



SECRETARY PACKET

The following items are included in the online USV Center Packet.

- [Secretary letter](#)
- 2024-2025 USBC Rulebook Updates
- 2023-2024 USV Average Yearbook
- [League Application Example](#)
- [Membership Summary](#)
- [Sanction Card Example](#)
- [Team Envelope Example](#)
- [Awards Letter](#)
- [Awards Flyer](#)
- [Awards Request Form](#)
- [League Checklist](#)
- [Secretary Tips](#)
- [Next Year's League Officers form](#)



UPPER SHENANDOAH VALLEY

 usvbwlg@gmail.com

 www.usvbwlg.com



2024 - 2025

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.

Available online on our website www.usvbwlg.com under the Secretary tab are the following:

- 2024-2025 USBC Rulebook updates - **Rules Department announced no rule changes for 2024-2025 season.**
- 2023-2024 USV Average Yearbook
- League Application example
- Membership Summary form
- Sanction card example
- Team Envelope example
- Awards Info
 - Awards Letter
 - Awards Flyer
 - Awards Request form
- League Checklist
- Secretary Tips

Additionally, USV will provide the following hard copies:

- USBC sanction application cards for every bowler in your league
- League Application

Please note that all USV bowling centers will have hard copies of the 2023-2024 Yearbook for your use.

USBC RULEBOOK. Last year USV provided every sanctioned league a printed copy of the 2023-2024 Rulebook. Moving forward, leagues will be receiving the 2024-2025 USBC Rulebook changes ONLY. If your league is new this year, please contact a USV Board member for your copy of the 2023-2024 USBC Rulebook.

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 by USV. Please send one copy of the league application to USV, keeping a copy for your records.

For your convenience, an addressed manila envelope is provided to send the following league certification documents to USV for processing:

- league application
- league rules
- sanction cards for **each and every 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 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 complete 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 and may be paid through a league or online at www.bowl.com.

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

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, payable to Upper Shenandoah Valley USBC with two league signatures on ALL checks. Do not submit cash.

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, and yours alone, to fill out and submit USV Award Request form to the USV Awards Chairman within 20 days. Please provide ALL information requested on the award form, including all needed center verification. If you have any questions about any awards or submissions, please contact the Awards Chairman, Janet Stotler, directly at (540) 869-1448.

New this year, a fillable Award Request Form is available online at www.usvbowl.com. As usual please submit request forms by mail to Awards Chairman or by leaving them at the control desk at Northside Lanes.

BOWLING CENTER VERIFICATION. Again, USV is giving league secretaries different options for center verification, with the preferred method still being a printout front the center. The following are the options available for the 2024-2025 bowling season:

1. Printout of scores from center
2. Dated clear picture of overhead screen showing score(s) of actual game or series

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 Rulebook and League Operations Handbook for specific questions or issues which arise in your league during the season.

United States Bowling Congress League Application

Please Print. League Application # _____

Send application and dues to local processor (local association or center) within 30 days of first league session. DO NOT send directly to USBC Headquarters.

1. Bowling Center _____
Name City State

2. League Name _____ 3. Association Name _____

4. Type of League

Adult

- Adult Mixed STANDARD
 Adult Women BASIC
 Adult Men BASIC
 Adult/Youth Mixed

Youth

- Standard High School
 Bowlopolis/Bumper
 USA Bowling

4a. Check if applicable

- This is a managed league (See Rule 100j)
 Scholarship SMART # _____
 Senior League
 Travel League

5. Game Format

- Standard American Tenpin
 Baker /Scotch Doubles
 No Tap/3-6-9/Best Ball
 Bumper

5a. Lane Conditions

- Check one
 House/Standard
 Challenge
 Sport

Visit bowl.com/laneconditions for more information.

6. Teams Number of Teams _____ Number of Players per Team _____

7. Date Schedule Begins _____ Date Schedule Ends _____ Day of Week Bowled _____ Time Bowled _____ # Weeks League Bowls _____
(Month / Day / Year) (Month / Day / Year)

8. League Secretary/Manager/Youth Official ID# _____ **ID # is bowler's USBC #** Male Female

Legal Name Only

First Name _____ Middle Initial _____ Last Name _____ Jr./Sr./III _____

Mailing Address _____ Apt. # _____ Primary Phone _____

City _____ State _____ Zip Code _____ Secondary Phone _____

Please provide email (for USV use only)

Email _____

9. League President/Youth Supervisor ID# _____ Male Female

First Name _____ Middle Initial _____ Last Name _____ Jr./Sr./III _____

Mailing Address _____ Apt. # _____ Primary Phone _____

City _____ State _____ Zip Code _____ Secondary Phone _____

Email _____

10. Mark here if League Secretary is also the Treasurer.

ID# _____ Email _____

League Treasurer First Name, Initial, Last Name, Jr./Sr./III _____

Mailing Address _____

City _____ State _____ Zip Code _____

League Treasurer Primary # _____ League Treasurer Secondary # _____

To Be Completed by Youth and/or Adult Youth Leagues

12. Mark here if the Adult Representative is the same as the Youth Supervisor.

ID# _____ Email _____

Adult Youth Representative First Name, Initial, Last Name, Jr./Sr./III _____

Mailing Address _____

City _____ State _____ Zip Code _____

Adult Youth Representative Primary # _____ Adult Youth Representative Secondary # _____

11. Bonding, Burglary and Holdup Insurance

Estimated total league funds NOT INCLUDING lineage fees \$ _____
(Prize money, salaries, expenses, etc., if none enter zero)

I acknowledge it is my responsibility to protect the league funds and perform my duties as found in the USBC Playing Rules book, Rule 102c.

Signature of League President _____ Date _____

The USBC insurance and bonding program affords coverage for league officers. No coverage is provided for funds lost due to bowling center insolvency or liquidation.

PLEASE REFER TO THE BONDING CHAPTER IN THE USBC PLAYING RULES.

Local Association Use Only MA0009 4/18 Application Received _____ Date _____

2024-2025 USV UABC ADULT Membership Summary & Checklist

Please use this form each time you submit membership cards to be processed and to determine the total amount of dues collected from the bowlers in your league. Submit this form along with the league application (if applicable), membership cards and payment to **UPPER SHENANDOAH VALLEY USBC, 5166 Barley Drive, Stephens City, VA 21655. All Bowlers in the league must submit a completed membership card – SUBS INCLUDED!** Failure to certify a bowler may result in forfeitures or possible suspension. Don't hold on to the membership cards. You may cost someone his/her 300 or 800 honor awards!

Center _____ Secretary _____
 League _____ Email/Phone _____
 Certification # _____ Date Submitted _____

SUBMISSION CHECKLIST

LEAGUE APPLICATIONS must be submitted **within 30 days** of the start date. Make sure the form is filled out completely with bonding amounts and President's signature.

DOUBLE CHECK that all cards are filled out completely, legibly and includes existing USBC Membership numbers (if applicable). **BIRTHDATES ARE REQUIRED!**

WRITE the **AMOUNT** that is being paid on the membership cards (located at the bottom of the card)

SORT CARDS into the categories below: paid cards, paid other league cards (POL), transfer cards, etc. when possible.

Include **PAYMENT** for memberships, with league check payable to **UPPER SHENANDOAH VALLEY USBC. Only ONE league check with each submission.**

ADULT MEMBERSHIP	Count	Dues	Totals
Standard USV USBC Membership (Aged 18+)		\$25	
Basic Membership			
Local Transfer Fee <i>Membership was purchased in another VA Association outside of USV</i>		\$9	
State & Local Transfer Fee <i>Membership was purchased in another state</i>		\$10	
Past USV Board President <i>(must still be active on USV Board)</i> Secretary Training Incentive <i>(coupon given at secretary training)</i>		\$0	
Lifetime USBC Members		\$0	
Membership cards only for league roster (POL) <i>Card was purchased in another USV USBC league or online (bowl.com)</i>		\$0	
GRAND TOTAL			

For membership to be effective as of the date purchased in a league, the **league secretary must forward the league membership dues, membership cards and league application to the local association within 30 days.** Otherwise, membership benefits are not effective until the date received by the local association. Rosters will be emailed with each payment transaction.

USBC ADULT MEMBERSHIP APPLICATION

New USBC Member

New to Association

Bowling Center _____ League/Tournament Name _____

Member ID# (found on last year's card) Last Name _____ First _____ Initial _____ Suffix _____

Mailing Address _____ Apt. _____

City _____ State _____ Zip Code _____ Male Female

Primary Phone Number _____ Secondary Phone Number _____ Date of Birth (mm/dd/yyyy) _____

Email Address _____ I do not wish to receive non-USBC communication

MEMBERSHIP CHOICES

- Standard State & Local Only USBC Life Member USBC Hall of Fame
- Basic Local Only Local Life Member None

Standard \$25
 Local \$9
 State & local \$10
 None \$0

Please see reverse for a description of membership choices. Amount paying through this league: \$ None

IF NOT PAYING DUES WITH THIS APPLICATION, PLEASE INDICATE WHERE YOU PAID YOUR DUES: Paid on BOWL.com Paid in other League

if dues paid another league/bowl.com (None membership) Sign _____ Date _____

Name of League _____ Bowling Center _____ Signature _____ Date _____

By submitting this application, the applicant is agreeing to be bound by and comply with the USBC Bylaws, Rules, and Policy Manuals. Applicant also consents to the inclusion of his/her name, local association and scores on BOWL.com.



Member ID# _____

Full Name _____
To be filled out by bowler to save time

League _____

Membership Type _____

\$ _____
 Amount Paid

Date purchased _____

Must be signed!!

Signature - League Secretary
 Please retain receipt until official card is delivered in the mail. Visit the "Find a Member" section on BOWL.com to print a copy of your card.
 NOT VALID UNLESS SIGNED BY LEAGUE SECRETARY

USBC ADULT MEMBERSHIP APPLICATION

New USBC Member

New to Association

Bowling Center _____ League/Tournament Name _____

Member ID# (found on last year's card) Last Name _____ First _____ Initial _____ Suffix _____

Mailing Address _____ Apt. _____

City _____ State _____ Zip Code _____ Male Female

Primary Phone Number _____ Secondary Phone Number _____ Date of Birth (mm/dd/yyyy) _____

Email Address _____ I do not wish to receive non-USBC communication

MEMBERSHIP CHOICES

- Standard State & Local Only USBC Life Member USBC Hall of Fame
- Basic Local Only Local Life Member None

Please see reverse for a description of membership choices. Amount paying through this league: \$ _____

IF NOT PAYING DUES WITH THIS APPLICATION, PLEASE INDICATE WHERE YOU PAID YOUR DUES: Paid on BOWL.com Paid in other League

Name of League _____ Bowling Center _____ Signature _____ Date _____

By submitting this application, the applicant is agreeing to be bound by and comply with the USBC Bylaws, Rules, and Policy Manuals. Applicant also consents to the inclusion of his/her name, local association and scores on BOWL.com.



Member ID# _____

Full Name _____

League _____

Membership Type _____

\$ _____
 Amount Paid

Date purchased _____

Signature - League Secretary
 Please retain receipt until official card is delivered in the mail. Visit the "Find a Member" section on BOWL.com to print a copy of your card.
 NOT VALID UNLESS SIGNED BY LEAGUE SECRETARY

USBC ADULT MEMBERSHIP APPLICATION

New USBC Member

New to Association

Bowling Center _____ League/Tournament Name _____

Member ID# (found on last year's card) Last Name _____ First _____ Initial _____ Suffix _____

Mailing Address _____ Apt. _____

City _____ State _____ Zip Code _____ Male Female

Primary Phone Number _____ Secondary Phone Number _____ Date of Birth (mm/dd/yyyy) _____

Email Address _____ I do not wish to receive non-USBC communication

MEMBERSHIP CHOICES

- Standard State & Local Only USBC Life Member USBC Hall of Fame
- Basic Local Only Local Life Member None

Please see reverse for a description of membership choices. Amount paying through this league: \$ _____

IF NOT PAYING DUES WITH THIS APPLICATION, PLEASE INDICATE WHERE YOU PAID YOUR DUES: Paid on BOWL.com Paid in other League

Name of League _____ Bowling Center _____ Signature _____ Date _____

By submitting this application, the applicant is agreeing to be bound by and comply with the USBC Bylaws, Rules, and Policy Manuals. Applicant also consents to the inclusion of his/her name, local association and scores on BOWL.com.



Member ID# _____

Full Name _____

League _____

Membership Type _____

\$ _____
 Amount Paid

Date purchased _____

Signature - League Secretary
 Please retain receipt until official card is delivered in the mail. Visit the "Find a Member" section on BOWL.com to print a copy of your card.
 NOT VALID UNLESS SIGNED BY LEAGUE SECRETARY

NAME	WEEK PAID / DATE ▶	4/5	4/12	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28	7/5	7/12	7/19	7/26	8/2	PHONE
	SANDY SMITH	39	20	20	20	60	20	20	20	40	20	20	20	60	11/28	11/28	20	20	100	pd USBC 9/5
JOHN SMITH	39	20	20	20	60	20	20	20	40	20	20	20	20	20	20	20	20	20	100	pd USBC 9/5
BARB JONES	39	20	20	20	20	40	40	20	20	20	20	20	20	20	20	20	20	20	20	pd USBC 9/5
JIM JONES	20	40	20	20	40	40	20	20	20	20	20	20	20	20	20	20	20	20	20	pd online
TOTAL FEES ▶		137	60	100	80	160	120	120	40	120	80	80	80	120	60	60	80	80	340	
NAME	WEEK PAID / DATE ▶	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	TOTAL ▼
	SANDY SMITH	1/2	1/2	1/2	1/2	80	2/6	2/6	2/6	80	3/6	3/6	3/6	10/3	10/3					\$659
JOHN SMITH	1/2	1/2	1/2	1/2	80	2/6	2/6	2/6	80	3/6	3/6	3/6	10/3	10/3					659	
BARB JONES	20	20	20	20	20	20	20	20	20	20	20	20	10/10	10/17					659	
JIM JONES	20	20	20	20	20	20	20	20	20	20	20	20	10/10	10/17					640	
TOTAL FEES ▶		40	40	40	40	200	40	40	40	200	40	40	40	0	0					\$2617

TE. SAMPLE

WEEK	DATE	AMT. DUE	AMT. PAID	+ OVERPAID - UNDERPAID
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

LEAGUE FEES \$20/WK
 32 WKS x \$20 = \$640/EA
 \$640 x 4 = \$2560/TEAM
 + SCUSBC DUES \$19 EA
 per year
 LAST 2 WEEKS DUE
 BY (DATE SET BY LEAGUE)

D

WEEK	DATE	AMT. DUE	AMT. PAID	+ OVERPAID - UNDERPAID
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				

TEAM NAME

LEAGUE NAME

CERTIFICATION FEE DUE

AMOUNT PAID



UPPER SHENANDOAH VALLEY

usvbw1@gmail.com

www.usvbw1.com



2024 – 2025 AWARDS

AWARDS BEING OFFERED. Below is a list of all of the awards now being offered this year. **Awards needing center verification are highlighted.**

Game Awards

150 game	125 avg or less	lapel pin
200 game	165 avg or less	lapel pin
250 game	205 avg or less	lapel pin
50 pins over avg	all eligible	red pen
75 pins over avg	all eligible	green pen
275 – 299 game	all eligible	trophy
All Spare (while supplies last)	all eligible	trophy
Dutch 200 (while supplies last)	all eligible	trophy
11 Strikes in a Row	all eligible	trophy
Clean Game (while supplies last)	140 avg or less	lapel pin

Series Awards

300 series (while supplies last)	90 avg or less	patch
400 series	115 avg or less	patch
500 series	145 avg or less	patch
600 series	175 avg or less	lapel pin
700 series	205 avg or less	travel mug
800 series	235 avg or less	\$10 pro shop certificate
100 pins over series	all eligible	black pen
Triplicate	all eligible	trophy

BOWLING CENTER VERIFICATION. Again, this year, we are giving secretaries the following two (2) options for verifications, with the preferred option still being a printout from the bowling center:

1. Printout of score from center
2. Dated clear picture of overhead screen showing score(s) of actual game or series

USV AWARD REQUEST FORM. New this year, our website www.usvbw1.com (under the Secretary tab), has a fillable PDF version of the award form, as well as other secretary documents and forms. **Only the current 2024-2025 official USV Award Request form will be accepted.** If any other award form is used, the submitted award request will be returned to you with a blank copy of the current USV Award Request form to be filled out. No awards will be recorded and issued until the official USV award application is received.

Please submit request forms by:

- Mailing them to Awards Chairman, Janet Stotler
- Leaving them at the control desk at Northside Lanes

All awards are based on the **previous season's Upper Shenandoah Valley (USV) average** until a 21-game average (12-game average for summer) is established.

As league secretary, it is your responsibility to completely fill out and submit the USV Award Request form to the USV Awards Chairman within 20 days. **New this year is the option to submit the fillable form by email usvbowl@gmail.com.**

When requesting awards, please remember **only one (1) award can be earned per game, and only one (1) award can be earned per series**. If a bowler is eligible for 2 awards in the same category (game or series), please specify on the USV Award Request form which award the bowler would prefer.

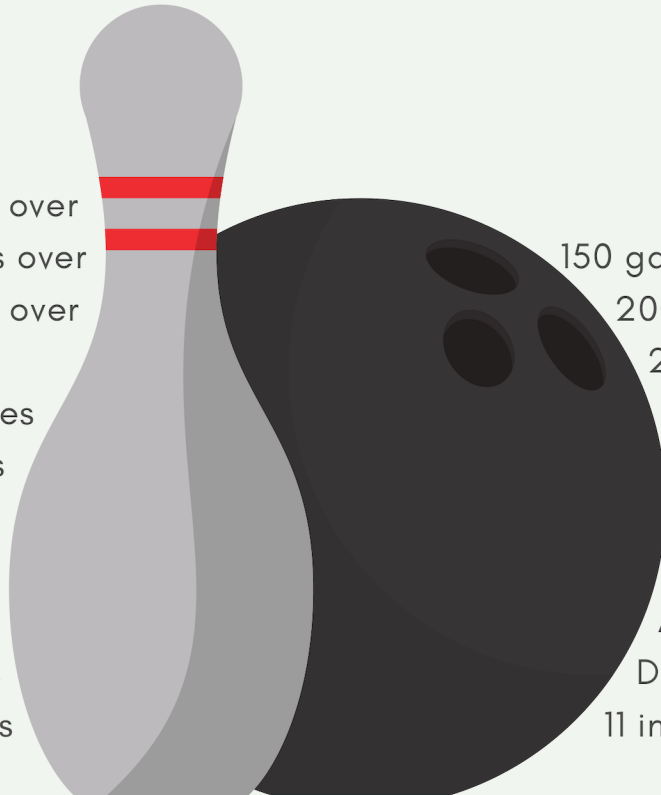
DO NOT wait until the end of the season to submit the award application. DO NOT cut the award application apart. Please provide ALL information requested on the form, including attaching all needed house verification as outlined on USV Award Request Form.

Please note, duplicate award requests will not be honored. If a requested award is not received, the bowler in question has already received that particular award this year, or bowler was not eligible for the requested award. If you have any questions about awards or not receiving certain awards, please call Awards Chairman, Janet Stotler, at (540) 869-1448.

CENTER STATS. Remember, if your center does the stats for your league, it is not their responsibility to submit any award requests for your league. This responsibility belongs to the league secretary, who is **paid** by league bowlers to maintain league records and submit award request forms to acknowledge bowlers' achievements.

SUBS. Subs bowling in any USV leagues are eligible to earn any and all USBC awards plus local awards.

AWARDS



50 pins over

75 pins over

100 pins over

300 series

400 series

500 series

600 series

700 series

800 series

150 game

200 game

250 game

275 - 299

Triplicate

All Spare

Dutch 200

11 in a Row

UPPER SHENANDOAH VALLEY USBC

2024-2025 AWARD REQUESTS



Upper Shenandoah Valley USBC

League: _____

Center: _____

Secretary: _____

Phone: _____

Game Awards

- 150 game (125 avg or less)
- 200 game (165 avg or less)
- 250 game (205 avg or less)
- 50 pins over avg
- 75 pins over avg
- 275 - 299 game
- All Spare game*
- Dutch 200*
- 11 Strikes in a Row*

Series Awards

- 300 series (90 avg or less)
- 400 series (115 avg or less)
- 500 series (145 avg or less)
- 600 series (175 avg or less)
- 700 series (205 avg or less)
- 800 series (235 avg or less)
- 100 pins over series
- Triplicate*

All requested information MUST be given, including USBC number.

PLEASE PRINT

Use previous **USV** season's book avg until current 21-game avg (12-game avg for SUMMER) is established.

All awards are once per season. Awards marked with (*) require center verification. For 800 series awards, please note pro shop of choice.

Last Name		First Name		M.I.		ID #	
Date Bowled	Game 1	Game 2	Game 3	Series Total	Average	# of Game	
Awards earned						Notes	
Awards earned						Notes	

Last Name		First Name		M.I.		ID #	
Date Bowled	Game 1	Game 2	Game 3	Series Total	Average	# of Game	
Awards earned						Notes	
Awards earned						Notes	

Last Name		First Name		M.I.		ID #	
Date Bowled	Game 1	Game 2	Game 3	Series Total	Average	# of Game	
Awards earned						Notes	
Awards earned						Notes	

Last Name		First Name		M.I.		ID #	
Date Bowled	Game 1	Game 2	Game 3	Series Total	Average	# of Game	
Awards earned						Notes	
Awards earned						Notes	

Last Name		First Name		M.I.		ID #	
Date Bowled	Game 1	Game 2	Game 3	Series Total	Average	# of Game	
Awards earned						Notes	
Awards earned						Notes	

Last Name	First Name	M.I.			ID #
Date Bowled	Game 1	Game 2	Game 3	Series Total	Average # of Game
Awards earned					Notes
Awards earned					Notes

Last Name	First Name	M.I.			ID #
Date Bowled	Game 1	Game 2	Game 3	Series Total	Average # of Game
Awards earned					Notes
Awards earned					Notes

Last Name	First Name	M.I.			ID #
Date Bowled	Game 1	Game 2	Game 3	Series Total	Average # of Game
Awards earned					Notes
Awards earned					Notes

Last Name	First Name	M.I.			ID #
Date Bowled	Game 1	Game 2	Game 3	Series Total	Average # of Game
Awards earned					Notes
Awards earned					Notes

Last Name	First Name	M.I.			ID #
Date Bowled	Game 1	Game 2	Game 3	Series Total	Average # of Game
Awards earned					Notes
Awards earned					Notes

Last Name	First Name	M.I.			ID #
Date Bowled	Game 1	Game 2	Game 3	Series Total	Average # of Game
Awards earned					Notes
Awards earned					Notes



League Quick-Start Checklist

League Name: _____ Certification #: _____

Bowling Center Name: _____ Certification #: _____

Telephone: _____

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

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

- Have a meeting to adopt rules before the first session of bowling.
- Establish the league account with two signatures for withdrawals and statements sent to the president.
- Post a league schedule in center or distribute to each team captain.
- Have all bowlers complete membership applications and pay fees in accordance with USBC Rule 101.
- Send completed USBC league application and fees to your local association(s) within 30 days from the start of the schedule.
- Adopt a prize/awards list within five (5) weeks of the start of the schedule.
- If your league includes bowlers under age 18, discuss Youth Membership Eligibility Rule 400 with league members.
- If your adult/youth league includes individuals under the age 18:
 - A Consent Form must be completed .
 - Officers must be Registered Volunteers (SafeSport Trained and a background screening through NCSI).
 - All participants 18 and older, must complete SafeSport Training prior to the next league session.

The basics of keeping your league rolling...

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



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
- Sandbagging

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

After establishing league rules at the organizational meeting, rule and schedule 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

Determine awards earned by your leagues's bowlers, 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

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

Please fill out all information below for the officers elected for next year's bowling season.

Season Winter Summer

League _____
House _____

President _____
Address _____
Email _____
Phone _____

Vice-President _____
Address _____
Email _____
Phone _____

Secretary _____
Address _____
Email _____
Phone _____

Treasurer _____
Address _____
Email _____
Phone _____