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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.