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## **League Quick-Start Checklist**

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***Print this page for reference***

League Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

Bowling Center Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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

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

### ***The basics of keeping your league rolling....***

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



## Rules – Adult League

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

Men \$\_\_\_\_\_ Women \$\_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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



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

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

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

**The Santa Cruz USBC Board of Directors are as follows:**

President	Russ Jacobson	831-588-9805	russell5354@yahoo.com
	<i>Term expires 2020 (2 year term)</i>		
Vice President	Derek Castro	831-566-3196	derekcastro1987@gmail.com
	<i>Term expires 2019 (2 year term)</i>		
Association Manager	Jo Chaney	831-334-0841	jochaney@sbcglobal.net
Board of Directors	Ed Greene	401-487-0607	morpheus4ever@yahoo.com
	Suzy Marini	831-329-6244	suzymarini@comcast.net
	Dave Long	831-421-0364	dave@scseaside.com
	Mark Chatfield	831-252-3313	mark.chatfield@thermofisher.com
Recording Secretary	Elaina Shanks	831-588-2146	elaina@chj.com
	<i>(Two year term – expires 2020)</i>		
	Courtney Romero	951-236-6396	cmarieromero1994@gmail.com
	Anne Taku	831-425-8943	ataku@comcast.net
	Andrew Cameron	831-325-3290	andrew@scseaside.com
	Kathy Ditto	831-566-6928	dit022@yahoo.com
	Jo Chaney	831-334-0841	jochaney@sbcglobal.net
	<i>(Two year term – expires 2019)</i>		
Youth Representative	Andrew Cameron	831-325-3290	andrew@scseaside.com

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## League President/League Supervisor Duties and Responsibilities

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The President has many important responsibilities, which are outlined fully in the USBC Playing Rules. Print out the League Quick-Start Checklist for reference. Below are details of your duties.

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

### ★ **League Account**

Arrange for an account to be opened in the league name at a federally insured and recognized bank, credit union or in-house banking service.

- The account must have at least two league officers' signatures for all fund withdrawals. Immediate family members cannot sign for withdrawals.
- **Account Statements are sent to the president for verification purposes.**
- Verify the league accounts monthly. See the [President Worksheet to Verify League Account Monthly](#).

### ★ **Meetings**

Schedule league meetings at convenient times and locations for league members. Since you are the chair of the meeting, prepare an agenda. For details review the information under the Meetings section of the *League Operations Handbook* or the Meetings tab on the Rules page of BOWL.com. You may vote on all issues.

### ★ **Committees**

Appoint committees. The league **MUST** have a Prize and Audit committee.

- Ensure the Prize Committee submits at least one prize list for adoption by the league by week five (5). A meeting should be scheduled to do so.
- You also must ensure the Audit Committee completes the audit prior to the end of the season.
- Encourage the treasurer to assist both committees.

### ★ **Rules**

Since part of your duties is to enforce the rules, become familiar with the rules changes for the upcoming season as well as rules that affect the league. Rules changes are found in the USBC Playing Rules under the Legislative Update.

# Monthly President Verification Worksheet

This form will assist you in determining overages or shortages in the league.  
We suggest you make copies and use this form to complete the required monthly verifications.

## Memberships

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

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

## Calculate REGULAR LEAGUE FEES

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

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

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

## ADD ADDITIONAL INCOME

### *Description*

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

## Calculate TOTAL INCOME TO DATE

	+		=	
Total Regular League Fees To Date		Total Additional Income		<b>THIS AMOUNT SHOULD EQUAL THE BANK BALANCE</b>
<b>From item 2</b>		<b>From item 3</b>		If this amount is not equal to the bank balance and you cannot determine the reason, have the audit committee perform an audit.

If a loss is discovered, contact USBC Headquarters  
**1-800-514-BOWL, ext. 3156 or e-mail to [bonding@bowl.com](mailto:bonding@bowl.com).**  
See the *Bonding Chapter* of the *USBC Playing Rules and Commonly Asked Questions*.



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## League Secretary/Youth League Official Duties and Responsibilities

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The secretary has many important responsibilities, which are outlined fully in the USBC Playing Rules. Print out the League Quick-Start Checklist for reference. Below are details of your duties.

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

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

### ★ *Minutes*

Keep minutes of all league meetings. Minutes should include the meeting's date, time and location, names of those attending, and details of the decisions made, including the vote count.

### ★ *Rules/Schedule/Prize List*

Update the rules and distribute a copy of the league rules soon after the organizational meeting. Post the full league schedule or provide a copy for each captain.

Once approved provide a copy of the adopted prize list to each team captain and officer.

Provide the final league standings to the league treasurer so the prizes can be properly distributed and reported with the financial report.

### ★ *Membership cards*

Pass out individual USBC membership application cards to each league member as they join and collecting completed cards and membership dues.

- Forward the completed membership application cards, membership dues and USBC league application to the respective USBC association secretary **within 30 days of the start of the season**.
- Membership card applications and applicable fees for **new members** shall also be forwarded to the local association manager(s) **within 30 days of receipt**.

### *Membership card Helpful hints*

- Check the application forms as they are returned to you. It is easier to find errors and have them corrected rather than to submit incomplete information, which could cause a delay in the member receiving their card.
- If bowlers indicate paid in another league on the membership card, ask for a receipt, if no receipt collect the fees, they can be refunded upon proof of previous payment.
- Have the bowlers carefully complete their home address (and apartment number if applicable) and national membership ID if it does not already appear on the card.
- In an effort to improve communications with members, please make sure that bowlers include their e-mail addresses on the form.





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### ***National Membership ID Numbers are Important***

The national membership ID number enables USBC to create a history on the member's league and tournament competition and their award achievements. If the bowler does not currently have a national ID number (for example a new bowler), the local bowling association will assign a number.

Let your members know their national membership ID number will be printed on their membership card and mailed by headquarters directly to their home. This is a permanent number, individually assigned, to be used every season in all USBC competition and will be required when applying for awards.

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

### **★ *Standing Sheets***

Post or provide a current standing sheet, which includes a list of league bowlers and substitutes. Most computer programs populate standing sheets, below are the guideline of what should be included.

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

As a membership benefit, USBC allows leagues to post their standing sheets on BOWL.com.

### **★ *Awards***

Submit applications for awards With 20 days of the accomplishment. Award presentations should take place before the entire league and as soon as possible after the feat is accomplished and the award is available. A long delay, such as waiting for the league's season-ending banquet, can reduce bowlers' excitement about earning awards and their appreciation of their membership benefits

### **★ *Meetings***

Notify league members of league and association meetings; and notifying the association of any changes in officers, schedules or bowling centers.



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★ ***Final averages***

Turn in season-ending averages to the appropriate USBC local bowling association, this is how averages upload to BOWL.com.

★ ***Records, Property and Correspondence***

Keep all league correspondence, records and furnish all league property the next league secretary upon election or upon completion of league business.



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## ***League Treasurer/League Official Duties and Responsibilities***

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The treasurer is responsible for all league receipts and disbursements. Disbursements or withdrawals from the league account **MUST** have two signatures.

Print out the League Quick-Start Checklist for reference. Below are details of your duties, which are outlined fully in the USBC Playing Rules.

**NOTE:** In leagues using the in-center banking service, the elected treasurer remains responsible for all the duties specified in USBC Rule 102f.

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

### **★ *Bank accounts***

Work with the president to open an account in the league's name at an insured and recognized bank, credit union or in-house banking service

- **All disbursements or withdrawals must have two signatures**, even if the bank does not provide or monitor this.
- **NEW - Account statements are mailed to the President for verification purposes.**
- **Deposit funds** in the league's account **within seven (7) days of receipt.**
- Work with the league president to verify the league account balance at least once per month.

### **★ *Membership dues***

Issue a check or money order made payable to the local association to cover membership dues ensure dues are forwarded to the appropriate local association within 30 days.

### **★ *League Fees***

Keep bowlers current in league fees. Notify team captains of bowlers who are late in payments. When having difficulty collecting fees, notify the league president and secretary if any members are delinquent in paying league fees.

### **★ *Prize Funds and Financial Statements***

Prepare an estimated budget for the Prize Committee so they know how much prize money will be available for disbursement.

Provide the Audit Committee with information needed to perform a proper audit; including but not limited to account statements, team payment envelopes, expense and deposit receipts. Give financial reports on request by the league president or board.

At the end of the season provide each team with a detailed financial statement when the prize fund is distributed; including receipts, disbursements and transactions, and prize recipients' names and earnings.



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Distribute the prize fund within 21 days after the league schedule ends, unless the board or USBC decides otherwise.

★ **Records**

Turn over all league books, papers and monies to the next league treasurer upon election or once the season business is complete.

**NEW** - All **financial records** — regardless if in the possession of the former or current treasurer — **must be retained for one (1) year after the league schedule ends.**



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## Sample Financial Statement

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### 8 Team League

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

#### INCOME

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

#### EXPENSES

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

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

(Total income minus Total expenses)

Prize fund breakdown

Team Awards/Prizes ..... \$5,200.00

Individual Awards/Prizes ..... \$1,590.00

**ENDING LEAGUE BALANCE** (to be carried over to next season)..... **\$50.00**

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



## Sample USBC League Accounting Form

Tuesday Night 850

Name of League

DATE	DESCRIPTION	DEPOSIT	DEBIT	BALANCE
June 1	Balance from previous season.			\$28.17
Aug. 10	Franchise fee from 12 teams at \$50 each.	\$600		\$628.17
1 Sept. 10	Lineage payment (week #1) – check #077.		\$195	\$433.17
2 Sept. 11	Membership fees (60 X \$10) and League fees (week #1).	\$900		\$1333.17
3 Sept. 11	Membership fees to local association – check #078.		\$600	\$733.17
Sept. 17	Lineage payment (week #2) – check #079		\$195	\$538.17
Oct. 2	League fees (week #4).	\$300		\$1108.17
4 Oct. 2	Hall of Fame Tourn. Fees collected.	\$60		\$1168.17
4 Oct. 2	Hall of Fame Tourn. Fees to Assn. – check #082.		\$60	\$1108.17
Oct. 8	Lineage payment (week #5) – check #083.		\$195	\$913.17
5 Oct. 9	League fees (week #5) 3 short on team #5.	\$285		\$1198.17
Oct. 15	Lineage payment (week #6) – check #084		\$195	\$1003.17
5 Oct. 16	League fees (week #6) 3 short on team #5.	\$285		\$1288.17
Oct. 22	Lineage payment (week #7) – check #085.		\$195	\$1093.17
5 Oct. 23	League fees (week #7) and shortages from teams.	\$330		\$1423.17
6 Oct. 23	Deposit for holiday party – check #086		\$100	\$1323.17

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

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











## **Etiquette Information**

*A few simple guidelines to help make your bowling experience more pleasurable*

- Be ready to bowl when the pins are set, but wait until the pinsetting machine has completed its cycle and the sweepbar is raised to make your delivery. Throwing a ball before the machine is ready may damage the ball or equipment.
- Observe one lane courtesy. The bowler on the right should bowl if both reach the approach at the same time. Stay off the approach while you wait.
- Taking too long to aim or get set up when you are on the approach delays the game.
- Try to remain in your approach area while delivering the ball.
- Step off the approach once you have delivered the ball.
- Good bowling requires concentration. Have fun, but keep in mind excessive movement or noise could be distracting when others are up to bowl.
- Excessive “lofting” hurts your game and damages the lane.
- Get permission to use another player’s ball.
- Refrain from using abusive language or obscene gestures.
- Play the game to win, but be a gracious loser. Good sportsmanship is always the key to a successful game.
- Wet shoes are a safety hazard, watch where you are walking.