

USV LEAGUE SECRETARY TIPS

ORGANIZATIONAL MEETING

Discuss and vote on rules which your league wants to have:

- Absentee/Vacancy scores
- Entering averages
- Legal Lineup
- Substitutes
- Tardy bowlers
- Payment for Vacancy
- Handicaps
- Fee arrearages
- Prize Fund
- Secretary/Treasurer

Committees to consider:

- Prize Fund (creates prize lists for consideration)
- Audit (completes audit before last 2 weeks of league)

LEAGUE BOARD OF DIRECTORS

Consists of league officers and team captains

Rule and schedule changes, as well as prize list changes, require a unanimous vote of League Board

Decides all protests involving USBC or league rules, and handles all disputes concerning prize money

Board decisions are final unless a written appeal is given to association

BANK ACCOUNT

Open bank account at FDIC insured bank (requiring 2 signatures) using EIN. Do not use a social security number (SSN)

Deposit money into league account within 7 days

President must verify league account each and every month.

SANCTION CARDS

Have all bowlers, including subs, fill out USBC sanction card (Rule 101)

Sign receipt section only after receiving signed and dated sanction card with dues (if required). Do not pre-sign sanction cards. Give bowler receipt.

If bowler paid in another league, must show receipt from that league showing payment

Submit sanction cards and payment to association. Updated receipt/roster from association will be given after each submission.

TEAM ENVELOPE

On front outside of envelope, write in team name and number. Also, it might be helpful to write team number in upper right-hand corner of envelope.

Might be beneficial to write on a post-it/attached note, make checks payable to "*name of league*"

LEAGUE APPLICATION

Submit league application to association within 30 days of the start of league

Fill out bonding section of application. Leagues are protected against \$10,000 in misused funds as long as application is received within the 30-day timeframe and deposits are made within 7 days.

AWARDS

On a weekly basis, determine awards which bowlers earned.

Submit Award Request form within 20 days.

USBC Awards (300 game and 800 series) must notify association within 48 hours and submit paperwork within 20 days

MEMBERSHIP CARD

If bowler has not received their card, instruct him/her to download a copy of their card by logging into his/her account on bowl.com and going to the "Find-A-Member" feature.

PRIZE MONEY

By week 5, vote on prize lists. Majority (50% + 1) wins.

Provide each team captain with a copy of the winning prize list.

Money is required to be distributed within 7 days after bank withdrawal.

END OF YEAR

Provide each team captain with a detailed financial statement when the prize money is distributed.

Fill out and turn in the final averages sheet (sent to you by the association) within 15 days

Please also fill out form for Next Year's Officers