

**CENTRAL ALABAMA USBC ASSOCIATION**

**INTRODUCTION  
TO**

**OPERATIONS  
HANDBOOK**

## **INTRODUCTION**

The Central Alabama USBC Association has the responsibility to govern the sport of bowling in Central Alabama. To that purpose, we are organized with a Board of Directors, Officers and Committees. We employ an Association Manager to handle the everyday clerical duties of the Association. The Officers are given the responsibility of decision-making between meetings of the Board of Directors, and of providing liaison with the Standing and Non-Standing Committees. All that we do must comply with the bylaws of the State Association and with the United States Bowling Congress.

Within the context of the above functional responsibilities, each Committee must perform certain actions. To assure that Committees will work within the organizational guidelines of USBC and the State Association; as well as, the bylaws of our organization, each Committee is responsible for the preparation of policies and procedures particular to its own functions to be used as a working document to be included in this Operating Manual. Such policies and procedures, when finalized and collated, will provide a picture of how the workings of all the Committees will carry out, without duplication, the responsibilities of the Association.

Policies will describe the working environment of a Committee. It will delineate the functions of that Committee and the Committee's guidelines for decision-making necessary to performing their functions. Policies will relate decision-making to functions consistent with the Association's bylaws and, if necessary, recommendations to be made for changes in the by-laws.

Procedures will describe the processes to be utilized by the Committee in performing its functions. These items will describe how the Committee functions in every conceivable situation.

A good example of the differences in creating policies and procedures is the Tournaments Committee. That Committee is charged with identifying, setting up and overseeing the tournaments sponsored by our Association. A product of their Committee would be the setting up and conducting tournaments authorized by the Board of Directors. Tournament Guidelines are part of that product. However, the Committee's policies describe the guidelines for deciding what tournaments will be recommended to the Board of Directors for approval, or in some cases for disassociation by the Association. The policies would also describe what concerns are to be considered in recommending a particular venue for a tournament. The Committee's procedures will describe the steps the Committee will take to fairly and correctly reach a decision to be recommended to the Board of Directors regarding any tournament. This would also include such things as having personal contacts with proprietors, sponsors, etc., conducted. For example, a Committee member may be assigned to communicate with those parties, or they may be invited to a meeting of the Committee in order to get a better picture of the potentials inherent in such contacts. The procedures will also include such things as quorums and minutes of the meetings.

**CENTRAL ALABAMA USBC ASSOCIATION**

**POLICIES  
&  
PROCEDURES**

**ASSOCIATION  
DELEGATES**

## Association Delegates Policies and Procedures

**Purpose:** To set standards for reimbursement of travel expenses for members voted in at the Association Annual Meeting to be the voice and vote of CAA members.

**Composition:** The Board of Directors will vote on nominees to represent CAA at the following organizational and National meetings:

1. Alabama State USBC Association (8 Primary Adult Delegates and 4 Primary Youth Delegates, 8 Alternate Adult Delegates and 4 Alternate Youth Delegates)
2. Southeast Bowling Association (1 Primary and 1 Alternate)
3. Southern Bowling Association (1 Primary Delegate and 1 Alternate Delegate)
4. USBC National Meeting (1 Primary and 1 Alternate).

**Elected Term:** Elected delegates will serve one year. Delegates may be nominated consecutive years.

**Duties and Responsibilities:** The duties and responsibilities of the elected delegates include, but are not limited to:

1. Make all necessary travel arrangements.
2. Provide a copy of the CAA Estimated Travel Expense Form to the *President for approval*.
3. Attend workshops associated with meeting.
4. Upon return, submit a completed CAA Travel Expense Reimbursement Form with all required receipts to the Association Manager.
5. Type a trip report containing the information listed below and submits to the Association Manager for discussion during the association meeting and filing:
  - a. Meeting Attended
  - b. Dates Attended
  - c. Location of meeting
  - d. Subjects discussed in the meeting
  - e. Results of any agenda items that were voted on

### Qualified Reimbursements:

1. Alabama State USBC Association (ASUSBCA) Annual Meeting.
  - a. All CAA elected delegates that travel outside of the Montgomery area to attend the ASUSBCA annual meeting will be eligible to be reimbursed **\$.50** per mile for the round trip distance from their home to the meeting location and parking expenses (not to exceed \$12.00 per day). If delegates share a ride, only the owner of the vehicle being driven will be reimbursed mileage.
  - b. If distance to meeting is greater than 300 miles, but less than 500 miles round trip, hotel reimbursement for 1 night may be claimed (not to exceed rate of host hotel arranged by ASUSBCA). If over 500 miles round trip, 2 nights may be claimed (not to exceed rate of host hotel arranged by ASUSBCA).
  - c. Receipts for parking/taxi and hotel are required to be attached to reimbursement form.

2. The Southeast Bowling and Southern Bowling Associations Annual Meetings.
  - a. The elected primary CAA representative that travels outside of the Montgomery area to attend the Southeast Bowling Association and the Southern Bowling Association annual meetings will be eligible to be reimbursed **\$.50** per mile for the round trip distance from their home to the meeting location or cost of round trip airline ticket/rental car (whichever is cheaper) and parking expenses (not to exceed \$12.00 per day).
  - b. If distance to meeting is greater than 350 miles, but less than 500 miles round trip hotel reimbursement for 1 night may be claimed (not to exceed rate of host hotel arranged by Southeast Bowling Association and the Southern Bowling Association). If over 500 miles round trip, 2 nights may be claimed (not to exceed rate of host hotel arranged by Southeast Bowling Association and Southern Bowling Association). If the meeting lasts for more than one day, hotel room for night(s) during meeting dates may be claimed as long as meeting is for consecutive dates. In the event the Primary cannot attend, the Alternate will be eligible for reimbursement for attending.
  - c. Receipts for parking/taxi and hotel are required to be attached to reimbursement form.
  
3. The USBC National Annual Meeting.
  - a. The elected primary CAA representative that travels outside of the Montgomery area to attend the USBC National Annual Meeting will be eligible to be reimbursed **\$.50** per mile for the round trip distance from their home to the meeting location or cost of round trip airline ticket/rental car (whichever is cheaper) and parking expenses (not to exceed \$12.00 per day).
  - b. If distance to meeting is greater than 350 miles but less than 500 miles round trip hotel reimbursement for 1 night may be claimed (not to exceed rate of host hotel arranged by USBC). If over 500 miles round trip, 2 nights may be claimed (not to exceed rate of host hotel arranged by USBC). If the meeting lasts for more than one day, hotel room for night(s) during meeting dates may be claimed as long as meeting is for consecutive dates. In the event the Primary cannot attend, the Alternate will be eligible for reimbursement for attending.
  - c. Receipts for parking/taxi and hotel are required to be attached to reimbursement form.

**CENTRAL ALABAMA USBC ASSOCIATION**

**POLICIES  
&  
PROCEDURE**

**AWARDS  
COMMITTEE**

## **Introduction and Responsibilities**

**Purpose:** The purpose of the Central Alabama USBC Association Awards Program is to recognize its adult and youth members for their bowling achievements. The USBC award achievements are covered under current USBC guidelines. The Central Alabama USBC Association award requirements are covered under this policy and the current Central Alabama USBC Association Bylaws.

**Jurisdiction:** All awards will be under the jurisdiction of the Awards Committee. The Central Alabama USBC Association President will appoint committee members. The committee will perform all tasks necessary to fulfill the needs of the awards program.

**Responsibilities of the Chairperson of the Awards Committee:** The Chairperson of the Awards Committee is responsible to the Central Alabama USBC Association Board of Directors. The duties include scheduling and conducting meetings of the Awards Committee and reporting results of these meetings to the Board of Directors. The chairperson is responsible for entering all awards into current software program(s) and maintaining all records of such awards. In addition, the chairperson will provide all award information to the Central Alabama Association's web site at ([www.alabamabowling.com/caba](http://www.alabamabowling.com/caba)). The chairperson is further responsible for ordering and procuring all awards such as shirts, jackets, emblems, plaques/trophies or any other awards approved by members of the Awards Committee.

**Responsibilities of members of the Awards Committee:** Members of the Awards Committee are responsible to the Awards Chairman for coordinating and assisting him/her in carrying out his/her responsibilities.

**Maintenance of Records:** All award applications will be maintained by the Awards Chairman utilizing current software program(s). Award applications are to be filed alphabetically and other awards correspondence and records filed by subject.

**Tasks to be Accomplished:** Although not limited to the following, these tasks will be accomplished by the Awards Chairman:

1. Utilizing current association program(s) data provide an Awards Report at all Central Alabama USBC Association board meetings.
2. Utilizing current program(s) data to assist in the naming of the Bowler of the Year for the male and female adult and youth bowlers.
3. Utilizing current program(s) data, name the recipients of All-Star teams for male and female adult and youth bowlers.
4. Determine the winners of the CAA Merit Awards for the male and female adult and youth bowlers, consisting of high average, high series scratch, and high game scratch.
5. Take an inventory of all CAA awards on hand at the conclusion of the winter season and order necessary awards.
6. Determine an awards budget prior to July of each year to be effective on August 1<sup>st</sup> of each year.

## General Guidance

Qualifying Rules for Average Based League Awards:

1. *A bowler must have bowled 12 games or more in a certified league in the current season to be eligible for an average based award.*
2. *A bowler is only eligible for the highest award in a category. Example—A bowler with a 170 average bowls a 650 series, then later has a 600 series. The bowler would only receive the higher 650 series award. (See awards categories, page 3.)*
3. *A bowler can only win one (1) award each year in the game and series categories.*
4. There are no average requirements for the Clean Sweep, 275-300 games, 11 in-a-row, 650-900 (women/youth) or 700-900 (men) series awards.

## Procedures for Award Applications

The league secretary will complete the Central Alabama USBC Association Award Application forms.

1. If the award is a USBC High Score Award, a USBC High Score Award Application for 300 games, 800 series, and 900 series must also be completed each time bowled.
2. All applications must be filled out completely. Award applications may be placed in the Central Alabama USBC Association “mail boxes” located at each bowling center, mailed to the Awards Chairman, or e-mailed to [Bassbowl@elmoresrr.com](mailto:Bassbowl@elmoresrr.com). Those secretaries using the BLS system or similar software may utilize the forms or awards lists from those systems.
3. All award applications must be completed and turned in within 20 days of the achievement.
4. Even though only 1 award is given each year for a 700/800 series, 300 games, and 11 in-a-row games, additional applications for these awards must be turned in to the Awards Chairman (Association Manager) for Bowler of the Year points.
5. The Lanes Certification numbers are as follows:
  - a. Bama Lanes – Montgomery – 11760
  - b. Bama Lanes – Prattville – 30006
  - c. Maxwell Lanes – 07502
  - d. Gunter Lanes – 00032
  - e. AMF Auburn Lanes – 10547
  - f. Brunswick Zone - 30291
6. The League Certification number can be found on the top right hand corner of the league certification application form.
7. The bowler’s ID number is found on the front of their USBC card (each bowler has a unique number).
8. The Central Alabama USBC Association number is 82337.



**PART A –CENTRAL ALABAMA USBC ASSOCIATION ADULT AWARDS  
CAA Game Awards (One Per Year)**

100 game	80 average or less
125 game	100 average or less
150 game	125 average or less
<b>175 game</b>	<b>150 average or less</b>
200 game	175 average or less
250 game	200 average or less
275 game	any average
300 game (Repeat Award)	11 In-A-Row

**CAA Series Awards (One Per Year)**

300 series	90 average or less
400 series	120 average or less
500 series	145 average or less
550 series	165 average or less
600 series	175 average or less
650 series	185 average or less
700 series	any average
750 series	any average
800 series (Repeat Award)	

**Special CAA Awards (One Shirt/Jacket Per Lifetime)**

300 game – Shirt or Jacket	800 series – Shirt or Jacket
850 series – Plaque Award	900 series – Crystal Award
650 series or better – Woman (any average)	Shirt
700 series or better – Woman (any average)	Jacket
775 series or better – Men (any average)	Shirt

## **Special CAA Awards (One Per Year)**

\*\*\*Clean Sweep      \*\*\*Triplicate      \*\*\*Dutch 200      \*\*\*All spare game

Big 4 split

7 – 10 split

\*\*\*Printouts must be submitted

## **USBC Honor Score Awards (One Per Lifetime)**

300 game

800 series

900 series

## **USBC and Central Alabama USBC Association Award Definitions**

1. A high score award is defined as a 300 game, 800, 900 series presented by USBC.
2. An achievement award is defined as any other award presented by the Central Alabama USBC Association.

## **Supplements to High Score/Achievement Awards**

1. All game and series awards are based on a scratch basis.
2. Only one jacket will be awarded in the bowler's lifetime which is based on a high score award. However, any bowler may, at their expense, purchase additional jackets from the association. A bowler may request one time another honor score i.e.,: 300 to 800 or 800 to 300 added to a previously awarded jacket.
3. A male bowler will receive a shirt for a 775-799 series and a female bowler will receive a shirt for a 650-699 series. A bowler may only receive one shirt per lifetime. However, any bowler may, at their expense, purchase additional shirts from the association.
4. All high score awards must be completed on the USBC High Score Award Application. All achievement awards must be completed on the Central Alabama Association Awards Application (Note: Awards lists from BLS or similar software programs will be accepted).
5. Central Alabama USBC Association awards will only be given for local CAA certified leagues and tournaments.
6. All awards are limited to one award per achievement per current season. However, in the event that a bowler qualifies for more than one award during a series, he or she will only receive the higher game and/or series award.
7. Those bowlers who have a "short season" USBC Adult Basic membership are not eligible for USBC or CAA high score achievements, but will be recognized and officially recorded by USBC. However, members have the option to purchase USBC awards such as rings and plaques.
8. Senior bowlers are defined as any bowler who has attained the age of 60 as of August 1<sup>st</sup> of the current season.
9. Averages and Total Games will not be used for summer leagues.

## **Central Alabama USBC Association All-Star Teams**

At the conclusion of the bowling season (July 31<sup>st</sup>), there will be four (4) All-Star teams selected consisting of five members each as indicated below. The All-Star teams will be selected by final highest averages of at least 66 games for the top five (5) final averages from each category as listed on USBC Bowl.com for the current fall and winter season. Summer averages will not be used.

1. Adult Male age 59 years and below (Regular Team).
2. Adult Senior Male age 60 and above (Senior Team).
3. Adult Female age 59 years and below (Regular Team).
4. Adult Senior Female age 60 and above (Senior Team).
5. Recognized age for each individual will be as of August 1<sup>st</sup> of each bowling year.

## **Central Alabama USBC Association Award of Merit**

The Central Alabama USBC Association will issue an Award of Merit (Plaques) to bowlers who bowl the highest average and three game series. The average award must be based on a minimum of two-thirds of the games of the league's schedule. There is no minimum number of games for the series awards. The High Average and the High Series in each category will be from the current fall/winter season. Summer averages and series will not be used. There will be separate awards for male and female bowlers to include the adult male, adult senior male, adult female and adult senior female.

## **Most Improved Bowler Awards**

These awards will be presented each year to the bowlers who show the greatest improvement in average in any league or leagues in the Central Alabama USBC Association during its season. A bowler's increase in average is determined by comparing the bowler's final highest average for the current season with that bowler's final highest average for the preceding season based on at least 60 games in both the current and preceding season. Four (4) awards will be given, one female age 59 and under and one senior female age 60 and over, one male age 59 and under and, one senior male age 60. The WinLABS data base will be used to determine the winners. Summer league averages will not be used.

## Central Alabama USBC Association Bowlers of the Year

The Central Alabama USBC Association will select Bowlers of the Year to honor the man and woman (age 59 and below) and the senior man and senior woman (age 60 and above) and an Overall Bowler of the Year based on the following:

### High Average

A descending point scale in each category for the first ten (10) places of the bowler's final highest average:

10 points for high average	5 points for 6 <sup>th</sup> high average
9 points for 2 <sup>nd</sup> high average	4 points for 7 <sup>th</sup> high average
8 points for 3 <sup>rd</sup> high average	3 points for 8 <sup>th</sup> high average
7 points for 4 <sup>th</sup> high average	2 points for 9 <sup>th</sup> high average
6 points for 5 <sup>th</sup> high average	1 point for 10 <sup>th</sup> high average

### Total Games

A descending point scale in each category for the first ten (10) places for the total games bowled in the entire bowling year:

10 points for most games bowled	5 points for the 6 <sup>th</sup> most games bowled
9 points for the 2 <sup>nd</sup> most games bowled	4 points for the 7 <sup>th</sup> most games bowled
8 points for the 3 <sup>rd</sup> most games bowled	3 points for the 8 <sup>th</sup> most games bowled
7 points for the 4 <sup>th</sup> most games bowled	2 points for the 9 <sup>th</sup> most games bowled
6 points for the 5 <sup>th</sup> most games bowled	1 point for the 10 <sup>th</sup> most games bowled

### Tournaments

A descending point scale for each bowler placing in the first ten (10) places of a CAA adult tournament category, i.e., Team, Doubles, Singles & All-Events:

10 points for 1 <sup>st</sup> place	5 points for 6 <sup>th</sup> place
9 points for 2 <sup>nd</sup> place	4 points for 7 <sup>th</sup> place
8 points for 3 <sup>rd</sup> place	3 points for 8 <sup>th</sup> place
7 points for 4 <sup>th</sup> place	2 points for 9 <sup>th</sup> place
6 points for 5 <sup>th</sup> place	1 point for 10 <sup>th</sup> place

### High Series Calculations

- 1 point for every 650 to 674 series (Women only)*
- 2 points for every 675 to 699 series (Women only)*
- 3 points for every 700 to 724 series*
- 4 points for every 725 to 749 series*
- 5 points for every 750 to 774 series*
- 6 points for every 775 to 799 series*
- 7 points for every 800 to 900 series*

### High Game Calculations

- 4 points for every 11 in-a-row game (not including 298 or 299 game)*
- 5 points for every 298 game*
- 6 points for every 299 game*
- 7 points for every 300 game*

Revised August 1, 2018

**Clean Sweep Series**

*3 points for every clean sweep series (no open frames in a 3 game series)*

*Note: It is the bowler's responsibility to obtain a printout of each clean sweep series. A strike or spare in the first 10 frames is a clean game. Printouts will be passed to the league secretary for submission to the Association Manager, along with the proper award form.*

**Other**

1. Earn two (2) points for each paid entry in an adult CAA sponsored tournament, i.e., Team, Doubles, Singles & All-Events.
2. Earn one (1) point as the Team Captain for each submitted entry form.
3. Sponsor new first time bowlers with paid membership (who has never had a USBC membership before) and earn one (1) point for each one. New members will receive a welcome card to return with your information.

**CAA Bowler of the Year**

The bowlers with the most points at the end of the year will be determined to be the "CAA bowler of the year". Note: Should a tie exist for CAA Bowler of the Year, the award shall be decided on the basis of the bowler with the most improved average from the previous year's highest book average; or, if no book average, most improved after 21 games in current year.

## **PART B –CENTRAL ALABAMA USBC ASSOCIATION YOUTH AWARDS**

(For local awards program participating bowlers)

### **Game and Series Awards**

<u>Game Award</u>	<u>Series Award</u>
50 game (Bowlopolis)	100 series (Bowlopolis)
75 game (Bowlopolis)	150 series (Bowlopolis)
100 game (Bowlopolis)	200 series (Bowlopolis)
125 game	250 series (Bowlopolis)
150 game	300 series (Bowlopolis)
175 game	350 series
200 game	400 series
225 game	450 series
250 game	500 series
275 game	525 series
300 game	550 series
	575 series
	600 series
	625 series
	650 series
	700 series
	750 series
	800 – 900 series

### **Supplements to High Score/Achievement Awards**

1. A male youth bowler will receive a shirt for a 700-799 series and a jacket for a 300 game or 800-900 series. A female bowler will receive a shirt for a 650-799 series and a jacket for a 300 game or 800-900 series. One youth shirt and jacket award while a youth bowler.
2. All high score awards must be completed on the USBC High Score Award Application. All achievement awards must be completed on the CAA Youth Awards Application.
3. Central Alabama USBC Association awards will only be given for CAA certified leagues and tournaments to youth bowlers who are paid participants in the Local Youth awards options.
4. All awards are limited to one award per achievement per current season. Once an award has been earned in any classification, bowlers are only eligible for the higher awards on a progressive basis.

### **Central Alabama USBC Association Youth Bowlers of the Year**

At the conclusion of the current winter season, one (1) youth male bowler and one (1) youth female bowler will be honored as the Central Alabama USBC Association Youth Bowlers of the Year. The bowlers will be selected by the Youth Committee from nominees submitted and forwarded to the Awards Committee by the closing date established by the Youth Committee. The Awards Committee will procure an appropriate award to be presented at the annual Awards Ceremony. Any coach, youth director or youth supervisor may submit nominations, but only one (1) youth male and one (1) youth female will be forwarded for consideration. All nominations must be submitted in writing and must include the bowler's name and bowling center. Nominations will also include, but are not limited to, the nominee's skill, sportsmanship, attendance, dedication to the sport of bowling, community involvement, and scholastic achievements.

The selectee's name will be confidential and will be announced at the Association's Annual Awards Ceremony. The individual must be certified only as a youth bowler for the entire current winter season. Should the bowler elect to move up to an adult league or bowl as an adult in either a league or tournament during the current winter season, they will not be eligible for the Youth Bowler of the Year award.

### **Central Alabama USBC Association Youth All-Star Teams**

At the conclusion of the current winter season, there will be ten (10) Youth All-Star teams selected. The Youth All-Star teams are as follows:

Male – Bantam, Prep, Junior, Major & Senior Female – Bantam, Prep, Junior, Major & Senior

### **Criteria to Be Used In Selecting the All-Star Team Members**

1. The individual must be certified only as a youth bowler for the entire current season.
2. Should the bowler elect to move up to an adult league or bowl as an adult in either a league or tournament during the current winter season, they will not be eligible for the youth All-Star team.
3. All leagues that the individual participated in must have their final average sheet on record with the Central Alabama USBC Association.
4. All eligible bowlers must have bowled in at least 51% of the games in the season.
5. The Awards Committee will select the top 5 individuals based on their average (ties will be decided on the percentage of a full pin) for each of the Youth All-Star teams.
6. Each youth will be placed on the team where they have finished the season with their highest average.

### **Central Alabama USBC Association Award of Merit**

The Central Alabama USBC Association will issue an Award of Merit to bowlers who bowl the highest average, single game, and three game series. The average award must be based on a minimum of 54 games. There is no minimum number of games for the game or series award. The date requirements are from August 1<sup>st</sup> thru July 31<sup>st</sup> of the current bowling season. There will be separate awards for youth male and youth female in each of the five divisions (Bantam, Prep, Junior, Major, and Senior).

### **Most Improved Bowler Awards**

These awards will be presented each year to the youth bowlers (male and female) who show the greatest improvement in average in their league or leagues in the Central Alabama USBC Association during its season. A bowler's increase in average is determined by comparing the final highest average for the current season with that bowler's average after 12 games in the current season. A minimum of 45 games must be bowled in the current season to be eligible for this award. There will be an award for youth male and youth female in each of the five divisions (Bantam, Prep, Junior, Major, and Senior).

### **Divisions Breakdown For All of Above Awards**

Bantam: Age 8 & under Prep: Age 9 – 11 Junior: Age 12 – 14 Major: Age 15 – 17  
Senior: Age 18 – 20

### **Clyde M. Skipper Director of the Year Program**

Each year, the Association will recognize the individual that best exemplifies the spirit and dedication to the sport of bowling and the United States Bowling Congress through deeds and representation of and for the Central Alabama USBC Association.

The selection of this award will be subjective in nature and will have no qualifying criteria other than to be an elected/appointed member of the Board of Directors.

Each year during the month of May, the current Association President will poll the 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, and the Sgt at Arms of the Association for them to identify the best individual for the past year. The President will consolidate the inputs of those three officers and determine the winner through majority vote. If there is no majority then the President will cast his/her vote for one of the previously identified individuals to break any ties or to create a majority.

The winner's identity will be kept secret until the presentation at the Association's Annual Awards Ceremony. The Association's Award Chairperson will procure an appropriate award.

### **Honorary Member Program**

The Honorary Member Program is established to recognize those members of the community who have earned this distinction based on their assistance to the association in attaining its stated goals. This award will be awarded only to non-members of the association. The honorary members will not have any voting rights or voice in the association.

Activities that would be considered in selecting Honorary Members:

1. Volunteer activities (over a prolonged period of time) in support of the association's community relations goals.
2. Donations by local business's (over a prolonged period of time) in support of the association's community relations goals.
3. Any support by local leaders (civic, governmental, or business) that would contribute to the association's community relations goals.

Written recommendations for the award of Honorary Member may be made by any association member and submitted to any Officer or Director of the association by May of each year. These recommendations will be checked for completeness and submitted to any member of the Nominating Committee for action. The Nominating Committee will review the recommendations and those deemed qualified will be recommended and referred to the Board by May 31<sup>st</sup> of each year. The nominee will be selected/rejected at the association's annual meeting.

The Awards Committee will design and procure an appropriate award for the Honorary Member with the presentation made at the annual association awards ceremony.



## **Life Member Program**

The Life Member Program is established to recognize those members of the association whose contributions to the association and bowling over a prolonged period of time deserve recognition. The life member is an honorary title and will not entitle the recipient to any of the rights of a dues paying member.

Examples of activities that would be considered in the selection of Life Members:

1. Volunteer activities in support of the association (lane inspections, tournaments, and Feinstein Party to name a few).
2. Any other activity that would assist the association in attaining its stated goals.

Written recommendations for Life Member may be made by any member of the association and submitted to any Officer or Director of the association by March of each year. These recommendations will be checked for completeness and submitted (with comments) to any member of the nominating committee for action. The nominating committee will review the recommendation and those deemed qualified will be nominated (recommended) and referred to the Board by May 31 of each year. The nominees will be selected/rejected at the annual meeting. The awards will be presented as directed by the Association President.

The Awards Committee will develop and procure an appropriate award for those selected as Life Members and presented at the annual association awards ceremony.

**CENTRAL ALABAMA USBC ASSOCIATION**

**POLICIES  
&  
PROCEDURES**

**BOARD OF DIRECTORS**

## **BOARD OF DIRECTORS POLICIES & PROCEDURES**

**Purpose:** The Board of Directors is responsible for the management and governance of the association. The Board consists of the officers, adult directors, and youth directors.

### **Duties and Responsibilities of the Officers:**

President:

1. Presides at all meetings.
2. Acts as spokesperson for the association.
3. Appoints committees, with board approval.

1st and 2nd Vice Presidents:

1. 1<sup>st</sup> Vice President presides at all meetings when the President is absent.
2. 1<sup>st</sup> Vice President performs other duties as prescribed by the board or requested by the President.
3. 2<sup>nd</sup> Vice President assumes the duties of the President and is 1<sup>st</sup> Vice President when both are absent.

Sgt at Arms:

1. Acts as the parliamentarian at all meetings utilizing Robert's Rules of Order.
2. Ensures that the bylaws and policies and procedures are kept current.

Association Manager:

1. Acts as the secretary/treasurer of the association.
2. Responsible for the day to day operation of the association as prescribed by the board.

### **Duties and Responsibilities of the Board (Officers and Directors)**

1. Enforcing the bylaws.
2. Complying with the USBC Association Policy Manual.
3. Ensuring adherence to all USBC performance standards.
4. Developing and maintaining an Operations Handbook (manual).
5. Adopting local dues, as applicable, based on the recommendation of the board.
6. Establish procedures for the handling of funds which includes:
  - a. Approving the financial institution, which must be federally insured.
  - b. Designating board members, at least 18 years of age, to sign for withdrawals.  
(Note: All withdrawals must have two signatures. Two members of an immediate family cannot co-sign for withdrawals.)
  - c. Ensuring all money is deposited within seven days.
  - d. Ensuring the president verifies the association accounts monthly.
  - e. Ensuring all required financial reports are filed. (IRS)
  - f. Ensuring scholarship funds are handled as specified by USBC (Smart Program).
7. Establish procedures for a quarterly audit.
8. Approving and reporting the budget, developed by the Financial Committee.
9. Choosing the date of the association annual meeting.
10. Determining the procedure for retention of records to include financial reports.
11. Implementing a Lane Representation program.

12. Overseeing the transfer of association records and property to the:
  - a. Successors to a position, no later than the first day of their term.
  - b. Board within two weeks from the date of vacancy.
13. Ensuring the association has an active e-mail account to be maintained by the association manager.
14. Selecting/appointing and evaluating the performance of the association manager.
15. Authorizing other non-board positions to assist the association, including, but not limited to, office assistant, clerk, etc.
16. Approving the use of membership records. Membership records are the property of USBC and the association and are provided to USBC as requested.
17. Establishing a procedure for maintaining averages, which shall include providing each league secretary with the National ID numbers of each participant in the league prior to the end of each league's schedule or association cutoff date for submission of averages. It shall provide for the maintenance of an average record of association members by publishing a yearbook or maintaining a list for office use. The average listing shall be maintained as part of the association records for at least three years and must include the following information:
  - a. A listing, alphabetical by bowler name, of all league averages based on at least 3 games. All such averages shall be considered official. The association shall either maintain separate winter league and summer league average listings; or the association may maintain a single combined listing provided such listing indicates which leagues are summer leagues.
  - b. The names of each league in which a member has bowled at least 21 games.
  - c. The number of games bowled by the member in each league.
  - d. The member's average in each such league.
18. The board shall have the power to render final decisions on all protests and disputes within the association unless appealed to USBC.
19. Provide reports as required by USBC.
20. The Association President, Association Manager, 1<sup>st</sup> Vice President (who oversees the Youth) and all Adult Youth Directors over the age of 18 years will be required to maintain a current NCSI Badge. The Association will pay for five (5) each year.

### **Resignation and Removal:**

In addition to the USBC Bylaws and Suspension and Reinstatement Procedures, the following applies for resignation or removal from the Board:

1. A written resignation is given to the President, or in the case of the President, to the board.
2. Disciplinary action or the removal procedure is instituted in accordance with the procedures in the USBC Bylaws and Suspension and Reinstatement Procedures
3. Membership is not renewed by October 1. Before a vacancy can be declared, the individual has the opportunity to appear before the board and explain the reasons for not renewing their membership.
4. A member must attend 51% of scheduled meetings each fiscal year. (August 1-July 31)
5. A member must volunteer to work at least 50% of the scheduled shifts of each association tournament, unless excused.

**CENTRAL ALABAMA USBC ASSOCIATION**

**POLICIES  
&  
PROCEDURES**

**FEINSTEIN  
COMMITTEE**

## FEINSTEIN COMMITTEE POLICIES AND PROCEDURES

The following actions will be accomplished during the months of *November and December* of each year.

1. Reserve the first Friday of May each year with Bama Lanes – Montgomery.
2. Coordinate with the Carolyn Gordon Super Seniors bowling league at the same time.

The following actions will be accomplished during the months of *March and April* of each year

1. Contact sponsors (list of these sponsors should be updated each year) to provide the following amenities:
  - a. Pizza
  - b. Drinks
  - c. Hot Dogs
  - d. Hot Dog Buns
  - e. Chips
2. Contact the person or people who provide the monetary contributions which will be used to purchase medals for the participants.
3. Contact trophy shops (at least 3) for the best price.
4. Prepare a list of the sponsors.

The following actions will be accomplished from April 1<sup>st</sup> thru April 15<sup>th</sup> of each year.

1. Contact *the person in charge* at McInnis School for the following:
  - a. Count of citizens and workers for each shift.
  - b. Number of wheel chairs.
  - c. The time each shift will arrive.
2. Association Directors to follow-up with each sponsor furnishing the amenities.

The following actions will be accomplished one week before the day of the party:

1. Make sure all board members are aware of the time and date of the party.
2. Contact *Board members and/or volunteers* who will assist in the food preparation.
3. Contact local TV stations.
4. Contact all sponsors advising them of the time and date of the ARC party.

The following Time Schedule will be used during the event:

1. 1<sup>st</sup> Shift – Arrive 9:45 am, bowl 10:00 am – 11:00 am, eat 11:00 – 11:30 am. Receive medals and depart at 11:30 am.
2. 2<sup>nd</sup> Shift – Arrive 11:45 am, bowl 12:00 pm – 1:00 pm, eat 1:00 pm – 1:30 pm. Receive medals and depart at 1:30 pm.

**Note: Shift times to be coordinated with McInnis School personnel.**

The following actions will be accomplished one week after the party:

1. Prepare an updated listing of current year's sponsor and purchase certificates and frames to be presented to each sponsor.
2. Have certificates signed, then framed.
3. Present each sponsor with their certificate of appreciation.
4. Committee Chairperson prepares a written report and provides report at the next Board general meeting.

Revised April 15, 2018

**CENTRAL ALABAMA USBC ASSOCIATION**

**POLICIES  
&  
PROCEDURES**

**FINANCIAL COMMITTEE**

## FINANCIAL COMMITTEE POLICIES AND PROCEDURES

**Purpose:** The Financial Committee has two responsibilities. First, to provide a proposed financial budget for board approval by the first meeting of each new fiscal year and secondly, to make a quarterly audit of the financial records of the Central Alabama USBC Association.

### BUDGET

**Procedures:**

1. *The committee chair will formulate a proposed budget based upon the previous year's income and expenses*
2. Upon completion of the budget, the chairperson will present the budget to the board for approval.
3. During the fiscal year, the committee will meet when necessary to adjust budget as needed.

### AUDIT

**Procedures:**

The following procedures will be performed by the Financial Committee no later than the tenth (10<sup>th</sup>) day of the month following the end-of-quarter (August, November, February, and May)

The Chairperson will perform an audit of the Association's records prior to the meeting and submit a report of the findings to the Committee. The audit will include verification of the following:

1. Checkbook and savings account balances.
2. Profit and Loss Statement provided by Association Manager.
3. Deposits
4. Expenditures (receipts and invoices vs. checks).
5. Scholarship Account balance.

The Committee will debrief the Association Manager of the Audit results and make recommendations, if applicable.

The Committee members will initial or sign the report and provide a copy to the Association Manager.

The Chairperson will brief the Board at the next general meeting.

Revised April 15, 2018



**CENTRAL ALABAMA USBC ASSOCIATION**

**POLICIES  
&  
PROCEDURES**

**HALL OF FAME  
COMMITTEE**

## HALL OF FAME COMMITTEE POLICIES AND PROCEDURES

**Purpose:** The purpose of this committee shall be to recognize and honor names of those adult members who have contributed to the growth, stature, and welfare of the game of bowling either by their bowling ability/achievements or through their distinguished service, in or for the Central Alabama USBC Association.

**Composition:** The Central Alabama USBC Association Hall of Fame Committee shall have seven (7) Hall of Fame members appointed by the President and will serve a one year term. The chairperson shall be appointed by the President.

**Election Procedures:** To be elected to the Central Alabama USBC Association Bowling Hall of Fame, a person must have participated in organized Central Alabama USBC Association certified bowling for a period of at least twelve (12) years and must have contributed to the sport by either bowling ability/achievements or distinguished service. The following conditions apply:

1. Any member of the Association may nominate a person for the Hall of Fame. The nominee must be submitted in either the bowling ability/achievement or distinguished service categories. All nominations must be made on an official nomination form. The nomination form may be submitted to any member of the Board of Directors of the Central Alabama USBC Association or to any member of the Hall of Fame Committee. Nominations must be submitted by May 31<sup>st</sup> of each year.
2. The Hall of Fame Committee shall meet no later than June 30<sup>th</sup> of each year to screen and review the qualifications of those placed in nomination. From the list of nominees, no more than four (4) nominees will be selected as finalists.
3. Any nominee not elected in the first year submitted may be resubmitted the next two (2) years for reconsideration. If not selected after three (3) years, then the nominee cannot be resubmitted for five (5) additional years.
4. After a review of the nominees by the Hall of Fame committee, a vote will be taken and those nominees receiving a majority vote will be sent forward to be voted on at the association's annual meeting.
5. The nominees as selected by the Hall of Fame committee will be elected by current Board members and Hall of Fame members present. Voting will be by paper ballot and those nominees receiving a majority vote shall be inducted into the Central Alabama USBC Association Hall of Fame.

**Presentation:** The following awards will be presented to each inductee at the annual Awards Ceremony: Hall of Fame Ring, Hall of Fame Shirt, Hall of Fame Plaque, and his/her name inscribed on the Hall of Fame Board for display at Bama Lanes (Montgomery).

Note: In the case of posthumous selection, a Hall of Fame plaque will be presented to the next of kin.

Updated April 15, 2018

CENTRAL ALABAMA USBC ASSOCIATION

**POLICIES  
&  
PROCEDURES**

**LANE INSPECTION  
COMMITTEE**

## LANE INSPECTION COMMITTEE POLICIES AND PROCEDURES

**Purpose:** The purpose of the Central Alabama USBC Association Lane Inspection Committee is to comply with the lane inspection requirements as set forth by the USBC Equipment Specifications and Certification Manual, dated July 2017.

**Jurisdiction:** All *Center Inspections and Lane Dressing Inspections* will be under the jurisdiction of the Lane Inspection Committee. The President of the Central Alabama USBC Association will appoint committee members. The Lane Inspection Committee will perform all tasks necessary to fulfill the necessary requirements.

**Responsibility:** The Association Manager has the overall responsibility to ensure that the lane inspections are completed. Detailed responsibilities are covered in the *USBC-Local Association Center Inspection Manual* (Revised May 2017), Chapter III.

**Duties of the Association Manager:** The Association Manager is the head of the inspection team and also serves as the liaison between USBC, the local association, and the bowling centers on all matters pertaining to certification and lane dressing inspections. The Association Manager will contact all the bowling centers within the jurisdiction of the association to schedule the inspections. The center certification inspections will be scheduled as to cause the least interference with center activities. Sunday mornings are normally the best time to schedule if possible.

### *Center Inspection*

**Certification Inspection Schedule:** All USBC certified bowling center certificates expire on August 31<sup>st</sup> of each year. In order to provide ample time for USBC to process the necessary paperwork, so that new certificates may be issued before the old ones expire, the following guidelines apply for scheduling certification inspections:

Not resurfaced prior to September 1<sup>st</sup> – A partial inspection may be made as early as April 1<sup>st</sup> and should be made prior to September 1<sup>st</sup>. If no major work is being done inspections should be completed by June 1<sup>st</sup> (this is the most prevalent inspection).

Resurface of major work prior to September 1<sup>st</sup> - A complete inspection should be conducted within two weeks after completion of the work and submitted to USBC by September 1<sup>st</sup>.

Resurface of major work after September 1<sup>st</sup> but prior to December 15<sup>th</sup> – A partial inspection should be made prior to September 1<sup>st</sup> and a supplemental inspection conducted within two weeks following the completion of the resurfacing or major work.

Resurface of major work after December 15<sup>th</sup> - A partial inspection should be made prior to September 1<sup>st</sup>. A complete inspection should then be made following completion of the resurfacing or major work, and the certification may be renewed effective August 1<sup>st</sup> of the next season without further inspection.

## **Certification Fees:**

The following fee is payable to USBC:

Initial fee: \$3 each for the first four lanes, plus 50 cents for each additional lane. This fee is to be paid for any request for certification for new bowling centers.

The following fee is payable to the Central Alabama USBC Association:

Inspection fee: \$5 per lane inspected.

Callback fee: If there are more than two callbacks due to items that did not meet USBC specifications, an additional fee of \$20 per callback will be charged.

**Payment of Lane Inspection Fees:** Payment is due upon completion of the lane inspection and the Association Manager will present the manager or his representative with an invoice. *Certification will not be approved until payment is received by the Association.*

**Reports to be completed:** *The USBC Center Inspection Report serves both as an application for certification and a detailed report of the inspection. It is important that page 1 be completed accurately to allow USBC to maintain proper records and center history. A center representative should be contacted to verify the information contained on page 1. The completed inspection report must have a signature from the inspector, center management and the Association Manager. The signatures acknowledge the application as well as receipt of a copy of the report. The inspector presents the invoice to the center for the inspection fees. The inspector signs the report and submits it along with the collected fees to the Association Manager for processing. The Center Inspection Report must be completed in full and sent to: USBC Headquarters: 621 Six Flags Dr., Arlington, TX 76011 Attention: Center Certification. By email to [certifications@bowl.com](mailto:certifications@bowl.com)*

**Records Retention:** All lane inspection reports will be maintained for a period of 3 years.

## *Lane Dressing Inspection*

*Upon arrival at the center, the inspector should ask to speak to the person in charge and request permission to make the lane dressing inspection. The inspector should make sure that the inspection will not interfere with normal center activity. If possible, it is recommended that an employee of the center accompany the inspector. DO NOT schedule or announce inspections to the centers in advance.*

*A minimum of one complying inspection per season – August 1 through July 31 – shall be required at each certified center holding certified competition. Note: Although there is a minimum requirement, additional inspections can be performed at the discretion of the local association. Should an inspection note noncompliance, additional inspections should be performed until compliance is met.*

*The following guidelines shall apply:*

- 1. Never inspect during the center's annual certification inspection.*
- 2. Inspect only on a condition that has been applied for certified league/tournament competition.*
- 3. Inspect as directed by USBC whenever a condition is reported as questionable or noncomplying.*
- 4. Inspections must be performed before any bowling has taken place on freshly dressed lanes, i.e., zero lineage. Inspections do not need to be done on freshly stripped lanes.*
- 5. Select at least two (2) pairs of lanes - not adjoining lanes - inspect one lane of each pair.*
- 6. Measure the total distance dressing is applied and buffed with a 100 foot measuring tape.*
- 7. All readings are to be taken from the 10-pin side of the lane.*
- 8. One reading 2-5 feet prior to the end of the dressed/buffed area.*

*Although there is a minimum requirement for the number of tapes to be taken, such requirements do not limit or prevent an inspector from taking as many tapes as deemed necessary when questions are raised about carry-down or ball track areas, etc. Tapes should not be taken across footprints or other places where the dressing has been disturbed. The center representative may request a duplicate set of tapes. These tapes should be identified and taken about three inches from the first tapes, but not where dressing has been disturbed.*

*Completing the Report:*

*After finishing the inspection, complete a USBC Lane Dressing Inspection Report (LDIR) form. If information is not available, the inspector should not make assumptions or answer based on opinion. The findings should not be discussed with anyone before all tests are recorded.*

*The inspector should:*

- 1. Use the comments section to provide additional information and/or to support an opinion.*
- 2. Notify the center representative immediately if discrepancies are found.*
- 3. Obtain a signature from the proprietor or center representative to acknowledge receipt of a copy of the report.*
- 4. Submit the report and actual tapes to the Association Manager within 1 to 2 days.*

*It is important to note that the inspection is a confidential matter between the USBC, the Central Alabama USBC Association, and the center representative. The findings are not to be discussed in public and all discussions with center representatives should be held privately.*

*The Association Manager is responsible for submitting the original inspection form (LDIR) along with either tape readings, graphs or the tapes themselves to USBC within 10 days. The Association Manager retains one copy of the LDIR for two years. One copy of the report and tape readings is given to the center.*

*The completed LDIR, graphs and/or tapes may be sent to:  
USBC Headquarters: 621 Six Flags Dr., Arlington, TX 76011 Attention: Center Certification  
LDIR & graphs may also be sent by email to [certifications@bowl.com](mailto:certifications@bowl.com)*

Revised April 15, 2018

**CENTRAL ALABAMA USBC ASSOCIATION**

**POLICIES  
&  
PROCEDURES**

**LANE REPRESENTATIVES**



**Purpose:** The Lane Representative shall be the liaison between the bowling centers and the Board of Directors.

**Authority:** The President of the Central Alabama USBC Association has the authority to appoint a Primary and Alternate Lane Representative for each bowling center under the jurisdiction of the Association.

**Responsibilities:** Each Lane Representative will:

1. Attend scheduled Association meetings.
2. Assist leagues in handling problems, conflicts, and protests at the lowest level.
3. Present to the Board of Directors league problems, conflicts and protests that could not be handled at the lowest level.
4. Maintain the Information Bulletin Board at their center with a current list of Board members, Committee members, and a copy of the last monthly meeting minutes, meeting notices, and tournament information.
5. Assist the Publicity Committee with capturing newsworthy information to publicize in the quarterly newsletter and the distribution of the newsletter.
6. Introduce themselves and attend the organizational meeting of each league prior to the start of each season's schedule.
7. Assist the Association Manager as needed.
8. Visit each league once per month to ensure the league is up to date on any CAA/USBC changes or newsworthy items.

CENTRAL ALABAMA USBC ASSOCIATION

**POLICIES  
&  
PROCEDURES**

**LEGAL COMMITTEE**

## **LEGAL COMMITTEE POLICIES AND PROCEDURES**

### **Guidelines for Handling Appeals**

1. The league Board of Directors will try to resolve all protests prior to a written appeal being submitted to the Central Alabama USBC Association.
2. If a written appeal is submitted in writing to the association within the timelines of USBC Rule 119, the following procedure is to be followed:
  - a. The written appeal is furnished to the chairperson of the legal committee.
  - b. The chairperson will initiate a file for this appeal and a record of all meetings and decisions will be included.
  - c. The chairperson schedules an immediate meeting with the league president/officers and the team/individual involved.
  - d. As soon as possible after the meeting, the chairperson should schedule a meeting of the legal committee
  - e. The legal committee will review the appeal based on league rules and/or USBC rules.
  - f. The legal committee will decide to confirm the league ruling or reverse the league ruling.
  - g. The chairperson will submit a verbal and/or written decision to the league.
  - h. Notice will be given that an appeal can be made to USBC of the legal committee's findings and that the association will assist in this appeal.
  - i. If the decision of the committee is accepted, a note will be put in the file of this appeal. If the decision is appealed to USBC, a record of this appeal and its decision will be made a part of this file.
  - j. The file for this appeal will be held by the chairperson for one 1) year then the file will be turned over to the Association Manager for a period of one (1) year.

Updated April 15, 2018

**CENTRAL ALABAMA USBC ASSOCIATION**

**POLICY  
&  
PROCEDURES**

**NOMINATING  
COMMITTEE**

## **NOMINATING COMMITTEE POLICIES AND PROCEDURES**

### **Structure:**

1. The nominating committee shall be composed of not less than three (3) members. All committee members must be at least 14 years of age and a Central Alabama USBC Association member in current and good standing.
2. The committee shall be appointed by the President with the approval of the board members.
3. The term of a committee member is one (1) year.
4. The President shall appoint the chairperson with the concurrence of the board members.
5. The committee shall meet, at the call of the chairperson, not less than twice annually.
6. Vacancies on the committee shall be filled by the President with the approval of the board members.

### **Responsibilities:**

The Nominating Committee shall:

1. Establish eligibility requirements and criteria for the positions of:
  - a. President
  - b. All Vice Presidents
  - c. Sergeant at Arms
  - d. Directors
  - e. Adult State and National Delegates/Alternates
2. Ensure that there is reasonable representation on the Board based on diversity of membership.
3. Establish procedures for elections.
4. Solicit applicants for Board positions by disseminating applications to the association membership which include the minimum standards to be met.
5. Present a slate of qualified candidates for all openings and anticipated openings, (including Youth Directors, State and National delegates/alternates), on the Board one month prior to the Association Annual meeting.
6. Present a slate of qualified candidates for all open Youth Committee positions, and a slate of qualified Youth Delegates/Alternates for the State Annual meeting, based on the recommendation of the Youth Committee.
7. Maintain a current listing of qualified Board candidates to assist the Association President in filling Board vacancies.
8. Review and update the committee policies and procedures annually.

### **Procedures for Elections of board members and delegates:**

1. A slate of qualified candidates for all Board openings shall be presented to the Board and Association membership 30 days prior to the Association Annual meeting.
2. Nominations from the floor will be accepted. (Candidates must express willingness to serve if elected and to sign the Association Code of Ethics and Commitment to Serve documents.)
3. Elections shall be by paper ballots for all positions where there is more than one (1) candidate. If a candidate does not receive a majority on the first ballot, the candidate with the fewest votes is dropped and the balloting continues until the candidate(s) receive a majority vote.
4. The election may be by voice vote if there is only one candidate.
5. Elections for delegates to State and USBC Annual meetings shall be by plurality vote. (Candidate with the most votes is elected.)

## **Candidate Minimum Requirements**

### **President**

The candidate:

1. Must be a current member, in good standing, of the Central Alabama USBC Association at the time of application and throughout their term.
2. Must be willing and able to attend all meetings.
3. Must have a thorough understanding of USBC rules and regulations and CAUSBCA Bylaws, Policies and Procedures.
4. Must have a working knowledge of “Robert’s Rules of Order”.
5. Must have served at least one (1) full term on the CAUSBCA Board.

### **Vice Presidents**

The candidate:

1. Must be a current member, in good standing, of the Central Alabama USBC Association at the time of application and throughout their term.
2. Must be willing and able to attend all meetings.
3. Must have a working knowledge of USBC rules and regulations and CAUSBCA Bylaws.
4. Must have a working knowledge of “Robert’s Rules of Order”.
5. Must have served previously on the CAUSBCA Board or equivalent board.

### **Sergeant at Arms**

The candidate:

1. Must be a current member, in good standing, of the Central Alabama USBC Association at the time of application and throughout their term.
2. Must be willing and able to attend all meetings.
3. Must have a working knowledge of USBC rules and regulations and CAUSBCA Bylaws.
4. Must have a working knowledge of “Robert’s Rules of Order”.

### **Director (Adult and Youth)**

The candidate:

1. Must be a current member, in good standing, of the Central Alabama USBC Association at the time of application and throughout their term.
2. Must be willing and able to attend all meetings.
3. Youth Directors Candidates must be at least 14 years of age (unless State laws mandate a different age).

### **State and National Delegates**

The candidate:

1. Must be a current member, in good standing, of the Central Alabama USBC Association at the time of application and throughout their term.
2. Must be willing and able to attend all meetings.
3. Must have a working knowledge of USBC rules and regulations and CAUSBCA Bylaws.
4. Must have a working knowledge of “Robert’s Rules of Order”.
5. Must be willing and able to travel to State/National meetings.
6. Must be willing to vote the “voice” of the CAUSBCA regardless of personal opinions.
7. Must be able to present a written and verbal report to the board.

Updated April 15, 2018

**CENTRAL ALABAMA USBC ASSOCIATION**

**POLICY  
&  
PROCEDURES**

**PARLIAMENTARY  
COMMITTEE**

## **PARLIAMENTARIAN COMMITTEE POLICIES AND PROCEDURES**

**Purpose:** The Parliamentarian (Sgt at Arms) is responsible for ensuring that USBC National, State and Local bylaws are followed and that the Board of Directors act in the best interest of the members and the sport of bowling.

### **Meetings:**

1. The Parliamentarian will ensure a copy of the current version of Robert's Rules of Order is available during all association meetings.
2. The Parliamentarian will ensure that a copy of the association bylaws and operations handbook is available during all association meetings.
3. Should any dispute on procedures arise during an association meeting, the Parliamentarian will consult Robert's Rules of Order, and the Operating Handbook to help resolve the dispute.

### **Bylaws:**

1. The Parliamentarian will review the bylaws annually to ensure they are up to date and in compliance with the USBC National Bylaws.
2. Mandatory changes to the Association Bylaws as a result of changes to the National ByLaws will be made automatically by the committee, posted to the association web page and reported to the board at the next general meeting.
3. Changes resulting from submitted proposals will be made by the Parliamentarian by effective date of the approved proposal, and posted to the association web site.

### **Operating Handbook:**

1. The Parliamentarian will review the Operations Handbook to ensure all policies and procedures are up to date and in compliance with the bylaws.
2. The Parliamentarian will identify all policies and procedures that require updating and provide the chairperson of the responsible committee with a date to have the policies and procedures ready for review by the board.
3. Once the board has approved all updated policies and procedures, the Parliamentarian will ensure the updated changes are posted to the Operations Manual on the association's web site.
4. A copy of updated policies and procedures will also be distributed to all board and committee members for inclusion in their Operations Manual.



**CENTRAL ALABAMA USBC ASSOCIATION**

**POLICIES  
&  
PROCEDURES**

**PUBLICITY COMMITTEE**

## **PUBLICITY COMMITTEE POLICY AND PROCEDURES**

**Purpose:** The committee shall act as a functional committee appointed by the Association President to promote the sport of bowling in the Central Alabama area and to provide a history of the local association. The committee will ensure a continuous flow of information to all members and the public of the activities within the association. The committee will develop and maintain the history of the local association and provide information of interest to all bowlers of the association to include the weekly bowling report and youth spot light that appears in the local paper.

**Membership:** The committee shall consist of a minimum of 3 members appointed by the CAA USBC President.

### **Responsibilities:**

1. Act as an independent committee with an established budget to create, publish and distribute a quarterly newsletter.
2. Promote bowling in the Central Alabama area and maintain a record of historical events of the local association.
3. Keep accurate records of all expenses related to the quarterly newsletter to be turned over to the Association Manager.
4. Develop guidelines for the weekly bowling report article to be printed in the local newspaper.

**Historical Duties:** Create and maintain a historical document of all activities of the local association. This information should come from the newsletter and board meetings.

**Publicity Duties:** The committee will work closely with the Awards, Tournaments, Lane Representatives, and Youth committees to:

1. Provide reports to the local USBC Association Board as required.
2. Provide all newsletter receipts to the Association Manager for the annual financial report for the USBC Association Board as requested.
3. Perform the following tasks as needed.
  - ◆ Establish methods for increasing public awareness of the sport of bowling.
  - ◆ Take pictures of special events as they occur. Photos need to be on CD or emailed to the chairperson. Provide them to the editor of the newsletter and web site, and maintain them for historical purposes.
  - ◆ Establish and maintain an “items of interest” site at each bowling facility.
  - ◆ Generate news articles and work with the local newspaper and magazines to get them printed.
  - ◆ Submit news articles, high averages, and awards to be posted on the CAA USBC website as well as printed in the quarterly newsletter.
  - ◆ Establish a method by which to keep the association, parents and bowlers aware of all meetings, tournaments, special awards and other events that may occur.
  - ◆ Establish guidelines to promote all league bowlers (Men, Women, Seniors and Youth).

**Area Bowling Report:** The following guidelines are subject to change as needed:

1. Each center will appoint a staff member to gather the information to be submitted for publishing.
2. The information from the center will be submitted no later than 9:00pm on Thursday Evenings and will include scores bowled from the Thursday prior thru that Wednesday.
3. Center report will be submitted in the specified format via email to the designated Point of Contact.
4. The center report will contain the top 10 Scratch Series and Scratch Game for Men, Women, Senior Men and Senior Women.
5. The center report will also include the top 10 Scratch Series and Scratch Game for each of their certified youth leagues.

Updated April 15, 2018

**CENTRAL ALABAMA USBC ASSOCIATION**

**POLICIES  
&  
PROCEDURES**

**SCHOLARSHIP  
COMMITTEE**

## SCHOLARSHIP COMMITTEE POLICIES AND PROCEDURES

**Purpose:** The Central Alabama USBC Association Scholarship program is designated to foster a desire for better education in the youth of our sport and to enhance the image of the sport of bowling. The CAA Scholarship Committee will administer the CAA Scholarship Program in conjunction with the USBC Smart Program.

**Membership:** The Committee will have five (5) members appointed by the CAA president.

**Scholarship Account:** Scholarships awarded shall come from donations, sales and interest. The CAA Audit Committee will audit the books of the Scholarship Committee twice a year.

**Eligibility:** Youth bowlers who are current members of the Central Alabama USBC Association or teenagers whose parents or grandparents are current members of the Central Alabama USBC Association.

### **Responsibilities:**

1. The Committee shall annually set the amount for each scholarship (*currently at \$700*), with the approval of the CAA Board of Directors.
2. The Committee will have three (3) members on the account at the bank. All checks must have the signatures of two (2) of the members.
3. The funding goal of the Committee is to *offer only two (2) \$700.00* scholarships to eligible students (regardless of age), at an accredited post-secondary institution. As more funds are raised, the Committee may propose additional scholarship awards.
4. *The 2 scholarships will be granted in this order: One to a male or female with the highest GPA. If no males apply and females only apply, then the females would be awarded based on the 2 highest GPAs.*
5. Scholarship funds are for direct expenses and are to be used for educational purposes at an accredited university, college, vocational school or other post-secondary educational institution.
6. All *new* applications must be submitted by June 15<sup>th</sup> (*and no later than June 30<sup>th</sup>*) for the school year starting in September of the same year. A copy of the Application can be printed from the CAA website, or obtained from any Board member.
7. All scholarship checks are made payable to the institution and credited to the recipient's account.
8. If the recipient receives other scholarship awards that satisfy all payments made directly to the institution, the committee will consider alternate payments arrangements.
9. Recipient must provide proof of other scholarship awards and proof that all funds are in support of his/hers educational pursuits.
10. Recipient must maintain a 2.0 GPA on a four (4) point scale or a 1.0 GPA on a three (3) point scale to receive the second, third, and fourth installments of the scholarship.
11. Recipient must send transcript for the previous year to the Committee by June 15<sup>th</sup>.
12. The Committee will recommend ways to the CAA Board of Directors ways to raise money to support the scholarship program.
13. The Committee may spend scholarship funds for the purpose of raising additional funds.
14. The CAA will request and accept donations from businesses and other organizations that are compatible with the purposes, objectives and policies of the CAA.

Revised August 1, 2018

**CENTRAL ALABAMA USBC ASSOCIATION**

**POLICIES  
&  
PROCEDURES**

**TOURNAMENT  
COMMITTEE**

## TOURNAMENT COMMITTEE POLICIES AND PROCEDURES

**Purpose:** The tournament committee will assist the Association Manager in publicizing the tournaments, organizing the tournaments and managing the tournaments.

**Composition:** The tournament committee will consist of no less than 9 members and no more than 11, and will be chaired by the Association Manager.

### Responsibilities:

1. The following tasks will be accomplished by the Association Manager:
  - a. Six months prior to the first tournament send a Bid request to the General Managers of each bowling center certified with the Association.
    - i. Provide each Center Manager with a written notification of requirements for each tournament, except BVL. (BVL will be set on a rotational basis).
    - ii. The notification should list all requirements needed to hold tournament to include the title of each Association tournament, the dates each tournament is to be held, the frequency lanes will be dressed, number of squads and times for each day tournament is held, the amount to be paid for lineage for each tournament, and if willing to sponsor the first place plaques for the Handicap Events of each adult tournament held in their center.
    - iii. Notifications will have a Respond *No Later than Date* that will allow the board to discuss and approve which tournament will be held at which center and allow changes to tournament forms for printing and submitting certification requests to USBC.
    - iv. Once Centers are selected for each tournament, notify all centers of selection by sending a written contract to be signed by each selected center listing tournament name and requirements agreed to by center.
  - b. Once signed contracts are received from the bowling centers, request volunteers to be Tournament Directors for each tournament from the Tournament Committee.
  - c. Using rules from previous year, review tournament rules with both the Tournament Committee and Youth Committee, and make suggested changes to adult and youth tournament rules.
  - d. Determine closing date of each tournament.
  - e. Present rules and list of Tournament Directors to Board of Directors for approval.
  - f. Once Board has approved Tournament Directors, provide each director with the Tournament Binder for the tournament they will be responsible for.
  - g. Once board approves rules, make all final changes to tournament rules and have two volunteers proofread for spelling and grammatical errors.
  - h. Submit certification request to USBC online.
  - i. Have all tournament forms printed and give to Tournament Committee for distribution two months prior to each tournament.
  - j. Receive all tournament entries and enter entries into tournament program.
  - k. Send Confirmation Notification to team captain for each entry received for each tournament.
  - l. Five days prior to tournament provide the hosting bowling center(s) and tournament director with number of lanes being used on each squad, each day of tournament.

- m. Three days prior to tournament, provide hosting center(s) with the list of lane assignments (without handicap information) for input to center computer.
  - n. Two days prior to tournament, provide Tournament Director with check-in list, pre-printed recap sheets for each shift, average verification sheets, extra blank recap sheets, substitution and average correction forms and a copy of Tournament Certification Certificate for posting.
  - o. After the conclusion of each squad, receive scores from Tournament Director and verify all initialed averages.
  - p. Apply all disqualifications, if any and prepare a notification of disqualification to team captain.
  - q. At the end of the last squad for each day post unofficial results at the center for the tournament along with proposed prize list for tournament.
  - r. Ensure lineage is paid to the center the last shift of the last day of the tournament.
  - s. One week after conclusion of tournament if there have not been any protest submitted, post official results of tournament at each center and Association website.
  - t. Three days after official results are posted, mail payout to each team captain along with a list of all prizes paid out.
  - u. Submit tournament report to USBC no later than 30 days after the conclusion of the tournament, unless the prize fund is held up by a protest.
  - v. If applicable, send thank you letters to sponsors and centers.
2. The following tasks will be accomplished by the Tournament Committee members:
- a. Draft a written plan on how to improve participation in tournaments.
  - b. Identify potential sponsors for each tournament, then visit and solicit their support for tournaments.
  - c. Provide sponsor name and amount donated for each tournament to Association Manager for inclusion on tournament entry cover page.
  - d. Obtain items from vendors, local restaurants, and Pro-Shops to be used for raffles and door prizes.
  - e. Receive tournament entries from Association Manager and distribute immediately to each center within association.
  - f. Two weeks prior to tournament closing date, visit leagues and solicit participation in tournament.
  - g. Draft tournament surveys and make available during all tournaments.
  - h. Collect all surveys filled out during tournaments and provide results to Board of Directors at the monthly meeting following the tournament.
  - i. Use results of surveys and input from Youth Committee (for Youth Tournaments) to draft a list of recommended tournament rule changes to Association Manager.
3. The following tasks will be accomplished by each Tournament Director:
- a. Once lane information is received from Association Manager, ensure there is one (1) tournament official scheduled for every four (4) lanes used for each squad, each day of the tournament.
  - b. Ensure there are two (2) people scheduled to run brackets and one (1) person for Nassau for each squad, each day of the tournament.



- c. Ensure there are two (2) people scheduled to sell raffle tickets and draw door prizes, for each squad, each day of the tournament.
- d. Review check-in sheets, score recap sheets for each squad of the tournament received from the Association Manager.
- e. Ensure you have been provided with tournament binder, substitute and average correction forms, blank recap forms, and copy of yearbook for average verification.
- f. Arrive at center one (1) hour prior to check-in time of the first squad for each day of the tournament.
- g. Ensure there are tables set-up for check-in, raffles, door prizes, and brackets.
- h. Ensure foul lights are on and functional.
- i. Check approaches and pit area for cleanliness and safety.
- j. Ensure Tournament Certification Certificate is posted and visible to all participants.
- k. Five (5) minutes prior to the start of practice, make tournament announcement and have National Anthem played for each squad of the Team Event only.
- l. Ensure all tournament rules are enforced and tournament stays on schedule.
- m. Ensure a printout is received from front desk for each lane each shift.
- n. Ensure all recap sheets and printed scores are turned in to the Association Manager at the end of each squad each day of the tournament.
- o. Ensure any written disputes received are turned over to the Association Manager.

**Processes:**

1. The following is performed by the Association Manager after Tournament Contracts have been signed by center managers and Tournament Rules have been approved by Board:
  - a) Rules – Using a copy from the previous year:
    1. Ensure Center, dates and squad times reflect correctly.
    2. Ensure entry fee per event includes lineage, prize fund, and expenses where applicable.
    3. Review multiple entries rule for accuracy.
    4. Review entry averages and average re-rating rules for accuracy.
    5. Review the handicap percentage to be used.
    6. Review format of tournament.
    7. Establish tournament entry closing date.
    8. Review prize fund ratio for handicap and scratch events.
    9. Review prize award ratio.
  - b) Entry Form – Using a copy from the previous year:
    1. Ensure tournament sponsor(s) is/are identified if any.
    2. Ensure entry fee matches rules.
    3. Ensure entry closing date matches rules.
    4. Ensure bowler information section matches tournament format.
    5. Ensure location to mail entries is clear and visible.
    6. Have checks made payable to CAA.
    7. Determine number of copies needed for each tournament.
    8. Send entries to printer with best cost estimate four months prior to first tournament.
  - c) Tournament Program – Using approved rules:
    1. Build each tournament in computer.
    2. Set lane assignment to manual to allow multiple team submissions to bowl together.
    3. Enter entries as received.

2. The following is performed by the Association Manager to set-up tournament:
  - a) Entry Form – Upon receiving the entry form:
    1. Check form for completeness.
    2. Return all incomplete forms to listed team captain or Youth League Supervisor.
    3. Verify entry fees submitted.
    4. Return all entries with incorrect fees to listed team captain or Youth League Supervisor.
  - b) Using WinLabs, Yearbook, and League Secretary Verifications, verifies submitted averages.
    1. Advise team captain of average discrepancies.
    2. If average re-rating required because of tournament average 15 pins or more higher than submitted average or tournament winnings of \$600.00 or more, notify listed team captain.
    3. If team captain or bowler refuses average re-rating, classify the entry as incomplete and return entry and fees to the team captain.
  - c) Computer Entry Pre-Tournament – Upon determining that an entry is complete and correct:
    1. Input entry from information into tournament computer and write entry number assigned by computer on entry form.
    2. Assign one (1) team per lane, no more than three (3) bowlers per lane for doubles and no more than three (3) bowlers per lane for singles.
    3. Mail confirmation letter to team captain.
    4. Once all entries have been entered, print lane assignment list for center, recap sheets and check-in list for Tournament Director.
  - d) Computer Entry During Tournament – Upon receiving squad scores from Tournament Director:
    1. Verify that all recap sheets have been initialed by each bowler.
    2. Verify that scores on recap match scores on computer printout.
    3. Input scores into computer.
    4. Notify team captain of any disqualifications involving a member of the team and the reason for the disqualification.
    5. Print copy of unofficial standings and along with prize fund payout, post at center(s) tournament is being conducted.
  - e) Computer Entry Post-Tournament – Upon entering the scores for the last squad of the tournament:
    1. Ensure all disqualified bowlers have been identified in the computer.
    2. Verify all scores have been placed against the correct bowler.
    3. Verify all entrants are in the correct event and division (if used).
    4. Print a copy of final standings and post as unofficial at each center in the Association.
    5. If written disputes are submitted, address disputes with Tournament Committee.
    6. Prepare and mail a written response to complainant and ensure they are given 15 days to appeal decision to USBC.
    7. After one week, if no disputes (protests) are received, change standings to official and post.
    8. Three days after official results are posted, mail tournament payout checks to team captains along with a copy of final standings and prize list.

9. Provide a list of the tournament winners to the Publicity Committee Newsletter Chairperson.
  10. Within 30 days of tournament conclusion, submit written tournament report to USBC online.
3. The following will be performed by Awards Chairperson prior and after tournaments when applicable:
    - a. When applicable, ensure award forms are available at each center during tournament.
    - b. When applicable, ensure game and series award pins are available at each center during tournament.
    - c. Upon results becoming final, order championship/sponsor plaques, trophies, or medallions as appropriate.
    - d. Ensure all awards are delivered to appropriate center for presentation to winners.
  4. The following will be performed by each Tournament Director for their tournament:
    - a. Ensure scheduled lane officials are at the center 30 minutes prior to squad start time.
    - b. Ensure each lane official is familiar with automatic scoring machines at the tournament center.
    - c. Ensure each lane official is properly suited with a red vest.
    - d. Ensure there is one (1) official scheduled for every two (2) pair of lanes (4 lanes) to perform score corrections.
    - e. Ensure there are at least two (2) people scheduled for each shift each day of each tournament to sell 50/50 tickets.
    - f. Ensure there is at least one (1) person scheduled for each shift of each tournament to perform the drawings for door prizes, if any are available.
    - g. Ensure there are at least two (2) people scheduled each shift of each day of each tournament to run the brackets and one (1) person to run Nassau.
    - h. Start tournament check-in one (1) hour prior to squad time.
    - i. Ensure 50/50 ticket sales start no earlier than one hour prior to start time, but no later than 30 minutes prior to start time.
    - j. Once all participants have checked in, but no later than 5 minutes prior to squad start time, make tournament announcements.
      - 1) Welcome all bowlers to tournaments
      - 2) Introduce any special guests.
      - 3) Announce number of teams, doubles and singles participating.
      - 4) Thank bowlers for participating and supporting the association.
      - 5) Introduce Tournament Sponsor(s) (if any).
      - 6) For Team Event, announce team names and have teams stand on approach.
      - 7) Play National Anthem (Team Event Only).
      - 8) Announce length of practice and have lanes turned on for practice.
    - k. During Practice, distribute recap sheets and award forms (if applicable) to lanes.
    - l. Ensure tournament participants are not interfered with during practice or bowling for 50/50 ticket sales.
    - m. Stop practice.
    - n. Reiterate rules for dress code, smoking policy, lane courtesy, score changing procedures and initialing of averages.

- o. Identify lane officials.
  - p. Announce winner(s) of door prizes, if any.
  - q. Start tournament competition.
  - r. Drawings for 50/50 tickets are to be held no later than the 6<sup>th</sup> frame of the first game.
  - s. If applicable, ensure game and series award forms are completed and give awards after each squad as they are earned.
  - t. Collect score recap sheets and computer printout from front desk for each squad.
  - u. Provide all scores and any substitute paperwork to Association Manager for entry into tournament program.
5. The following is to be performed by Tournament Committee members during each tournament:
- a. Distribute survey to each lane, or have them available at the check-in table.
  - b. Collect all completed surveys for consolidation.
  - c. Provide assistance to tournament director where necessary.
6. The following is to be performed by personnel scheduled to sell 50/50 Tickets:
- a. Arrive at center one (1) hour prior to squad start time, and receive roll of tickets and cash box from Association Manager.
  - b. Sell 50/50 tickets at three (3) for \$1.00 or eighteen (18) for \$5.00.
  - c. Do not approach participants during practice time.
  - d. During the third (3<sup>rd</sup>) frame of the first game of each squad, use the center PA system to announce last call for ticket sales.
  - e. No later than the sixth (6<sup>th</sup>) frame of the first game of each squad, announce the winner of the 50/50.
  - f. For youth members – gather personal information for youth winner and provide to Association Manager to be reported via SMART in behalf of the youth bowler.
  - g. Once winner(s) have been announced, turn over remaining tickets and cash box to the Association Manager.
7. The following is to be performed by personnel scheduled to manage the Brackets and Nassau.
- a. Arrive at center one (1) hour prior to squad start time.
  - b. Ensure brackets and Nassau sign-up starts 45 minutes prior to the squad start time.
  - c. Ensure brackets and Nassau close upon the completion of practice of the squad.
  - d. For brackets and Nassau:
    - 1) One person goes out on the lanes and records scores for bracket/Nassau participants as games are completed or records scores from center printouts.
    - 2) The second person remains with bracket computer and enters the scores into the Braxion program and post results after each game.
    - 3) Once the squad has ended, print the final bracket and Nassau results and a payout list.
    - 4) Ensure brackets and Nassau pay-out is signed by each bracket winner.
    - 5) For youth members – gather personal information for youth winner and provide to Association Manager to be reported via SMART in behalf of the youth bowler

Updated April 15, 2018

**CENTRAL ALABAMA USBC ASSOCIATION**

**POLICIES  
&  
PROCEDURES**

**YOUTH COMMITTEE**

## **YOUTH COMMITTEE POLICIES AND PROCEDURES**

**Purpose:** The purpose of the Youth Committee is to be the voice of youth bowlers, to work collaboratively with the board to promote youth bowling; and ensure youth bowlers are cultivated to be responsible adult bowlers.

### **Composition:**

1. The Youth Committee will be made up of **6** members (**4** Adults and **2** Youth).
2. Youth Committee members do not have to be Youth Directors.
3. Youth Committee selects chair and recording secretary

### **Eligibility:**

1. Must be a USBC and CAUSBCA member in good standing when appointed and throughout term of committee.
2. Must be 14 years or older (unless state laws mandate a different age).

### **Election Process:**

1. Appointed by Association President with Board approval.
2. Vacancies on the Youth Committee are filled by the President, with Board Approval.

### **Responsibilities of Committee Chairperson:**

1. Schedule and conduct meetings of the Youth Committee as necessary.
2. Ensure all tasks assigned to the Youth Committee by the Board of Directors or Association President are carried out in a timely manner and results reported to the Board of Directors.
3. Provide a written report to the Association Manager of all tasks assigned to and completed by the Youth Committee.
4. Delegate responsibilities accordingly to Youth Committee Members relevant to any assigned tasks.
5. Receive nomination packages from Youth League Supervisors for the Youth Male and Female Bowler of the Year.
6. Remove names and assign a CAUSBCA evaluation number to each nomination package received.
7. Provide a copy of each package to all Youth Committee Members and Youth Directors either in person or electronically via email with an assigned deadline for votes to be returned.
8. Tally votes for each package and only cast a vote in the event of a tie.
9. Submit the Youth Male and Female Bowler of the Year to the Awards Chairperson in writing.
10. Around the middle of May of each year, send the Youth League Supervisor of each bowling center in the Jurisdiction of the CAUSBCA the requirements and worksheet for the Annual Youth Awards. Ensure the message has a cutoff date for all submissions.
11. No earlier than day after the cutoff date set by you and no later than two days prior to the cutoff date established by the Awards Committee Chairperson, using the worksheets returned by your cutoff date; compile the final Annual Youth Award winners list and submit to the Awards Committee Chairperson for notification to each center and ordering of awards.

**Responsibilities of Committee Members:**

1. Develop/Review eligibility requirements for the committee and present recommendations to the Youth Representatives for approval at annual meeting.
2. Develop/Review eligibility requirements for Board members representing the youth and present recommendations to Youth Representatives for approval at annual meeting.
3. Monitor and review youth programs conducted by the association
  - a. Scholarships/SMART
  - b. Tournaments
  - c. Leagues
4. Promote youth programs
  - a. High School bowling (assist State Association Committee)
  - b. Youth Leader Program
  - c. Coaching
  - d. BPAA Programs
  - e. Tournaments
  - f. Leagues
5. Make recommendations to the board on additions/deletions/changes to:
  - a. Youth Programs and services
  - b. Youth Tournaments
6. Review Nomination Packages for Youth Bowler of the Year and submit vote for Male and Female Bowler of the Year to the Committee Chairperson.
7. Complete any tasks assigned by the Board of Directors
8. Serve on additional committees as necessary

Revised April 15, 2018

**CENTRAL ALABAMA USBC ASSOCIATION**

**POLICIES  
&  
PROCEDURES**

**YOUTH DIRECTORS**



## **YOUTH DIRECTOR POLICIES AND PROCEDURES**

**Purpose:** The purpose of the Youth Directors is to be the voice of youth bowlers on the CAA Board of Directors, to work collaboratively with the board and the Youth Committee to promote youth bowling; and ensure youth bowlers are cultivated to be responsible adult bowlers.

**Composition:** The Youth Directors will be 20% of the Board of Directors. and elected by the Youth Representatives during the association annual meeting.

**NOTE:** The youth representatives are: All USBC youth members, age 14 years or older, one (1) adult USBC member representing each certified youth or adult/youth league (selected by the youth league), and one (1) USBC member 14 years or older from each center that has at least one (1) certified youth league (chosen by the center).

### **Eligibility:**

1. Must be a USBC and CAUSBCA member in good standing when nominated and throughout term of committee.
2. Must be 14 years or older (unless state laws mandate a different age).

### **Election Process:**

1. Candidate's qualifications are to be submitted in writing to Nominating Committee no later than 30 days prior to annual meeting to be considered. Member being nominated from the floor must have Candidates Qualification package submitted to Nominating Committee no later than 24 hours prior to annual meeting.
2. Youth Directors are approved by the youth members/youth representatives:
  - a. By majority vote unless plurality is allowed.
  - b. From slate prepared by the Nominating Committee, or nominations from the floor.
3. Vacancies occurring prior to end of a term will be filled by Youth Committee with Board approval.

### **Responsibilities:**

1. Assist the Board of Directors with issues from Youth Programs by providing working solutions.
2. Assist the Youth Committee with the monitoring and review of youth programs conducted by the association by performing the following tasks:
  - a. Make spot visits to youth leagues within the Association and speaking with the youth bowlers.
  - b. Ensure the centers are adhering to the Registered Volunteer Program.
  - c. Assist with the Youth Tournaments by volunteering to be lane monitors and tournament director.
  - d. Report any violations of USBC and/or Association Bylaws/Policies to the Board.
3. Work with the Youth Committee to promote youth programs such as:
  - a. High School bowling (assist State Association Committee).
  - b. Youth Leader Program
  - c. Coaching
  - d. BPAA Programs
  - e. Tournaments
  - f. New and Current Leagues

4. Review Nomination Packages for Youth Bowler of the Year and submit vote for Male and Female Bowler of the Year to the Youth Committee Chairperson.
5. Complete any tasks assigned by the Board of Directors.
6. Serve on additional committees as necessary.

Updated April 15, 2018