising money exclusively for youth awards.

An advertiser can pay any amount above the minimum, and each \$50.00 amount given will extend the advertiser's website advertisement.

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## Tournament Schedules and Rotation:

**Purpose:** The purpose of this policy is to establish a guideline for the scheduling of the various tournaments conducted by the Bay Area USBC Association and to clarify the conditions under which the schedule will be modified.

Only centers having certified leagues during the current season and previous season are eligible to host any Association tournaments. Only centers that have certified YOUTH leagues are eligible to host the ASSOCIATION YOUTH tournament, the ASSOCIATION ADULT-YOUTH SCHOLARSHIP TOURNAMENT, the Youth All-Star Matches and the Youth House Championship matches.

Sites for the various association events and especially tournaments will be established by the Bay Area USBC Association. The site schedules will be reviewed annually for any changes that might be required for future years. Event sites may be changed in cases where sufficient lanes are not available to conduct the scheduled tournament because of conflicts with other events in the center and cases where the center has previously failed to provide adequate support for the most recent event conducted in the center. The lack of support could include items such as insufficient center staff scheduled during the event (counter help, pin chasers, wait staff, etc.) or significant issues related to timely operation of the event (significant mechanical failures, automatic scoring failures, etc.). The tournament committee will meet at the completion of every tournament to review any problems and make recommendations to the Board for future events. In the case where a recommendation is made to alter a site schedule because of lack of support from the center, written notification will be supplied to center management defining the issues and asking for an action plan from the center to insure the items are resolved. Failure of the center management to comply with the request will automatically result in dropping the center from the next scheduled event.

Site rotation schedules for association tournaments will be established **based on the number of certified bowlers in the center and the number of certified bowlers per lane in the center for all tournaments.** The Association President and Association Manager will review the numbers at the end of every season and make any recommendations to the Board on altering the existing schedules based on changes in the numbers of certified bowlers."

The DATES for all ASSOCIATION SPONSORED TOURNAMENTS will be set annually by the Board of Directors on recommendation of the Tournament Committee.

The ASSOCIATION OPEN and ASSOCIATION WOMEN'S Tournament will be held in the month of January. Dates will agreed upon between the association board and the tournament committee.

The ASSOCIATION SENIOR TOURNAMENT with team, doubles and singles events in ONE CENTER will be held in the month of February at a center that hosts a senior league.

The ASSOCIATION ADULT-YOUTH SCHOLARSHIP TOURNAMENT Will be hosted by one center in the month of March that hosts a youth program.

The ASSOCIATION YOUTH TOURNAMENT will be scheduled in November starting one week after the Tri City Youth championships, hosted by ONE CENTER.

The YOUTH TRI CITY CHAMPIONS matches (with Midland and Saginaw) are normally scheduled in early November with the specific dates and locations to be determined by the Youth Committee.

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The YOUTH HOUSE CHAMPIONSHIPS are normally scheduled in March on the first weekend after the completion of the high school bowling season. The event is held on one day with morning and afternoon session in two different centers. The two centers are determined by the Youth Committee who also determines which center will host the Youth Representatives meeting to be held between sessions.

The "tentative" tournament schedule is listed in the Appendix G & H.

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### Section 4 USBC Required Committees

#### Finance & Budget Committee

The Finance and Budget Committee has two responsibilities. The Finance and Budget Committee is to develop policies and budget control procedures as required to insure the financial stability of the Association and meet legal requirements. The Committee is also responsible for working with the Association Manager to develop the annual budget.

The committee shall consist of at least three (3) members of the Board of Directors. The 2<sup>nd</sup> Vice President will serve as Chair of the Committee and other members will be appointed by the President with board approval.

**Meetings:** The Committee shall meet at least two times per year. The chairperson shall schedule the meetings.

**Financial Policies:** Financial policies and control procedures shall be reviewed annually. Changes in policies and/or procedures shall be submitted to the Board for review and approval prior to implementation.

**Annual Budget:** The committee shall prepare an Annual Budget that is to be submitted to the Board for review and approval at the regular June meeting of the Board of Directors and submitted to the general membership for approval at the August Membership meeting. The Board shall be furnished with a written copy of the final approved budget. After approval at the Annual Meeting, additional expenditures and/or changes to the budget shall be approved by the Board. The Committee may use the current year budget versus current actual income and expenses as well as any anticipated future income and expenses to prepare the budget.

#### Nominating Committee

The purpose of the Nominating Committee is to insure a slate of candidates is available and credentials are met for the election of officers, directors and delegates.

This committee is composed of up to five (5) members. Current Board members MAY NOT serve on the committee. Members of the committee who are not Board members but wishing to seek election to the Board must resign from the committee. The Committee Chair is selected by the Association President with approval of the Board. The Committee Chair will select other members of the Committee with approval of the President. The Committee must meet at least once a year.

**Duties:**

Establish eligibility requirements and criteria for elected board positions (with the exception of youth representatives and Youth Committee members) to be approved by the delegates or members and/or youth representatives and to be included in the Bay Area USBC Association by-laws.

Establish eligibility requirements and criteria for elected delegate/alternate positions to be approved by the delegates or members and/or youth representatives and to be included in the association's by-laws.

Establish eligibility requirements and criteria for Nominating Committee to be approved by the board.



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Ensure reasonable representation based on age and diversity of membership and ensure there are no more than three (3) proprietors, as defined in Article V, Section B-2, c in the USBC By-laws Association Policy Manual,

Reviews and reports to the board any potential conflicts of interest within the slate of candidate. (Refer to the Association Leaders Handbook for Details)

Establish procedures for determining whether a candidate meets the criteria and eligibility requirement.

Establish procedures for soliciting nominations/resumes.

Establish procedures for voting.

The Nominating Committee shall present a slate of candidates for:

- Open officer and director positions,
- Open Youth Committee positions based on recommendations of the Youth Committee,
- Representatives to the State BA and WBA annual meetings,
- Youth representatives and alternates for the state annual meeting based on the recommendations of the youth committee.
- Delegates to the USBC Convention

### **Youth Committee**

The purpose of the Youth Committee is to promote, review, monitor and recommend youth programs for the Bay Area USBC Association.

The Bay Area USBC Association Youth Committee shall be composed of seven (7) adult members, one (1) boy and a girl youth member and one (1) elected representative from each center in the association that has any certified youth programs. (Note: this would include Alert Lanes, Monitor Lanes and Main Street.)

Youth Committee members are elected at a "Youth Representatives Meeting" that will be held in mid-March - the same day as the Youth House Championship Tournament. Specific time and location will be determined by the Youth Committee and announced at the January General Membership Meeting. Youth Committee members will be elected by the Youth Representatives from a slate developed by the Youth Committee and presented by the Nominating Committee. Youth members of the committee must be at least fourteen (14) years of age, unless state laws mandate a different age. All committee members must be members of USBC.

In order to meet USBC bonding requirements any member of the board authorized to sign any contract or as a signatory on any association account must be a minimum age of 18.

The Youth Committee will select its own chair and recording secretary to each serve a three year term.

### **The Youth Committee reports to and is responsible to the Board.**

**Duties of the Youth Committee include:**

1. It shall determine the size of Youth Committee.
2. It shall develop the eligibility requirements for candidates to the Youth Committee, to be approved by the board.

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3. It shall develop any special requirements for the four (4) Bay Area USBC Director positions that are to be filled by the Youth Committee. These requirements must be approved by the board and included in the association by-laws.
4. It shall work with the Nominating Committee to insure that the Youth Representatives do not elect a number of proprietors to the Board that would exceed the total maximum number (3) of proprietor board members allowed according to the USBC by-laws.
5. It shall recommend the number of years in a term and any term limits on the Youth Committee. NOTE: Youth Committee terms of office must coincide with the board term of office.
6. The Youth Committee will determine the election procedures to be used to elect the four (4) youth directors on the Bay Area USBC Association Board of Directors.
7. The Youth committee shall recommend youth dues, up to the maximum allowed in the USBC by laws, to be approved by the board.
8. The Youth Committee shall monitor promote, review and recommend youth programs and services conducted by the association.

### **Current youth programs offered by the Bay Area USBC Association include:**

Youth Awards Banquet  
Youth Association Tournament  
Tri City Youth Championships (Home & Home)  
Youth House Championship tournament  
Adult-Youth Scholarship Tournament  
Youth local awards including  
    All-Stars,  
    Honor Score plaques,  
    Bowler of the Week (male and female)

### **Youth Award Banquet:**

The Youth Committee shall appoint a sub-committee to be responsible for a Youth Awards Banquet to be held annually. The Awards Banquet will be held in the month of May with the date, site, menu and cost for guests to be recommended by the Youth Committee and approved by the Board.

The Youth Banquet Committee and Youth Committee shall determine who should receive an invitation to the banquet with approval of the Board. Currently invited youth bowlers include all Association Tournament award winners, All-Star team members, House Championship team members, scholarship winners, all bowlers who rolled a USBC Honor Score (11 in Row, 300, 800 and 700 (girls only), and all season awards winners (High game, series and average by age group), bowling center youth coordinators, all Youth Committee members and Board Members. Invited youth members will receive a free ticket and shall be entitled to purchase two (2) guest tickets at a cost to be determined by the Youth Banquet Committee. Invited adults shall receive one (1) free ticket.

Current procedure is for the Association Manager to prepare the list of invited youth bowlers and send each youth on the list a ticket to the banquet and an order sheet for additional tickets. All invited youth bowlers are required to respond if they plan to attend the banquet. Invited guests who arrive without responding are seated last and will be permitted to eat ONLY after all others have been fed. Invited adults may receive an additional ticket if space is available and approval of the Association Manager or Youth Committee Chair.

### **Association Youth Tournament:**

The Association Youth tournament will be held on dates to be recommended by the Youth Committee and approved by the Board. The site for the Youth Tournament will be determined by the Board based on a predetermined rotation. The Association Manager will be responsible for operation of the Tournament with the assistance of the Youth Committee and the Board of Directors. All entries will

# Bay Area USBC Association

## Policy and Procedures Manual

be processed through Win Labs by the Association Manager or his designated representative. The entry fees for the Youth Tournament will be recommended by the Youth Committee with approval by the Board.

### **Tri City Youth Championship Matches:**

The Youth Committee will work with representatives from the Midland USBC Association and the Saginaw USBC Association to determine the dates and set the rules and conditions for the Annual Tri City Youth Championship. These matches will be on a date determined by the committees from each participating association. The Youth Committee will recommend the dates, times, and rules for approval by the Board.

The Youth Committee will be responsible for operation of this event along with members of the other associations involved. The Board of Directors will assist as needed.

### **Youth Bowler All Stars:**

The Youth Committee shall determine the requirements for youth bowlers to be selected as All-Stars and shall also determine eligibility to participate in the Annual Tri City Youth Championship Match. Currently Youth Committee requirement is as follows: Youth bowlers who are selected as All Stars must have competed in at least 2/3 of the scheduled games in the league from which they are selected. These All Stars are eligible to participate in the Annual Tri City Youth Championship if they are still eligible as youth bowlers. They may also receive a plaque or other award to recognize their achievements.

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### Section 5 Standing Association Committees

#### Audit Committee

The purpose of the Audit Committee is to review all the Association physical and financial assets and liabilities to insure they are being accounted for using accepted accounting methods.

The committee shall be appointed by the association President and shall consist of an uneven number of members, a majority which shall constitute a quorum. The association President and Manager are ex-officio members and do not count towards a quorum.

The Chairperson shall call all meetings and make sure there is a quorum. Two weeks notice shall be given to the Committee members, Association President and Association Manager with the date, time and place. Committee members unable to attend must notify the Chairperson as early as possible.

#### **Duties of the committee are as follows:**

Audit the Association General Fund accounts on a semi-annual basis early January prior to the membership meeting and early August after the completion of the fiscal year but before the August membership meeting. Audit the association equipment furniture and office equipment including computers, copiers, printers and other equipment annually as part of the August audit. Each piece of equipment shall be tagged indicating the equipment number and date audited.

#### **Audit Procedure:**

The committee shall first verify that all outstanding checks and deposits from the previous audit have been processed. The committee shall make any recommendations regarding any items still outstanding.

The committee shall then proceed with the current audit. Deposits shall be compared with the corresponding sheets and bank statements to verify that the money has been deposited. Checks shall be compared with records to verify accuracy and that two signatures are on all checks. The interest on the account shall be confirmed by the bank statements and verified that it is recorded on Association Manager books. All items checked shall be in red pen. Open items shall be marked with a circle to indicate that the item is still outstanding. The petty cash fund (\$50.00) shall be counted and the amount verified with the total that is listed for petty cash on the financial statement.

The audit Committee shall verify and update the inventory list of equipment and furniture belonging to the Bay Area USBC Association. Any changes shall be noted in its report to the Bay Area USBC board.

The committee chair shall prepare a report stating the results, opinions, concerns and correctness of the Association Managers records. The report should include any comments on major exceptions and/or suggestions on procedures, controls, etc. A copy of the report shall be submitted to the Bay Area USBC board at the next meeting following the audit. The report, for the audit, shall be given at the next General Association Meeting.

#### Awards (Local) Committee

This committee is responsible for determining the scoring achievements the Bay Area USBC Association will recognize with awards (adult and youth) and how these achievements will be recognized. The committee will also determine any special recognition awards for bowlers, proprietors, sponsors or others.

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The committee chairperson and members are appointed by the President.

The committee shall meet at least once each season to review the achievements currently recognized by the Association along with the awards presented and determine if these achievements should continue to be recognized in the next season, if some should be eliminated and if additional achievements should be recognized.

A list of the current achievements recognized by the Association is included in the Appendix to this manual.

### **Banquet Committee**

The purpose of the Banquet Committee is to arrange for an annual award banquet to honor the winners of the Association Tournament and Association Special Awards. The awards banquet will be held in the month of October with the specific date to be determined by the Bay Area USBC Association Board of Directors.

NOTE: Youth Committee is responsible for Youth Awards Banquet.

The Banquet Committee shall be appointed by the President.

Duties of the Banquet Committee include:

The committee shall obtain bids for the banquet site and will decide the site.

The committee will recommend to the Board for approval:

1. the caterer for the banquet
2. the cost per meal
3. if extra guest tickets should be sold and the selling price for extra tickets.

The committee shall have an amount specified in the budget to use towards decorations, (flowers, centerpieces, etc.) and any prizes to be raffled off.

Current procedure for distribution of banquet invitations and tickets is for the Association Manager to send notice to league officers, tournament award winners, association award winners, special award winners and guests. A complete list of who should be sent invitations is included in Appendix B at the back of this manual. Other than invited special guests from USBC and State Association Officials, all invitee's, guests and general association members are required to pay the admission amount as set by the board for both in advance or at the door, of which ½ of the cost of admission will be given back to the attendees in 50/50 tickets and the prize drawings.

### **Lane Certification Inspection and Lane Dressing Inspection Committee** Currently suspended by USBC 2020

This committee is responsible for the annual lane certification inspections and all required lane dressing inspections for bowling centers whose bowlers (adult and youth) are under the jurisdiction of the Bay Area USBC Association.

The committee chair shall be appointed by the President. Committee members should have experience (or the desire to learn) lane inspections procedures. The Committee chair and committee

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members may not be employed by or affiliated with any bowling center under the jurisdiction of the Bay Area USBC Association.

### **Lane Certification Inspections:**

Certification of lanes is done on an annual basis. It involves measurement of the lanes to verify they meet USBC requirements. Certifications may be started after April 1 and must be completed by September 1 for each season.

### **Lane Dressing Inspections:**

These are measurements of the quantity and pattern of lane dressing (oil). At least one (1) lane dressing inspection is required in each center each season.

### **Sport Dressing Inspections:**

These are inspections of lane dressing patterns used for Sport Leagues and Tournaments. Specific lane dressing patterns are required to and lanes must be inspected BEFORE all competition. The Bay Area USBC Association Lane Inspection Committee may ASSIST bowling centers in these inspections for a minimal fee.

### **Duties of Chairman:**

The committee chairperson also serves as Inspection Coordinator. The Chairman serves as the liaison between the bowling centers, the Bay Area USBC Association and the National USBC Office on all matters pertaining to lane inspection and lane dressing inspection.

The committee chairperson shall be responsible for scheduling of the annual lane certification inspections and all required lane dressing inspections. The committee chairperson shall distribute reports on lane certification inspections as follows:

**Bowling Center management:** A copy of all measurements. The report should also note any non-complying measurements and any suggestions on items that might require repair work by the center. If there are any non-complying measurements, a date for re-inspection should be noted on the report also.

**Association Manager:** A copy of all documentation provided to each bowling center and a note indicating if complete or partial inspection for billing purposes. The Association Manager will bill the bowling centers for their lane certification inspection.

**Bay Area USBC Board:** Oral report at next meeting on status of certification and lane dressing inspections.

**USBC via bowl.com:** Measurements and other information as required

The committee chairperson shall maintain a record of volunteers who participate in Lane Certification Inspections and shall provide this record to the Association Manager on completion of inspections so that volunteers can be reimbursed for their time. The committee chairperson will maintain a record of lane dressing inspections that includes the bowling center inspected, the date of the inspection, who participated in the inspection, if the dressing was in compliance with USBC rules and when the next lane inspection should be scheduled.

### **Duties of Certification/Inspection Committee:**

The committee will conduct all lane certification and lane dressing inspections under the direction of the Committee Chair (Inspection Coordinator). Lane Certification inspections are to be completed annually starting between April 1 and September 1. Lane Dressing inspections are to be completed in each center at least once each season. All inspections are conducted on a freshly dressed lane. Sport Dressing inspections may be conducted at the request of bowling centers for a fee to be determined.

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The committee will establish, with Board approval, the general policies and guidelines for the Bay Area USBC Association inspection program including:

- Inspection assignments
- Inspection fees (within USBC Guidelines)
- Inspector compensation/reimbursement
- Education programs

### **General Information:**

Committee member are not required to be certified inspectors however they are strongly encouraged to utilize the available on-line training programs to learn proper procedures.

Compensation shall be as determined by the Board of Directors under the following general guidelines: Certification inspections are charged to bowling centers based on type of inspection (will be determined by work done by center sanding, new coat, new approaches, etc.) and billed by the Association. The fees received from the centers are distributed to certification inspectors as expense reimbursement based on their level of participation.

Lane dressing inspection payments are from the general fund of the Bay Area USBC Association and the amount per inspection shall be determined by the budget. Individual inspectors are reimbursed for expenses based on participation.

## **Lane Representatives Committee**

The Bowling Center Representative is the primary contact between leagues and the Association. Their purpose is to promote association activities (tournaments, etc.), present Bowler of the Week and USBC awards with assistance from the League Secretary and assist with any league disputes.

Lane Representatives are appointed by the Bay Area USBC Association President.

### **Duties:**

Contact league officials prior to the start of the season to remind them of the August Membership meeting and officer workshop. Offer to attend league meetings to help answer questions regarding certifications, rules, etc.

Contact league officers at start of the season to offer any assistance in preparation of the league certification materials.

Contact each league with Association Tournament(s) entries. Offer assistance to help collect entries and fees. Tournaments include Open, Men, Women, Senior and Youth.

Maintain contact with leagues at their respective centers and assist when possible.

League Secretary will be notified prior to any presentation of awards

Report awards scores and upcoming center activity at regular board meetings.

## **Legislative Committee**

The purpose of this committee is to review the association By-Laws and the Policy and Procedure Manual in conjunction with the Association Manager and President regarding proposed amendments and any other matters referred to it. The Committee shall also review any legislation proposed from the USBC

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Convention and make recommendations to the Board regarding the position to be taken by the Association representatives.

The committee shall be appointed by the President and shall consist of an uneven number of members with a majority constituting a majority. The President and Association Manager are ex officio members and do not count towards a quorum.

The Chairperson shall call all meetings and make sure there is a quorum.

### **Duties of the Legislative Committee include:**

The committee shall meet at least once during a season prior to the spring general membership meeting.

### **By-Laws Procedures:**

The Committee shall once during the season to review the legislation passed at the preceding USBC Convention and verify that any changes necessary are incorporated into the By-Laws of the Bay Area USBC Association. They shall prepare a ballot as necessary if delegate approval is required for any matter. Copies of the revised By-Laws shall be provided to the Board of Directors.

The committee shall meet once a season before the Spring AGM to review the By-Laws of the Bay Area USBC Association and determine if any changes are desired. If a proposed amendment to the By-Laws of the Bay Area USBC Association has been submitted in accordance with the procedures in the current By-Laws, the committee shall also review this proposal. The person proposing the amendment should be invited to this meeting to answer questions and provide clarification where required. The committee may modify the proposed amendment for clarification or otherwise with the approval of the submitter. NOTE: If there is any proposed amendment to change any by-law, including membership dues, then the Association Manager must notify by posting on our website the association membership at least fifteen (15) days prior to the Spring General Membership Meeting at which the proposal(s) are to be voted upon.

The chairperson shall present all proposed By-Law amendments, with the committee recommendation to adopt or reject, to the Bay Area USBC Board of Directors at a meeting prior the General Membership Meeting of the Bay Area USBC Association when the proposed amendments are to be considered.

The Board of Directors shall consider and report its recommendations on the proposed amendments to the members at the General Membership Meeting at which the proposals are to be considered.

If any proposed amendment is approved at the General Membership Meeting, the chairperson is responsible to see that all revisions are forwarded to the Association Manager so the By-Laws can be updated and the revised version distributed to the Board of Directors.

### **Policy and Procedure Manual Procedures:**

The chairperson and the committee shall also review the Policy and Procedure Manual to compare procedures with current practice of the Bay Area USBC Association. If there are differences, the Committee shall recommend the appropriate procedure for approval by the Board of Directors.

The chairperson of the committee is responsible to see that all revisions are forwarded to the Association Manager so the Policy and Procedure Manual can be updated and the revised version distributed to the Board of Directors.



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### Media Committee

The purpose of this committee is to publicize all Bay Area USBC Association activities in a positive manner both in print or electronically.

The chairperson and committee members shall be appointed by the President. The President and Association Manager shall be ex officio members.

**Responsibilities of this committee include the following:**

Maintaining the Website (baycitybowling.com)

Maintaining the Stars & Strikes a weekly listing of High Scores and posting on our website

Bowler of the Week which will be posted on our website

Social Media: referring to Facebook, Twitter, Instagram etc.

The committee chairperson shall verify that the members have the specific expertise to complete the various duties of the committee:

Website

Stars & Strikes

Newsletter

Social Media

It shall be the committee's responsibility to inform the media and the membership of any association activities. The committee chair or assigned person shall contact the chair of the committee responsible for the activity to gather information and then prepare a News Release or other appropriate document.

The committee will develop contacts (sports editors and others as necessary) within the local or statewide media (Bay City Times, M-Live, radio, TV) to develop a standard procedure to follow when sending news to them.

Expenses for paper, ink, etc. shall be charged to general office expenses following the procedures defined in the Financial Control Policy. Unusual expenses shall be referred to the Board for approval.

### Suspension and Hearings Committee

The purpose of this committee is to conduct fact-finding sessions when the Board receives a written complaint against a USBC member alleging misconduct or another violation of USBC rules.

The President of the Board shall be chair of the committee which will also consist of all officers (1<sup>st</sup> and 2<sup>nd</sup> VP and Sergeant-at-Arms) PLUS at least three (3) board members appointed by the President so that the total committee shall consist of an uneven number of members.

**Duties:**

This committee is responsible for the following types of hearings:

Suspension

Reinstatement

Re rate

NOTE: This committee is NOT RESPONSIBLE for conducting hearings where bowlers are charged with failure to pay league fees Leagues are responsible for conducting these meetings unless the Association is specifically directed to do so by USBC Headquarters.

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This committee is responsible for conducting all removal from office hearings.

Specific procedures for Suspension Hearings and Removal Meetings are described in:  
USBC Bylaws and Association Policy Manual:  
Chapter 6: Suspension and Reinstatement Procedures

Additional information can be located in the USBC Association Leaders Handbook

### **Tournament Committee**

The Association Manager or designated appointed manager is responsible for management of all association tournaments. They are the tournament manager or act as supervisor of the tournament manager. The Tournament Committee works with the Association Manager Tournament manager in to assist in the operation of all the Association Tournament. (Adult, Youth, Senior)

The committee chair and members shall be appointed by the President. The Association Manager and President are ex officio members.

#### **Duties of the Committee include:**

- Obtain sponsors with the assistance of the entire board.
- Setting the dates for the Tournaments with approval of the Board
- Contacting the host centers to determine lineage rates and available dates and squad times
- Determine entry fees and present to Board for approval.
- Preparation of the entry form with the Association Manager based on review of previous season entry form, changes recommended by USBC, changes based on input from previous participants and changes based on knowledge gained in previous events.
- Determination of the promotional campaign to encourage entries with the publicity committee
- Setting a work schedule for the tournament office during the event, a sign-up sheet for each squad for the workers will be available. (See additional comments below regarding worker duties).
- Follow up after completion of the tournament with bowlers and the host centers to determine if changes should be made for the next events.

#### **Duties of the Association Manager:**

The Association Manager is responsible for operation of all association tournaments. This includes the following items:

- Receive entries and fees and deposit within 7 days of receipt.
- Process all entries using Win labs Tournament package from USBC.
- Schedule Teams, Doubles/Singles, notify bowling centers of short squads, etc.
- Insure Squad money is available for each squad
- Receive and deposit all 50:50 receipts
- Receive and deposit all Brackets/Jackpots money
- Post a current standing sheet at each Tournament House.
- Determine winners.
- Prepare winners list within (30) days after close of the tournament
- Prepare checks for tournament winners within 30 days of close of tournament
- Tournament results to be posted at all centers and copy given to all Board members

#### **Duties of Tournament Manager:**

If a "tournament manager" is selected, they may be assigned the following duties: preparation and distribution of banners to centers, printing of entry forms, processing all entries (entering into Win labs, etc.), notification letters to participants, preparation of check-in sheets for the tournament office, preparation of announcements to be read at the beginning of each squad, preparation of recap sheets, preparation of standing sheets, verification of averages, preparation of the final standing sheets and

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preparation and distribution of prize checks. The Tournament Manager will work with the Publicity Committee to notify news media prior to the event, provide updates during the event and provide a list of winner after the event. The Tournament Manager will also prepare a list of all winners to be invited to the Annual Award Banquet and bowlers who qualify for special prizes. The list will be provided to the Tournament Chair for action as needed.

### **Tournament Prize Funds:**

Tournament prize funds shall consist of entry fees, outside sponsor donations, any bowling center(s) contribution and receipts from 50:50 drawings, pots, brackets, etc. The Bay Area USBC Association may budget funds from the general account to the prize fund or for special prizes. association tournaments. An estimate of the total contribution must be in the budget approved at the general membership meeting.

### **Tournament Workers:**

Workers should not be bowling on the squad they are signed up to work.

Workers assigned to operate the jackpots and brackets should be familiar with the computer software used to run the programs. They should not be assigned any additional duties in the office.

Workers who conduct check-ins for bowlers may also serve as monitors and scorekeepers.

Workers serving as scorekeepers and lane monitors should be familiar with the operation of the automatic scorers in the center.

In the event Board members cannot cover all squads, workers may be obtained elsewhere, Youth bowlers, general membership, etc. In cases where non-board members are used, they should not handle the brackets and/or pots and when selling 50:50 tickets should work with a Board member.

### **Duties of the Lane Representatives:**

Lane representatives are to work individually or together to contact all teams in each certified league at each bowling center, reminding them of the Annual Tournament. They should distribute entry form(s) with the dates of the tournament. They should offer assistance with scheduling and entry completion. Follow-up visits should also be made to remind bowlers of the tournament and notify them of the prizes, etc.

### **Wages/Payment:**

The Tournament Committee shall recommend and the Board of Directors shall approve any payments for tournament workers including the a) the Tournament Manager, b), scorekeepers and monitors, c) the Association Manager if acting in the capacity of Tournament Manager and d) other workers.

### **Miscellaneous Tournament Receipts:**

The following "special events" may be conducted on each squad.

50:50 Drawings: The Association will retain 50% of the total receipts to be allocated to the tournament prize fund.

Pots: The Association will retain a maximum of 10% of the collected funds (\*but no more than \$10.00) for redistribution in the Tournament Prize fund.

Brackets: The Association will retain 1/8 of the receipts for each bracket sold for redistribution in the Tournament Prize Fund.

Mystery Game: The Association will retain a maximum of 10% of the total receipts to be allocated to the tournament prize fund.

### **Dress Code:**

The Tournament Committee shall determine the proper uniform for participants in the tournament and for all workers.

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### **Emergencies:**

In case of accident or emergency, the monitors/scorekeepers shall notify the center manager IMMEDIATELY. Other monitors/scorekeepers are to keep the remaining lanes bowling in a timely manner as the situation merits.

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### Section 6 Ad-Hoc Committees and Duties

#### State Tournament Committee

This committee shall be responsible for the operation of any fund raising activity used to supplement Association income when the Association is selected to host a tournament operated by the MI State Associations (BA, WBA, Youth, Senior, and Mixed).

The committee will be appointed by the President. The Association President and Association Manager are ex-officio members.

The committee will recommend, with Board approval, fund raising activity to be conducted during any of the state events hosted by the Bay Area USBC Association. The specific fund raising activity must meet the guidelines of the operating state association. Potential fund raising activities include: 50:50 drawings or other raffles, merchandise sales and operation of pots and brackets for participants in the event.

The committee shall also make recommendations for approval by the Board for any reimbursement for expenses to be paid to the workers. If the Board approves any compensation, the committee will be responsible for developing and maintaining a procedure for recording worker hours. Workers will be paid at the end of each month unless specifically directed otherwise by the Board of Directors.

#### **Raffles and 50:50 Drawings:**

The committee is responsible for securing tickets, scheduling of all workers for ticket sales, selling of tickets, distribution of funds to the winners, maintaining records of sales and winners and transfer of receipts to the Association Manager for deposit. The Committee chair shall also report to the Board of Directors at regularly scheduled meeting on the status of the project and income received.

#### **Merchandise Sales:**

The committee is responsible for securing merchandise and apparel through local and other suppliers based on price bids. They are also responsible for development and maintenance of record keeping system to track and record merchandise sales, cash receipts, inventory levels and reorders.

The committee is responsible for securing workers, scheduling worker shifts, organizing a training and information sessions and maintaining worker training records.

The committee is responsible for weekly set-up of merchandise prior to the opening squad each day and tear-down and storage after the last squad each day. They are responsible for securing storage facilities for the merchandise either at the bowling center or some location convenient to the committee.

#### **Pots and Brackets:**

The committee is responsible for all phases of this operation including sales, picking up scores and distribution of funds to the winners.

The committee is responsible for securing workers, scheduling worker shifts, organizing a training and information sessions and maintaining worker training records.

#### Ways and Means Committee

The purpose of this committee is to develop projects to supplement the membership dues income for the Bay Area USBC Association.

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This committee shall be appointed by the President when it is deemed necessary for the Association to raise extra funds. It shall consist of five (5) members. A majority shall constitute a quorum. The Association President and Manager are ex-officio members and do not count towards a quorum.

The committee chairperson shall call all meeting and make sure a quorum if present. The committee shall determine, with input from the Board, the income desired from the fund-raising activity. They shall investigate various projects for their feasibility and the ability to raise the desired funds. The committee than shall recommend for approval by the Board the specific fund raising activity to be undertaken by the Board.

**The committee shall be responsible for all activities related to the fund raising including the following:**

Purchasing any item(s) to be sold, setting selling price, preparation of sales record sheets and maintenance of the inventory of the item(s) and making sure all items have been paid in full.

Purchasing or arranging for printing of any tickets that may be needed. If a raffle is the specified project, the committee shall be responsible for securing the lottery license.

Collection of all receipts from sales of merchandise or tickets, transferring the funds to the Association Manager for deposit and receiving a receipt from the Manager for funds received.

At the conclusion of the project, the committee shall prepare a report for the Board with a written copy to the association President and Association Manager. This report will detail all income and expenses of the project and the final net income to the Bay Area USBC Association. A copy will also be provided to the Chair of the Audit Committee who will schedule an audit of the records for the project as soon as possible and report at the next Board Meeting and General Membership Meeting. NOTE: If this project lasts more than 30 days, the committee shall give monthly updates to the Board of Directors on the status of the project.

## **Section 7    Dissolution of the Association**

**In the event of dissolution of this organization, all liabilities of the association shall be paid. The assets remaining of the association shall be distributed for one or more exempt purposes (i.e. The Wallace Matthew Scholarship Fund under the direction of the Bay Community Foundation) as determined by the Bay Area Board of Directors, it's voting membership under the rules set by the United States Bowling Congress, within the meaning of Section 501 (c) (3) of the Internal Revenue code of any corresponding section of any future federal tax code. This action taken by a vote of the membership at a special association meeting set by the guidelines listed in our by-laws.**

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### Appendix A Manual Revisions/Dates

April 2020

Section 1 Page 1: Association Officer and Director Duties, clarification of percentage, 20% of board elected by the youth committee

Term length of the board defining the officers will serve 3 years the same as the directors

President Duties additions to 5 and 10. Does not vote except in the event of a tie

Section 2 Page 4: Board Meetings, removal of the defined dates and times previously specified

Board Meeting Minutes distribution will be by e-mail

General Membership Meeting Minutes distribution will also be made by e-mail

Section 3 Page 8: Section 3 Association Policies, Major changes under Financial Control Procedures

Page 9: Life Membership Policy, language changes

Page 10: Local Membership Policy and Fees, Life Members, only active member's certification paid by the association

Reimbursement Policy, Lane Certification Inspectors Page 11, Lane Dressing Inspectors, positions are currently suspended by USBC

Page 12: Tournament Schedules and Rotation, Dates for each of the Association Tournaments are clarified.

Website Advertising Policy Page 13, moving this Policy to the Policy section on page 11

Section 4 Page 15: USBC required Committees, Youth Committee update and remove centers that are no longer in our Association

Section 5 Page 16: Standing Association Committees under Audit procedure, remove petty cash fund information

Lane Certification Inspection and Lane Dressing Inspection Committee Page 19: suspended by USBC

Duties of the Legislative Committee and By-Laws Procedures Page 22: frequency of meetings during the season

Tournament Committee Page 24 add to association manager "or Designated Representative

Appendix G Page G-1: changes to the Adult Tournament Rotation Schedule

Appendix H Page H-1: changes to the Youth Tournament Rotation Schedule

August 2019,

Section 5 Page 18: giving the board the flexibility of determining cost to attend our annual banquet

April 2019,

Section 1 Page 1: addition of Registered Volunteer SafeSport information

April 2019,

Section 5 Page 18: Banquet Committee, cost increase from \$5 to \$10 for invitees

April 2019,

Appendix F All Star selection guideline change of guideline # 2.

April 2019 ,

Appendix G Tournament rotation Schedule, all star hosts added

October 8<sup>th</sup>, 2018 Appendix H Youth Tournament Rotation Schedule revised due to hosting the

2020 youth state tournament

August 9<sup>th</sup> 2018,

Appendix H Youth Tournament Rotation Schedule revised

November 8<sup>th</sup>, 2017 Appendix G Adult Tournament Rotation Schedule revised

June 8<sup>th</sup>, 2017 Appendix C Local Awards and Language revised, Updates made to Appendixes G and H

Tournament Rotation Schedule, Addition of Section 7 Dissolution of the Association

December 8<sup>th</sup>, 2016

Appendix F: All Star Teams Selection Guidelines

April 5<sup>th</sup>, 2016

Appendix H: Youth tournaments rotation schedule updated

December 8<sup>th</sup>, 2015

Section 1 Page 1 Paragraph 3 Directors are elected to 3 year terms not the officers

Section 5 Page 22, Publicity Committee Name Change to Media Committee and duties are expanded and updated.

August 11<sup>th</sup>, 2015

Appendix C: Local Association Awards Updated

April 6, 2014

Under Section 3 – Local Membership Policy was changed to reflect the current local membership.

February 5, 2014

Under Section 2 – Association meetings was changed to reflect the new meeting dates.

Under Section 5 & 6 – Standing Association Committees was changed to reflect the merge of Legislative Committee and Policy and Procedures Committee under Section 6 and retain the name of Legislative Committee.

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October 9, 2013

Under Appendix C - change the youth age division change from Bantam, Preps, Junior, Seniors, Majors to U8, U12, U15, U20.

August 8, 2013

Under Financial Control Policy – Added Website Advertising Policy was added.

April 7, 2012

Under Section 1, Officers the first paragraph was changed to reflect that the General Membership will elect nineteen (19) directors and that the officers – President, 1<sup>st</sup> VP and 2<sup>nd</sup> VP – will be elected by the Board of Directors from among the members of the Board of Directors.

Under Section 3, Board Policy, Life Membership the requirements for the outgoing President to be elected to Life Membership was changed from one term of three years to three (3) terms of one year each.

February 2, 2011

Rotation for the Association Youth Tournament changed and rotations for Youth Home and Home matches and House Championship matches added.

January 12, 2011

Under President Duties - Added new Item 2 - may appoint "associate directors with Board approval" and renumbered all following items.

Under Financial Control Policy - Officer and Manager Payments - Added "Associate Directors" to 3rd sentence to now read "The Officers, Directors and any Associate Directors shall be reimbursed....."

Under Local Membership Policy and Fees - Added sentence under Current Board Members related to "Associate Directors"

Under President Duties - delete appoint Yearbook Committee

Under Committees - Delete Yearbook Committee (voted to not print yearbook at 1/11/11 meeting)

Under Appendix - delete Appendix C - Yearbook Distribution and re-letter following items

January 11, 2011

Entire manual was revised and updated. Most of the updates were just to correct formatting and eliminate redundant text. Significant changes were as follows:

In Appendix - added new Appendix A to list all manual changes and re-lettered all following items in the appendix

Under Appendix H - updated tournament rotations to reflect policy and addition of Pinny Lanes

Under President Duties - deleted appointment of Historical, Promotions, Registered Volunteer and Ways and Means Committee and added Local Awards Committee

Under Board meetings - changes required timing for distribution of agenda and minutes from "at least 10 days prior to meeting" to "at least seven (7) days before meeting".

Under Financial Control Policy - eliminated references to "warrants" and switched to 3-part checks which has been actual practice and was approved last year.

Under Financial Control Policy - Officer and Manager Payments - changed maximum meeting reimbursement from \$75.00 to \$150.00 in a year.

Under Life Membership - deleted requirement that all years service must be as an "elected" Board member to allow counting years in appointed Board position.

Under Travel Reimbursement - changed meal reimbursement from 75% to 100% of IRS per Diem.

Under Youth Committee - changes committee membership structure and date for Youth Representatives meeting and Youth Committee elections.

Under policies - added new policy - Tournament Rotation Policy

Pages after index were renumbered due to format changes



# Bay Area USBC Association

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### Appendix B Banquet Invitation List

#### **Adult Banquet and Youth Banquet:**

Bay Area USBC Association Officers, Directors and Association Manager  
Bay Area Bowling Center Proprietors and Guest (1) - for Youth on Centers with Certified Youth Program  
Bay Area Scholarship Winners

#### **Adult Banquet ONLY:**

Bay Area USBC Association Life Members  
Bay City Bowling Hall of Fame Members and new inductees  
One (1) representative from each certified adult and adult/youth league  
MI State BA and WBA President and Association Manager (and guest for each)  
MI State BA Zone Director  
Secretary of Year, Sponsor of Year, Meritorious Service Award Winners  
Association Tournament Winners (Team, Doubles, Singles, All Events, Special Awards)  
Association Tournament Sponsors  
Association Bowlers with Honor Scores (11 in Row, 300, 800 and 700 for Women)  
Association Award Winners for High Game, Series  
Association High Average Award Winners (by Age Group)  
Association Senior Tournament Winners  
500 Club, 600 Club, 700 Club Winners  
Association All Star - Regular and Senior  
Association Top Ten Averages (Women Only)

#### **Youth Banquet ONLY:**

MI State YOUTH President and Association Manager  
Association Tournament Winners (Team, Doubles, Singles, All Events, Special Awards)  
Association Tournament Sponsors  
All Association Bowlers with Honor Scores (11 in Row, 300, 800 and 700 for Girls)  
Association Award Winners for High Game, Series  
Association High Average Award Winners (by Age Group)  
Association All Stars - (All Star Match participants and new season All Stars)  
Association Adult-Youth Tournament Winners  
Association House Championship Winners

# Bay Area USBC Association Policy and Procedures Manual

## Appendix C Association Local Awards Listing Current

1. High Association Average by AGE GROUP  
 Men & Women Age Group 19-29, 30-39, 40-49, 50-59, 60-69, 70+  
 Male & Female Youth – U8, U12, U15, U18, Community All Stars
  
2. All Star Teams
 

Men (12)	Women (12)
Senior Men (12)	Senior Women (12)
Super Senior Men (6)	Super Senior Women (6)
Boys (12)	Girls (12)
  
3. Top Ten Averages Women Only
  
4. Bowler of the Week Awards Men, Women, Boys, Girls
  
5. High Game & Series patches Youth Bowlers ONLY
  
6. League Officer of the year Adults
  
7. Clean Series Award (Cup) Adults & Youth
  
8. 140 Pins Over Average Series Adults & Youth
  
- 9,. 75 Pins Over Average Game Adults & Youth
  
10. 700 Series Adults
  
11. High Game over average Adults
  
12. High Series over average Adults

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**Appendix D    Audit Committee Report Sheets**  
Auditing Committee Report Sheet – Mid Year

DATE: \_\_\_\_\_

TO: Bay Area USBC Association Executive Board (Officers and Directors)

We, the undersigned serving as the Auditing Committee for the Bay Area USBC Association, have reviewed all the necessary financial records including the petty cash fund for the Bay Area USBC Association for the time frame of August 1, \_\_\_\_ to January 31, \_\_\_\_.

All financial records were verified by comparing and checking the Association Manager records and verifying the bank balance(s).

To the best of our knowledge, these records are true and correct.

\_\_\_\_ Additional comments and recommendations are attached.

Name of Chairperson: \_\_\_\_\_

Committee member: \_\_\_\_\_

Committee member: \_\_\_\_\_

Committee member: \_\_\_\_\_

This written report shall be maintained as a permanent record in the Bay Area USBC Association files.

President Ex officio

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Auditing Committee Report Sheet – Year End

DATE: \_\_\_\_\_

TO: Bay Area USBC Association Executive Board (Officers and Directors)

We, the undersigned serving as the Auditing Committee for the Bay Area USBC Association, have reviewed all the necessary financial records. This review includes petty cash, office equipment and furnishings belonging to the Bay Area USBC Association for the Fiscal Year ending \_\_\_\_\_. All financial records were verified by comparing and checking the Association Manager records and verifying the bank balance(s).

To the best of our knowledge, these records are true and correct.

\_\_\_\_ Additional comments and recommendations are attached.

Name of Chairperson: \_\_\_\_\_

Committee member: \_\_\_\_\_

Committee member: \_\_\_\_\_

Committee member: \_\_\_\_\_

This written report shall be maintained as a permanent record in the Bay Area USBC Association files.

President Ex officio

# Bay Area USBC Association

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### Appendix E Tellers Duties and Instruction

#### **Teller Duties:**

The tellers are responsible for distribution, collection, counting and reporting the vote at meetings when a ballot vote is taken. Tellers are appointed by the President who shall determine the number of teller required. The President shall appoint a head teller.

The "tellers" shall meet with the Association President, Chair of the Nominating Committee or a designated representative who will explain the votes to be taken and provide specific directions on procedures.

#### **Teller Instructions:**

The Association Manager or designated representative shall advise the tellers when to distribute and collect the ballots and excuse them to count votes.

After the ballots are collected, tellers shall go to the teller area and give them to the head teller. The Head Teller shall divide the votes into two piles. Teller shall work in pairs and the Head Teller is part of one (1) pair. All votes are to be counted twice once by each pair of tellers.

Blank ballots are considered as invalid ballots and shall be ignored as scrap paper. They shall not be counted in the total ballots cast and shall not be credited to any candidate.

#### Legal ballots are:

- On the correct ballot,
- For the correct number of candidates and
- Clear as to which candidates is to receive the vote.

#### A vote is "invalid" if:

- The ballot is blank
  - The wrong ballot is used
  - The ballot is marked for too many candidates
  - The first name of one candidate and last name of another is used
- NOTE: A misspelled name does not constitute an illegal ballot as long as the tellers can determine who was to receive the vote.

#### **Counting ballots:**

One teller shall call the name of the candidate and the second teller shall record the votes on the top half of the tally sheet. The ballots are interchanged and the procedure is followed using the bottom half of the ballot the tally sheet to verify the count from the first tally. Head Teller shall verify total number from the top tally to the bottom tally, if count does not match then the process shall be repeated.

NOTE: "Invalid" ballots are NOT counted in computing the number of votes needed for a majority.

The Head Teller shall record the total in order of number of legal votes cast with highest total to lowest total on the form provided the Head Teller. They shall also record the number of "non-valid" ballots.

The Association Manager, or designated representative, shall announce the results and dismiss the tellers when the election is over.

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### Teller Tally Form

Candidate Name	Total Votes
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
7 _____	_____
8 _____	_____
9 _____	_____
10 _____	_____

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**Teller Report Form**

Total Votes Cast \_\_\_\_\_ Vote Required \_\_\_\_\_

Candidate Name	Votes Received
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
7 _____	_____
8 _____	_____
9 _____	_____
10 _____	_____

# Bay Area USBC Association

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### Appendix F All Star Team Selection Procedures

#### Men and Women All Star qualification Rules

- 1) The All Star teams are comprised of Bay Area Certified USBC bowlers only.
- 2) Criteria for qualifying:
  - a. A qualifying league must be a USBC certified league.
  - b. All qualifying teams bowled on must have a playing strength of 3, 4 or 5 members.
  - c. Must bowl a minimum of 2/3 of the playing schedule in a full season league (minimum of 28 weeks).
  - d. Mixed leagues, (short season) as defined as a 16 week season, may qualify under the Following conditions:

A minimum of 42 games in your qualifying mixed or short season league and ½ of a full season league schedule must be bowled to be considered, a composite of the 2 League qualifying averages will determine which all star team the player qualifies For Both leagues where a short season is calculated for all star placement, can be bowled in the same bowling center.
  - e. Sport condition leagues may be used for qualifying there will be no re-adjusting of average. (A Sport league competes on oil patterns that are much more of a challenge compared to a house lane oil pattern).
- 3) Summer leagues do not qualify.
- 4) The All Star teams, both men and women, will consist of 2 teams of 6 member each, 1<sup>st</sup> and 2<sup>nd</sup> team. These individuals will be the top 12 qualifying league averages in our Association.
- 5) The top 5 or 10 (depending on All Star match format) bowlers will represent the Bay Area association in any city all star matches. If an individual(s) from a team cannot participate, the highest available average member(s) from the 2<sup>nd</sup> team will be invited to participate or the next highest qualifying individual. A dress code is in effect, we represent our association, no tee shirts shorts, hats and sweats will be permitted. Clean dress slacks with a collared shirt are highly recommended.
- 6) The conditions provided by the association to qualify for the all star teams will be reviewed each season by the all star committee.

#### Senior Men and Women All Star qualification Rules



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- 1) The rules for both senior men and women are exactly the same as the regular all stars with just an age restriction. Any person who is 55 years old by July 31st of the upcoming season is eligible to qualify for a senior all star team. A senior member can qualify out of any certified league as long as the qualification rules are met. This rule is not exclusive to just a senior league. A senior can bowl in any qualifying league. If a senior qualifies for both Senior and Regular all teams. The senior will get the option to select which team he or she wishes to represent, but not both. In an all star match the award received at our association banquet will determine the Bay Area association team he or she will compete on.

### **Super Senior Men and Women All Star qualification Rules**

- 1) The rules for both super senior men and women are also exactly the same as the regular and senior all stars with an age restriction like the senior teams. A super senior, must be 65 by July 31st of the upcoming season to be eligible. There will be only 1 team of 6 men and 6 women players with the highest qualifying averages. Also the league restriction like the senior bowler is not in effect. Also like the senior team qualification, where the Super senior qualifies for any of the Senior or Regular teams. The Super Senior also has the option to select which team he or she would like to represent.

## **Appendix G**

# Bay Area USBC Association

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### Adult Tournament Rotation Schedule

Season	Senior Tournament	All Star Matches Host	
		Oct Saginaw	Sept Midland
2018-19	Monitor	Monitor Saturday	Alert Saturday
2019-20	Bay	Alert Sunday	N/A
2020-21	Alert	Alert Saturday	Monitor Sunday
2021-22	Monitor	Monitor Sunday	Alert Saturday
2022-23	Alert	Monitor Saturday	Alert Sunday
2023-24	Monitor	Alert Sunday	Monitor Saturday
2025-26	Alert	Monitor Saturday	Alert Sunday
2026-27	Monitor	Alert Sunday	Monitor Saturday
2027-28	Alert	Monitor Saturday	Alert Sunday
2028-29	Monitor	Monitor Sunday	Alert Saturday
2029-30	Alert	Alert Saturday	Monitor Sunday

Season	Association Tournament (Open and Women's) D/S	Team
2018-19	Alert	Main Street
2019-20	Monitor	Alert
2020-21	Alert	Monitor
2021-22	Monitor	Main Street
2022-23	Alert	Monitor
2023-24	Monitor	Alert
2024-25	Alert	Main Street
2025-26	Monitor	Alert
2026-27	Bay	Monitor
2027-28	Alert	Main Street
2028-29	Monitor	Bay

# Bay Area USBC Association

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### Appendix H Youth Tournament Rotation Schedule

#### Tri City Youth Championships

Year	Location	Location
2018-2019	Valley	Saginaw
2019-2020	Alert	Saginaw
2020-2021	Northern	Monitor
2021-2022	Saginaw	Valley
2022-2023	Alert	Saginaw
2023-2024	Monitor	Northern
2024-2025	Valley	Saginaw
2025-2026	Saginaw	Alert
2026-2027	Monitor	Northern
2027-2028	Valley	Saginaw
2028-2029	Northern	Alert
2029-2030	Monitor	Saginaw

#### Youth City Tournament

Year	Location
2018-2019	Main Street
2019-2020	Monitor
2020-2021	Alert
2021-2022	Main Street
2022-2023	Monitor
2023-2024	Alert
2024-2025	Main Street
2025-2026	Monitor
2026-2027	Alert
2027-2028	Main Street
2028-2029	Monitor
2029-2030	Alert

#### House Championships

Year	Location	Location
2017-2018	Monitor	Bay
2018-2019	Monitor	Bay
^2019-2020	Bay	Main Street
2020-2021	Alert	
2021-2022	Monitor	
2022-2023	Main Street	
2023-2024	Alert	
2024-2025	Monitor	
2025-2026	Main Street	
2026-2027	Alert	
2027-2028	Monitor	
2028-2029	Main Street	
2029-2030	Alert	

#### Adult Youth Scholarship

Year	Location
2017-2018	Main Street
2018-2019	Alert
^2019-2020	Bay
2020-2021	Main Street
2021-2022	Alert
2022-2023	Monitor
2023-2024	Main Street
2024-2025	Alert
2025-2026	Monitor
2026-2027	Main Street
2027-2028	Alert
2028-2029	Monitor
2029-2030	Main Street

The Tri City Youth Championships are held the first full weekend in November. The Youth City Tournament is held the 2<sup>nd</sup> and 3<sup>rd</sup> full weekend of November. The House Championships are held the 2<sup>nd</sup> or 3<sup>rd</sup> Sunday of March, The Adult/Youth Scholarship Tournament will be held the 4<sup>th</sup> weekend of March and if needed the first weekend of April. The House Championships, Association Youth tournament and the Adult/Youth events, will rotate equally between the youth houses. ^ Unless a state event is hosted during the youth tournament time frame. Then one of the other houses will be selected.