



Upper Shenandoah Valley USBC
www.usvbowl.com
usvbowling@gmail.com

League Secretaries --

Thank you so much for volunteering to be the secretary and/or treasurer of your Upper Shenandoah Valley (USV) league. This position is an important and integral part to the success of your league. Because of this, USV is offering a new secretary training, with an incentive (\$25 USBC fee paid by USV).

Hard copies of all USV secretary/treasurer documents and forms are provided in your secretary packet for this year only. In the future, only new leagues will receive hard copies of USV documents and forms. PDF versions of all forms are available at our website www.usvbowl.com under the "Docs and Forms" tab. If you do not have access to the internet or a printer, please reach out to your bowling center for assistance. The following hard copies are included in your Secretary Packet:

- Contact sheet of all USV board members, including bowling center representatives
- Business cards with website QR code for every bowler in your league
- 2023-2024 Rulebook
- League Operation Handbook
- 2022-2023 USV Yearbook
- String Pinsetter Update
- String Pinsetter FAQs
- League Application (plus sample application filled out)
- Membership Summary form
- Sanction card info sheet
- USBC sanction application cards
- Team Envelope sample sheet
- Awards Info
 - o Awards Letter
 - o Awards flyer
 - o Awards Request form

For league certification, please send the following to USV:

- league application
- league rules
- filled out sanction cards for each member of your league, making sure all information is **printed, legible and signed**
- Membership summary form
- league check covering USBC sanction fees for your league, with 2 league signatures

USBC RULEBOOK. USV is providing every sanctioned league a printed copy of the 2023-2024 Rulebook for this year only. In the future, USV will provide Rulebooks to new leagues only. Additionally, USV will provide all established leagues with USBC Rule Changes. If additional rulebooks are needed, they can be download on www.bowl.com or purchased from USV for \$25 each while supplies last.

USBC LEAGUE APPLICATION. League application must be sent to USV within 30 days of the start of the

league. Otherwise, membership benefits are not effective until the date received. Please send one copy of the league application to USV, and keep a copy for your records. Remember to send all other required items with your league application, as outlined above in order to certify your league. For your convenience, an addressed manila envelope is provided to mail the league certification documents to USV for processing.

USBC SANCTION APPLICATION CARDS. All membership cards are issued for August 1 through July 31. As **Rule 100** states, an adult league consists of bowlers who are 18 years of age or older. Hence, no youth bowler is permitted to bowl in an adult league.

All bowlers, including subs, must fill out a sanction cards for all leagues (**Rule 101**) in which they bowl. If a bowler fails to fill out a sanction card and bowls in the league, the games of the now declared “ineligible” bowler may be declared forfeited (**Rule 120**).

Please have bowlers legibly PRINT all requested information on the sanction cards. Prior to sending the application cards to the association, please make sure all the information is printed and filled out correctly, as well as being dated and signed. Failure to do so may result in the return of any sanction card to the league secretary for correction to be made.

DUES. Standard membership dues are \$25.

USBC	\$15
State	\$ 1
Association	\$ 9

Dues may be paid through a league or online at www.bowl.com.

Multiple membership applies to bowlers who have paid their USBC dues through another association. Please make sure sanction cards reflect the actual membership being purchased through your league.

Local Membership. If a bowler pays USBC dues (\$15) and state dues (\$1) through another association within the state of Virginia, the \$9 association dues must be paid to become a multiple member through USV.

Local and State Membership. If a bowler pays USBC (\$15) through an association OUTSIDE THE STATE OF VIRGINIA, the \$1 state dues plus the \$9 association dues (total of \$10) must be paid to become a multiple member of USV.

PAYMENT/LEAGUE CHECKS. Each league MUST submit a league check for membership payment, and payable to Upper Shenandoah Valley USBC with two league signatures on ALL checks. Do not submit cash for any sanction payments.

Any check written in any other way will be returned to the league secretary for a corrected check. If your league check is returned for any reason, USV will charge your league a returned check fee of \$35 PLUS any fees our bank may charge USV in addition to the amount of the check. Additionally, USV will only accept Money Orders or Cashier’s checks from then on.

OVERPAYMENT. If your league has submitted extra monies to USV for sanction payment, the association will send a check back to the league for the overpayment along with an overpayment explanation, including name(s) and amount(s). The overpayment should be returned to the bowler(s) who overpaid, and cannot be used to pay for another bowler’s sanction.

USV AWARD REQUEST FORM. As secretary, it is your responsibility to fill out and submit USV Award Request form to the USV Awards Chairman within 20 days:

Janet Stotler
110 Blue Ridge Lane
Winchester, VA 22602
(540) 869-1448

Please provide ALL information requested on the award form, including submitting all needed center verification.

BOWLING CENTER VERIFICATION. Due to center verification issues this past year, USV is giving association leagues options, with the preferred method still being a printout from the center. The following are the options for verification for score(s) in the order listed below:

1. Printout of scores from center
2. Dated clear picture of overhead screen showing score(s) of actual game or series
3. Dated copy of recap sheet with signatures of both team captains, league Secretary and President

Please note, #3 above is the only center verification option for the following awards: Big 4 and 7-10 split.

SUBS. Subs bowling in USV leagues are eligible to earn any and all USBC awards plus local awards. However, subs are not eligible for any league cash prizes.

If you have any questions or need assistance during the season, please reach out to your house representative or contact us at usvbowl@gmail.com. Also, please refer the USBC 2023-2024 Rulebook and the League Operations Handbook, both of which are included in your secretary packet.

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