The *USBC Affiliate Association Policy Manual* is:

- A reference document which details the governance and structure of USBC affiliate associations. The information in this document provides a guide to the requirements for all affiliate associations to follow on how to run the association as well as how to meet those requirements.
- Designed to break out each of the operations of the association by role and explains the responsibilities of each role.
- Under the control of USBC and may not be changed. Associations should create their own *Association Operations Manual* to add the operational details specific to each association.
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USBC Mission Statement

The USBC is the national governing body for bowling. Our mission is to provide services, resources and standards for the sport.

USBC Vision

To be the leading authority to the sport, servicing the needs of bowling.

Our Promise

Our promise is to celebrate the past, be mindful of the present and ensure bowling’s future through thoughtful research, planning and delivery.
The United States Bowling Congress (USBC) has provided for affiliate associations in the USBC Bylaws, Article II, Section B. As a result, small membership associations meeting specific criteria will be eligible to operate as affiliate associations without having to meet all the requirements of a USBC chartered regular association. Ultimately, USBC reserves the right to authorize chartered affiliate associations.

**NOTE:** Unless otherwise stated, the term “association” refers to an affiliate association in this manual.

The purpose of allowing for affiliate associations is to provide an opportunity for associations with small membership numbers to continue to operate, without having to meet all the requirements of a USBC standard association.

To be eligible to operate as an affiliate association, one of the following conditions must be met:
1. Total membership of less than 750 for associations serving men, women, and youth.
2. Must not be within 100 miles of any neighboring association.
3. Special permission is granted from USBC Headquarters.

The *USBC Affiliate Association Policy Manual* is to be used in conjunction with the USBC Affiliate Bylaws.

Changes may not be made to the *USBC Affiliate Association Policy Manual*. Any additional provisions may be adopted into each association’s individual Operations Manual provided they are not in conflict with:
- USBC National Bylaws
- USBC Affiliate Bylaws
- *USBC Affiliate Association Policy Manual*
- Federal/State/Local laws
Definitions

**USBC Affiliate Association Policy Manual**: A reference document which details the governance and structure of USBC affiliate associations. The information in this document provides a guide to the requirements for all affiliate associations to follow on how to run the association as well as how to meet those requirements. Further information needed to conduct business would be placed in the association’s bylaws or the *Associations Operations Manual*.

**Adult member**: An individual who holds a USBC adult membership.

**Association’s Operations Manual**: A manual created and maintained by the association, which contains information on the day-to-day procedures/operations of the association and is not included in the association bylaws or *Affiliate Association Policy Manual*. Said item(s) may not conflict with USBC Bylaws, the *Affiliate Association Policy Manual* and/or federal/state/local laws.

**Board**: Officers and Directors who are the governing body of the association. The Directors are elected by the association’s members, while the officers are elected from within the board, by the Board, unless state laws mandate otherwise.

**Plurality vote**: The largest number of votes cast for a given candidate. The candidate(s) receiving the most votes is (are) elected.

**Majority vote**: A majority vote is “more than half” of the votes cast.

**State delegate eligibility**: If provided by the state association’s bylaws, affiliate association may elect delegates to the state meeting. The member must be at least 14 years of age at the time of election, unless state laws mandate a specific age. Delegates serve a one-year term.

**Youth Representative**: Youth Representatives consist of the following:
1. Youth members, at least 14 years of age.
2. One adult representative from each USBC youth league.
3. One center representative from each center having at least one USBC youth league.
4. An adult USBC member involved in youth programs can attend meetings with voice only.
Chapter One: Association Structure

This chapter details USBC requirements for affiliate associations regarding charters, purpose, tax exemption, name, jurisdictional area, fiscal year, and dissolution.

USBC is the representative, legislative, and executive body with complete and final jurisdiction over chartered associations, its members, leagues, and tournaments.

Section A. Association Name

The association will submit a name to USBC for approval and will follow the format of:

1. ***** USBC

Section B. Jurisdiction/Location

Jurisdictional boundaries describe the area, including the centers, assigned to an association. The association will then provide programs and services to the members in the centers in that area. Boundary examples include county lines, state roads, rivers, mountains, etc.

1. Local association jurisdictional boundaries shall include at least one certified bowling center.
2. Each bowling center will be affiliated with one association.
3. Local associations shall only be affiliated with one state association.
4. USBC – Association Development shall:
   a. Approve
      1) Jurisdictional boundary and any changes.
      2) Multiple states/local may merge into one state/local association.
   b. Decide all questions of jurisdiction. The association(s) involved in a jurisdictional boundary dispute shall submit their recommendation(s) to USBC – Association Development. Any appeal of the decision shall be submitted to USBC – Rules.

Section C. Association Dissolution

Associations who no longer have a charter with USBC include, but are not limited to, those that:

1. Have merged with another association.
2. No longer have an active USBC certified center within its jurisdiction.
3. Had its charter revoked by USBC.
4. Chose to dissolve.

Once USBC has terminated an association charter, all assets, including trusts and escrow accounts, must be transferred within 30 days to the association(s) serving its members. If the association does not have an active USBC certified center, the assets will be transferred to the state association(s).

Merging associations/no active USBC certified center

Prior to merging/dissolving and after payment of all bills, lawful obligations and liabilities, the association has the right to assign up to 25% of their funds to:

1. A nationally approved 501(c)(3) organization.
2. The new association to benefit the membership, such as for the women’s or open championship tournaments or for scholarships. When earmarking funds to benefit the membership, it cannot be for more than a three-year period.
Charter revoked/other. Within 30 days of the date of USBC’s letter notifying the association of their charter being revoked, an association must:

1. Pay all outstanding bills.
2. Discharge all lawful obligations and liabilities.
3. Transfer all remaining assets to the association that is serving the membership.

USBC has the authority to enforce any/all distributions as stated above.
Chapter Two: Dues/Membership Processing

This chapter explains membership dues and processes.

Section A. Membership

Membership in USBC is composed of adults and youth who have paid the appropriate USBC, and if applicable, state and local association dues. Valid membership entitles the bowler to participate in all USBC competition for which they are otherwise qualified.

Upon obtaining membership in USBC, each member agrees to be bound by USBC’s final decisions involving the interpretation, application, and/or enforcement of the USBC Bylaws, USBC Playing Rules, and comply with the U.S. Center for SafeSport Minor Athlete Abuse Prevention Policies and all matters concerning bowling as governed by the USBC, and each member further agrees that such final decisions of USBC shall be conclusive.

How Obtained

Adult membership may be obtained through a league, tournament, chartered local association, or via the Join USBC page on BOWL.com.

Youth membership may be obtained through a bowling center, league or tournament. When purchasing through a tournament the membership can be processed through Youth Processing or sent directly to IBC Youth Department, 621 Six Flags Dr., Arlington, TX 76011.

When Paid

Annual USBC membership dues shall be paid before:

1. **Adult:** Completion of the bowler’s first series in league competition. (See Rule 101 in the USBC Playing Rules Book.)

2. **Youth:** The bowler’s third session of league competition. (See Rule 101 in the USBC Playing Rules Book.)

3. **Tournament:** Prior to participation. (See Effective Date below and Rule 300c in the USBC Playing Rules Book.)

Effective Date

Upon receipt of a membership application and the appropriate dues, membership will be valid:

1. For the season starting August 1 through July 31.

2. Through October 1 of the following season for summer leagues and tournaments. Any youth members who turn 20 during the season:
   a. Can complete a summer league that goes beyond July 31.
   b. Are not granted the Oct. 1 extension for tournament play.

For membership to be effective as of the date purchased in a league, the league secretary/bowling center must forward the league membership dues, application cards and league application to the local association or league processor (youth) within 30 days. Otherwise, membership benefits are not effective until the date received at the local association office or league processor (youth).
Processing
Membership must be processed to USBC within 20 days of receipt.

When upgrading from basic to standard membership the association would void the basic membership and process as standard.

Youth offers several ways to process youth memberships through associations and centers. Click here for all the necessary documents and information you may need for youth processing. Click here for youth FAQs.

Special Olympic bowlers who are participating in a youth or Special Olympics league are processed using the Youth Processing System. Those who are participating in an adult league are processed through WinLABS.

Adult state dues will be distributed by USBC

Section B. Types of Membership

Youth Standard
USBC youth membership is available to individuals who have not reached their 20th birthday prior to Aug. 1 of the current bowling season. USBC youth membership dues may only be changed by the USBC Board based on recommendations from the IBC Youth Committee.
State/local associations are not allowed to charge youth dues. For association championship tournament participation see the USBC Association Policy Manual, Chapter Seven, Section B.

For individuals authorized as mentally challenged, the age requirement is waived to bowl in the league. The individual can have youth membership, but please see Special Olympics section for details on our Special Olympic Membership.

The annual USBC Youth Standard membership dues are $4, state/local association dues are not allowed.

Adult Standard
The maximum standard national and state membership dues may only be changed by the USBC Delegation. When a bowler joins a local association, he/she shall join the state association.
National dues are only paid once regardless of the number of state and local associations in which an individual joins.

Standard membership dues paid annually and are:

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>National</td>
<td>$13.00</td>
</tr>
<tr>
<td>State</td>
<td>Not to exceed $5</td>
</tr>
<tr>
<td>Local</td>
<td>Determined by the members of the local association at their Annual Meeting.</td>
</tr>
</tbody>
</table>

An adult bowler must pay dues in each association in which he/she applies for membership and/or bowls, except:
- As stated in Rule 100e, Traveling Leagues in the USBC Playing Rules Book.
- As stated in Rule 100l, Mail-o-Graphic Leagues in the USBC Playing Rules Book.
- If associations have a reciprocal agreement to waive dues.
Each state/local association will determine the amount of state/local adult dues for its members. State dues is determined by the state delegates and may not exceed the maximums established by the delegates and local dues would be determined by the members. In addition:

1. Dues for men and women must be the same.
2. Youth members, who also buy an adult membership must pay national, state and local dues unless the association waives all or part of its own adult dues. (Refer to Rule 400 in the USBC Playing Rules Book for youth eligibility.)
3. Associations will accept payment of annual membership dues in any form approved by USBC.

**Adult Basic**

Basic membership is offered **year around** and is available to leagues that bowl 16 sessions or less, including position rounds and playoffs. Basic membership is $10.00 ($7 national, $3 local) **for each short season league joined.** A member may pay additional membership fees to become:

- A member of the state association. A member can choose to pay the state dues.
- A USBC standard member. A member can pay the difference between basic and standard dues to become a USBC standard member. The association would void the basic membership and process as standard.

For basic membership CAQs, click [here](#).

**Collegiate – Adult/Youth**

USBC Collegiate membership is available to student-athletes participating on an intercollegiate team. Each intercollegiate team must complete an application for membership and submit the required dues for each student-athlete.

By purchasing a USBC Collegiate membership the student-athletes is entitled to participate in certified USBC Collegiate competition. In addition, the student-athlete will receive an adult or youth national membership.

- Adult national membership is purchased the student-athlete can participate in adult national tournaments and any other tournament not requiring a specific local and/or state affiliation.
- Youth membership is purchased the student-athlete can participate in youth national tournaments and all other tournaments unless the tournament is for a specific jurisdiction.

To participate in:

- Adult competition, the applicable adult state/local membership dues must be paid.
- Youth competition, local/state dues are not allowed.
- Junior Gold competition, a Junior Gold membership must be purchased.

Collegiate Bowling averages are not recognized for USBC competition.

**Special Olympics**

Special Olympics membership is available for youth and adults with intellectual disabilities. Special Olympics memberships may be purchased using the Special Olympics membership application. The Special Olympics membership is $10 which provides the special needs bowler the following:

- USBC certified average
- USBC membership card
• Access to the Special Olympics awards package
• Ability to bowl in USBC certified tournaments
• Member and average records on BOWL.com
• Training and coaching support from Special Olympic National
• Access to USBC Member Rewards program

Special Olympic bowlers may participate in either USBC Adult or USBC Youth leagues without further national dues. The age requirement for participating in USBC Youth leagues is waived. However, he/she must remain compliant with Rule 400, if participating in a youth league.

Special Olympics members may not participate in both adult and youth leagues at the same time unless the adult league is in compliance with Rule 400.

Special Olympics membership options:
• Special Olympics only – receive the above benefits
• Special Olympics plus local youth fee – receive the above benefits, plus any extra benefits being provided by the local youth association or bowling center (awards, banquets, etc.)
• Special Olympics plus local/state adult dues – receive the above benefits, plus the benefits for being a member of the local/state adult association.

USBC Lifetime (National)
Former ABC Lifetime and WIBC Permanent Membership will be recognized by USBC. USBC will reimburse membership dues for one local association and one state association, per season. A membership application must be filed, each season, through a league or tournament. Membership dues will NOT be credited to the association, nor will the individual have membership unless an application is filed each year. The dues will be credited by USBC to the appropriate state and local associations.

USBC does not currently offer Lifetime Membership.

Note: Associations shall sell the “USBC Life Member (Merged)” product in WinLABS to these members. All USBC Lifetime Members will have a membership ID number starting with the prefix of “1- “ or “2- “.

USBC Hall of Fame (National)
USBC shall provide one national, one state association, one local association membership, per season, to all USBC National Hall of Fame Members. A membership application must be filed each season through a league, tournament or BOWL.com. Membership dues will NOT be credited to the association, nor will the individual have membership unless an application is filed each year.

Membership dues will be credited by USBC to the appropriate state and local associations. When state and/or local dues are waived for USBC National Hall of Fame Members, USBC will credit the next association in which the person submits a membership application.

Note: Associations shall sell the “Natl Hall Fame Sport Mrgd” product in WinLABS to these members.

Section C. Membership Upgrades
The following are membership upgrades to USBC Youth Standard membership. A bowler who applies for the upgrades below must have current USBC Youth Standard membership.

Revised 8-1-19
Junior Gold - Youth
The USBC Junior Gold membership will be available to all youth who have a current season youth Standard membership and maintain compliance with Rule 400. An upgrade can be purchased by paying an additional fee of:
1. U15/U17/U20 $30
2. U12 $10 (Available only to those whose birthdate is 8-1-2007 or later.)

Junior Gold membership is valid:
1. For the season starting Aug. 1 through July 31.
2. Through Oct. 1 of the following season for summer leagues.

Junior Gold membership must be purchased prior to entry into a qualifying event for the Junior Gold Championships.

Bowlopolis - Youth
The Bowlopolis membership upgrade is $3.50 and can be purchased for any USBC Youth member.
Youth bowlers who are eight (8) years and under prior to Aug. 1, of the current season, are eligible for a free upgrade to Bowlopolis. Youth bowlers who are eight (8) years or older as of Aug. 1, of the current season, can purchase the upgrade.

Section D. Optional Benefits

USBC National:
1. May offer optional benefits for members, at dues reflective of the value of services provided by USBC, state and/or local associations.
2. May offer optional benefits for men, women and youth bowlers who choose to be identified with USBC. Dues will reflect the level of membership privileges, services and benefits provided.
3. Determines dues for USBC and establishes the maximum amount of state and local dues only for optional benefits.

The association must offer all levels of membership as established by USBC.
USBC is authorized to test optional benefits prior to offering them, and to waive those specific bylaws, rules and regulations required for testing and implementation.

State/Local Associations
1. May offer additional optional benefits for members at cost reflective of the value of services/products provided by the association.
2. When offered, the details would be placed in the Associations Operations Manual.
3. Can only waive or change their own dues. USBC national dues and state or local dues not within their jurisdiction cannot be changed.
4. May decrease their own dues to provide discounted dues to specific groups of members.
5. Must offer Standard membership and it would be up to the member to determine which membership to purchase.
Section E. Youth Membership Eligibility – Rule 400

USBC Youth membership is available to individuals who have not reached their 20th birthday prior to Aug. 1 of the current bowling season and have maintained compliance with “Item a” below. Individuals who purchase Youth membership in a summer league and turn 20 prior to Aug. 1 will be allowed to complete the summer league. The age limitation is waived for those authorized as mentally challenged.

1. Except as provided in “Item b”, a youth may not bowl, substitute or pace in any bowling activity which offers any of the following as prizes:
   - Cash or bonds.
   - Merchandise exceeding $500 in value.

2. Youth may bowl in singles competitions, including side competitions/brackets, offering such prizes, provided, prior to bowling:
   a. The competition agrees to award the youth’s prize in the form of a scholarship; or
   b. The youth signs the USBC Singles Competition Prize Waiver waiving his/her rights to any prize in violation of this rule.
   c. In youth competition, youth members may participate in side competitions/brackets provided all entries are returned 100% in the form of scholarships only and awards comply with “Item a”, above.

Buying or selling of earned prizes is prohibited. Any youth bowler deemed in violation of this rule is subject to disciplinary action including the potential loss of youth membership.

Note: There are no limits on scholarship amounts. Entry fees must be paid directly to the tournament director/manager. For reimbursement of actual travel expenses into the next higher level of competition, tournament or event you must provide receipts upon request. The prizes authorized by a state high school athletic association or a collegiate athletic association recognized by USBC and USBC Collegiate are not subject to the limitations of this rule.
Chapter Three: Board of Directors

This chapter explains the board authority, duties, eligibility, terms, resignations, removals, vacancies, bonding, conflicts of interest, as well as individual officer requirements and responsibilities.

Section A. Authority and Duties

The management and governance of the association is vested in the board of directors. The board’s duties include but are not limited to:

1. Enforce the bylaws.
3. Elect the association officers.
4. Establish a procedure for the handling of funds which includes:
   a. Approve the financial institution(s), which must be federally insured or its equivalent.
   b. Approve the signatures for the financial account of at least two individuals (officers/directors/association manager) authorized for withdrawals.
   c. Comply with bonding requirements.
   d. Ensure all money is deposited within seven days.
   e. Authorize all expenditures which can include electronic transfers of routine bills. (Electronic transfers and routine bills only need initial authorization.)
   f. Ensure the president verifies all association accounts monthly.
   g. Ensure all required financial reports are filed (IRS, payroll taxes, state taxes, etc.)
   h. Ensure scholarship funds are deposited into USBC’s SMART program within 30 days of completion of the league or tournament, or academic or meritorious accomplishments.
   i. Approve an individual(s) to sign contracts (must be at least 18 years old).
   j. Ensure statements for all association financial accounts are mailed to the President. If online banking is used, the President must have their own access code.
5. Establish a procedure for a yearly examination and verification of all the organization’s financial documents and accounts. (Quarterly examination of the organization’s financial status is recommended.)

**NOTE:** An annual audit, also known as a year-end financial review, is put in place to verify that the association’s financials are correct and that proper procedures are followed for deposits, statement verifications, and tax filings. A sample year-end financial review form can be found Association Resource Center (ARC) page of BOWL.com, then selecting Finance and Tax Information.

6. Approve a procedure for retention of records which must include the financial records.
7. Oversee the transfer of association records and property to the:
   a. Successor to a position, or employee, no later than their first day of their term or start of employment.
   b. Board within two weeks from the date of vacancy.
8. Determine association adult optional member benefits and dues. Associations may:
   a. Offer additional optional benefits for members at a cost reflective of the value of services/products provided.
   b. Not increase their own dues as stated in their bylaws, without a vote of the membership.

Revised 8-1-19
c. Decrease their own dues to provide discounted dues to specific groups of members.

Each member would decide if he/she wants to purchase the Standard Membership Dues as provided for in the bylaws, or one of the Association’s Optional Membership packages.

Associations cannot waive or change national dues or state/local dues, as applicable.

No member can be forced to purchase a membership higher than the Standard Membership Dues.

9. Implement USBC programs as requested.

10. Ensure the association has an active e-mail account, to be maintained and regularly monitored by the association manager or another individual appointed by the board. The e-mail account must be entered in the association’s WinLABS database and transmitted to USBC Headquarters.

11. Hire/appoint the association manager.

12. Approve requests by a center or another entity for a special mailing to the entire membership.
   a. The membership list must be retained by the association and the mailing must be made by the association or a bonded mailing service.
   b. If a center requests a mailing to one or more individuals, the board must receive written approval from each center prior to doing the mailing. If a center does not provide written approval, his/her center’s bowlers must be excluded from the mailing.
   c. Association mailings, such as state or local tournament promotions, or mailings done by the association on behalf of another entity (state association, tournament group, etc.) not within the association’s jurisdiction, does not require approval from the centers.

13. Final averages shall be submitted at the end of league competition, including playoffs and sweepers. Averages will be entered for the season in which the league is certified. Bowlers in leagues that cross over seasons will not have an average for the season in which the league starts until the league is completed.
   a. Provide each league secretary with the national ID number of each participant in the league prior to the end of each league’s scheduled.
   b. Process all averages, including pin total and number of games bowled in WinLABS or a system approved by USBC, regardless of the number of games.

**NOTE:** Associations cannot set an average cutoff date. All league scores include those bowled in playoffs and roll offs must be included in a league average.

14. Re-rate the league average of a member when there is evidence the bowler’s average does not represent the bowler’s true ability.

15. Conduct suspension and reinstatement hearings if directed by USBC Headquarters. (Refer to the Suspension and Reinstatement procedures for re-rate, suspension, reinstatements and appeal procedures in Chapter Sixteen of the **USBC Association Policy Manual**.)

16. Render a final decision on all protests and disputes within the association unless appealed to USBC.

17. Providing other reports as required by USBC Headquarters.
Section B. Board Eligibility

In addition to the eligibility requirements in the association’s bylaws, the following applies:

1. A candidate for board (elected or appointed) must be:
   a. Individuals eighteen (18) years of age and over must be approved through the Registered Volunteer Program prior to working with youth, or within 45 days after taking office, whichever occurs first. RVP program consists of:
      i. USBC Membership
      ii. Completed SafeSport training
      iii. Approved background check through NCSI for USBC
      iv. Adhere to the policies and codes found in the RVP Handbook
   b. Bondable by USBC (if at least 18 years of age). For more information, see the Bonding Chapter.

   **NOTE:** To be bondable by USBC, individuals must:
   1. Be at least 18 years of age or older.
   2. Not have been convicted of a felony.
   3. Not have misused any funds.

Section C. Elections

In addition to the election requirements in the USBC Bylaws, the following applies:

1. Board members remain in office until their successors take office.
2. Terms of office begin August 1 following the election unless another date is specified in the bylaws. If another date is adopted, it is to be indicated in Article V, Section D of the association’s bylaws.
3. Mail, absentee, and proxy voting and other types of voting agreements are not permitted.
4. No vacancy, except by death, can be filled unless:
   a. A written resignation is received.
   b. Disciplinary action or the removal procedure is instituted in accordance with the procedures in the *USBC Bylaws* and Chapter Thirteen.
   c. Membership is not renewed by Oct. 1. Before a vacancy can be declared, the individual has the opportunity to appear before the board to explain the reasons for not renewing the membership.
   d. Removal for RVP Non-Compliance. When a board member is determined to be not in compliance with the USBC’s RVP policies, the members will be immediately declared ineligible and removed from the board with the position being declared vacant. No board action is required to remove the member from the board. The member will become eligible for re-election and/or re-appointment to the board upon notification from USBC of a change in their status.

Section D. Election Protest

Any and all protests must be voiced during the meeting at the time of the infraction, i.e., during the election process. If a protest is voiced during the meeting and *no action* is taken by the presiding officer/board, then a protest may be filed in writing to USBC Headquarters within 15 days of the meeting. If no timely protest, the election stands. Directions on protests during the meeting are announced at the meeting. An appropriate venue would be in the opening remarks or the Rules of the Meeting and/or again by the Chair prior to the elections.
Section E. Bonding

1. USBC maintains a policy of bonding, burglary, and holdup insurance for all chartered affiliate associations. The bonding, burglary, and holdup insurance coverage is available through a policy of insurance issued to USBC by an independent licensed insurance company.

USBC affiliate associations, except for those located on US Military Bases in foreign countries, are automatically covered for $10,000. Additional coverage can be obtained without cost, upon written (youth) request to USBC Headquarters, email bonding@bowl.com or through the WinLABS program. Additional coverage must be requested yearly.

The policies of insurance provide coverage for misuse of funds by an officer and bonds all officers and directors for loss of funds due to burglary and/or holdup.

2. Funds from other association tournaments, conducted by a non-board member appointed by the association manager, are not bonded until received by a member of the board.

3. Requirements for Bonding:
   a. Family Members. Two members of an immediate family cannot co-sign for withdrawals. (Immediate family members include: mother, daughter, sister, wife, husband, son, brother, father, stepsister, stepmother, in-laws, etc. Even though members of an immediate family are not residing in the same household, it would not be permissible for them to act as signatories on association accounts.)
   b. Individuals must:
      1) Be at least 18 years of age or older.
      2) Not have been convicted of a felony.
      3) Not have misused any funds.

Section F. Hierarchy of Governing Documents

Associations are governed by the documents in the following order. Should a higher-ranking document contradict with a lower ranking document, the information in the higher-ranking document should be adhered to.

1. Federal Law.
2. State Law.
3. Local Law.
4. Articles of Incorporation, if incorporated.
5. USBC bylaws.
7. Association’s Operations Manual, if applicable.

Section G. Diversity

1. USBC will provide equal opportunity for all in the sport of bowling without regard to race, religion, age, sex, sexual orientation, disability, or national origin.
2. An association should make every effort to ensure its board and committees are representative of its membership.

Section H. Life Members

Individuals who have been recognized by their former ABC and/or WIBC associations as honorary members will retain their titles of Life Member or Member Emerita of the former ABC and/or WIBC association. These honorary members are not members of the board unless they are elected to one of the board positions.
The board will have the authority to determine if it will develop its own recognition program and/or honorary memberships. If the association determines that Life Membership is to be part of its recognition program, those members could receive special discounts, etc., but not to include automatic board participation.

**Section I. Conflict of Interest**

Board members have a legal responsibility to the association and its members and may be held responsible for failing to honor these obligations. A board member must:

1. Look out for the associations and members’ interest, not his/her own.
2. Not experience personal gain from his/her position as a member of the board.
3. Not participate in the decision-making process if the decision affects that individual.
   Example: If voting on a host center for the association tournament, any interested board member(s), especially a proprietor member of the board, should not vote and should excuse themselves from the discussions.
4. Maintain confidentiality in any matter the board deems as confidential.

Additional information may be found within the *Conflict of Interest Policy & Disclosure Form* on the [Association Resource Center (ARC)](http://BOWL.com) page of BOWL.com in Boards & Committees.

**Section J. Expenses**

Legitimate business expenses can be reimbursed, with board approval. Such expenses must be documented, including receipts.

**Section K: Other Requirements**

1. **Registered Volunteer Program**

   The United States Bowling Congress’ Registered Volunteer Program was created in 2006 to protect the youth who participate in USBC Youth programs. Providing a safe environment for youth bowlers is USBC’s highest priority.

   The USBC Registered Volunteer Program accomplishes two very important goals:
   - Everyone deserves to participate in sports free from bullying, hazing, sexual misconduct or any form of emotional or physical abuse. USBC’s Registered Volunteer Program is designed to ensure all who work with youth members are dedicated to that objective.
   - RVP approval is now required of every state and local board member, every youth committee member and youth director, plus all USBC Youth tournament managers. Each person is required to complete the training process by Jan. 1, 2019. USBC will send notification to those required to hold RVP approval with information on how to properly register for the training.

   It requires all volunteers who have regular contact with USBC youth bowlers to have gone through a mandatory criminal background screening designed to remove and/or discourage those who might harm our kids.

   It now includes a training component, through SafeSport.org, so those who work closely with youth members can recognize if an athlete is being abused, learn how to prevent abuse and how to respond, if abuse has happened.
Anyone 18 years of age or older who has regular contact or authority over USBC Youth members and those individuals within USBC governance structure are required to complete the SafeSport training and possess their RVP certification. Specific roles or positions within USBC require compliance. Those roles are:

1. **USBC Nationally**
   - Headquarters employees
   - Officers and Directors
   - Youth Committee members
   - Team USA members
   - Junior Team USA members

2. **State and Local Associations**
   - Officers and Directors
   - Association Managers
   - Youth Committee members

3. **USBC Youth league officers**

4. **USBC Youth tournament managers**

5. **USBC Certified Coaches**

Anyone who currently holds RVP certification will need to complete the required online SafeSport training by Jan. 1, 2019. There is no cost for the online training and it can be accessed 24 hours a day. USBC members and USBC-certified coaches should go through [BOWL.com/RVP](http://BOWL.com/RVP) to access the SafeSport training and to provide their USBC national ID when registering for training.

For anyone seeking to complete the RVP process, they first must complete the SafeSport education. Once USBC receives notification a person has completed SafeSport training, it will direct the applicant to complete the background screening portion through the National Center for Safety Initiatives (NCSI).

The NCSI background check process also is done online, and NCSI does charge a fee of $21.25 to cover its costs to perform the required checks. The fee might be higher in states that require additional fees to access its data. See [BOWL.com/RVP](http://BOWL.com/RVP) for details and:

1. **RVP Handbook**
2. **Frequently Asked Questions** (these may change frequently)
3. **Policies**
4. **Code of Conduct**
5. **Safe Sport authorization Act of 2017**

**2. Record Retention**

Associations are required to maintain:

a. All required records of all former organizations.

b. Records as described in the Record Retention Guide. (See the [Association Resource Center (ARC)](http://BOWL.com) page on [BOWL.com](http://BOWL.com))
3. **Supply Distribution**
   Associations must develop a supply distribution system that best fits the needs of the leagues.

4. **Logos**
   a. The USBC logo is trademarked. Any use of the USBC logo must be approved by headquarters. Associations may not license the use of the USBC logo or trademarks (i.e., related graphics such as the logo for BOWL.com, USBC tournaments, departments, etc.) to any third party.
   b. The USBC association logo templates must be used when creating an association logo. Associations who want to customize association logos must submit the proposed logo to USBC Headquarters at marketing@bowl.com for approval before printing or digitizing.
   c. When creating new (or reordering existing) association apparel, pins, etc., that include a logo, your USBC association logo must be used. If logos are not used on these items, it is acceptable to only use your USBC association name without the logo.
   d. The primary and secondary USBC youth logos are trademarked and may not be altered. All use of USBC youth logos must be approved by USBC by emailing a request to marketing@bowl.com.

5. **Recognition**
   Associations are required to:
   a. Maintain records of all those previously honored, such as:
      1) Hall of Fame members.
      2) Honorary members.
   b. Solicit input and submit names of individuals deserving national, state, and/or local recognition.
      Provide USBC Headquarters with appropriate information, as requested.

**Additional information may be found on the Association Resource Center (ARC) page of BOWL.com.**
Chapter Four: Elected Officers

This chapter details the specific officer positions, their authority and duties.

**Section A. President**

Authority and Duties:

1. Presides at all board and membership meetings.
2. Acts as spokesperson for the association.
3. Obtains financial records either by mail, email or by having access to any online banking features necessary. If online banking is used, he/she must have their own access code.
   a. If already reconciled, the president would check to see the reconciliation is correct.
   b. Compares itemized deposits and receipts.
   c. Verifies
      i. That all deposits are made within 7 days of receipt.
      ii. All checking, savings, CD, etc. accounts.
      iii. SMART account.
      iv. Checks book entries including voids and cancelled checks.
      v. That all checks and/or receipts have two authorization signatures.
4. Appoints committees and committee chairman, with board approval, and has the authority to remove them with board approval. If a replacement is needed, appoint a person, with board approval.
5. May attend president-appointed committee meetings in ex-officio, non-voting capacity, unless the board directs otherwise.
6. Ensure all board members and the association manager are RVP compliant.

**Section B. Vice President**

Authority and Duties:

1. Presides at all meetings when the president is absent.
2. Performs other duties as prescribed by the board or requested by the president.
3. Should be prepared to serve as presiding officer by:
   a. Having a copy of the next meeting’s agenda before the meeting.
   b. Having a good understanding of parliamentary procedure.
   c. Being familiar with the association’s governing documents (bylaws, *USBC Affiliate Association Policy Manual*, association operations manual, etc.).

**Section C. Sergeant-at-Arms (Optional)**

If deemed necessary by the association, this individual will be considered an officer of the association. His/her main duties, which should be added to the association’s operations manual, if applicable, should include:

1. Counting votes during hand/standing votes.
2. Distributing/collection ballots (if there are no tellers).
3. Speaking up if meeting drifts off topic.
4. Removing disruptive attendees from the meeting.

**Additional information may be found on the Association Resource Center (ARC) page of BOWL.com.**

Revised 8-1-19
Chapter Five: Association Operations

Section A. Association Manager

1. Acts as the ex officio, non-voting secretary/treasurer of the board.
2. Has voice only, does not count towards the quorum and cannot make or second motions at board meetings, unless he/she is also a board member. He/she may be excused from board meetings based on the issue/discussion at hand.
3. Has voice and vote at membership meetings, if a current member of the association.
4. Is selected/hired by and accountable to the board and USBC.
5. Must be a minimum age of 18, unless state law mandates a specific age, and be USBC bondable.

**NOTE:** To be bondable by USBC, individuals must:

1. Be at least 18 years of age or older.
2. Not have been convicted of a felony.
3. Not have misused any funds.

6. Is not required to be a member of the association; however, it is strongly suggested.
7. Is not eligible to serve concurrently as an officer of the association.
8. Is eligible to serve as a board member. (Not recommended due to possible conflicts of interest.)
9. Will be appointed to serve as a youth league officer if no youth league officers are RVP compliant.

**Note:** Adult/youth officers, 18 years of age and older must be Registered Volunteers.

10. Authority and Duties:
   a. **Reporting**
      1) To USBC Headquarters as required.
      2) To the board/youth representatives at every meeting and as needed.
      3) A financial report, in writing, at every board /membership/youth representative meeting.
      4) A written year-end financial report to the board.
   b. **Financial** - Comply with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the board, which must include:
      1) Receive and issue a receipt for all funds paid to the association within 10 days, i.e. to league secretaries for receipt of dues.
      2) Deposit association funds, and if applicable, Youth Leaders Chapter funds, in the association’s account, in a financial institution, which must be federally insured or its equivalent, within seven days of receipt. Non-board members are not bonded through USBC.
      3) Ensure all withdrawals have two signatures. (Two members of an immediate family cannot cosign for withdrawals.)
      4) Provide the president with all records for monthly verifications.
      5) Ensure all required financial reports are filed (IRS, payroll taxes, state taxes, etc.)
      6) Provide all documentation for the association examination of the organizations financial documents.

**NOTE:** An annual audit, also known as a year-end financial review, is put in place to verify that the association’s financials are correct and proper procedures are followed for deposits, statement verifications, and tax filings. A sample year-end financial review from can be found on BOWL.com on the Association Resource Center (ARC) page.
7) Prepare a budget for board approval, if required. He/she is accountable to maintain the operating costs within the approved budget. If additional funds are needed, he/she must make the request per the board’s approved policy.
8) Establish a procedure for retention of records that must include the financial records, to be approved by the board.
9) Provide a report of financial transactions as requested by the board or USBC Headquarters.
10) Pay all bills authorized by the board.
11) Pay all invoices/warrants from funds submitted and approved by the Youth Leaders Chapter. Must ensure there are two signatures on the invoice/warrant, one of which must be an adult advisor.
12) Submit scholarship funds to USBC Headquarters for administration by SMART within 30 days of the completion of the league/tournament/event, including academic or meritorious accomplishments.

c. Other
1) Handle association correspondence, including distributing information to and from USBC Headquarters to the respective board, proprietors, and members.
2) Ensure board members have a current copy of the association’s bylaws.
3) Distribute meeting notifications, as designated in the bylaws.
4) Maintain the Association’s Operations Manual, if applicable.
5) Receive, compile, and file committee reports.
6) Record and maintain meeting minutes.
7) Distribute all prize funds within 30 days following the close of the tournament, except when USBC Headquarters has authorized delay in payment.
8) Order association supplies and maintains proper inventory levels on awards.
9) Maintain a record of, verify, and submit to USBC Headquarters the pinfall and number of games for all members who have participated in a league, regardless of the number of games bowled.

NOTE: Official averages for adults are 21 games and youth are 12 games. Regardless of the number of games bowled, USBC must have all games entered into WinLABS or USBC approved processing system and transmitted to USBC.

10) Provide each league secretary a list of all league members and their National ID numbers for submission of averages.
11) Provide membership records and submitting to USBC Headquarters when requested and in a format specified by USBC Headquarters.
12) Ensure lane certification and dressing inspections are completed and submitted to USBC Headquarters in a timely manner. Lane certification may begin on April 1 each year and must be completed by August 31st.
13) Submit the association’s delegates/youth delegates/alternates credentials to the state within the specified formats and dates.
14) Process membership and remit USBC national and state dues (adult) to USBC Headquarters within 20 days of receipt.
15) Perform an upload of WinLABS backup twice per year. (The first one must be completed after “starting new season” in WinLABS.)
16) Transmit all board member information to USBC Headquarters within 20 days of election and maintaining the accuracy of the information.
   a) Within 7 days of receipt by the local association all USBC award applications must be processed using USBC's processing system.
   b) State associations would have an agreement for processing with one local association, or send all award applicants to:
      (1) Each respective association.
      (2) USBC Headquarters.

17) Run the appropriate reports in WinLABS to assist the association in managing member’s awards.
   a) Honor score awards that are sent to the association mailing address, but have not been received in a timely manner, must be reported to USBC headquarters within:
      1) 30 days of the date shipped for plaques and trophies.
      2) 60 days of the date shipped for rings.
   b) Honor score awards that are shown to have been shipped to the association, but not received, and not reported within the above timeframe will be charged to the association.
   c) USBC will charge the association for replacements when the award is processed incorrectly by the association.

18) Enter Youth Leaders Chapter information (identifying youth leaders and their titles) in WinLABS within 20 days of receipt, if there is a Youth Leaders program in the association’s jurisdiction.

19) Oversee volunteer activities.


Section B. Performance Reviews
1. The association manager reports and is accountable to the board and USBC Headquarters.
2. Federal and state laws on employment must be taken into consideration.
3. The board should, at a minimum, review the association manager’s performance annually.
4. Documentation of performance items (both good and bad) should start from the day of the association manager's hiring/appointment.

Section C. Processing and Distributing Awards
USBC local associations are required to:
1. Distribute/present all national awards within seven days of receipt of an award shipped to the association.
2. Submit high score award applications to USBC Headquarters electronically, or as specified by USBC, within seven days of receipt of the completed application.

For member history purposes, associations should transmit all earned national awards information to USBC Headquarters within seven days of the completed application.

Section D: IRS and Tax Information
The following lists some of the association's requirements for filing Internal Revenue Service (IRS) and state forms. Associations may be required to file additional forms. Contact the local IRS office, State Department of Revenue, or a tax consultant.

It is the responsibility of the entire board to ensure all legal documents are filed and all taxes are paid as legally required. This will include Form 990, 990-EZ, 990-N, 999-T, 1099, W2, 941.
and any others as applicable. Must comply with federal, state and/or local laws in regards to small games of chance.

See the Association Resource Center (ARC) page of BOWL.com for documents on Tax and IRS, Tax Exempt Status, and Tax Requirement.

**The following is from the IRS website:**

http://www.irs.gov/charities/article/0,,id=184445,00.html

<table>
<thead>
<tr>
<th>Form 990 Series Information</th>
<th>Form to File</th>
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<tr>
<td>Gross receipts normally ≤$50,000</td>
<td>990-N</td>
</tr>
<tr>
<td>Gross receipts &gt;$50,000 and &lt;$200,000, and Total assets &lt;$500,000</td>
<td>990-EZ or 990</td>
</tr>
<tr>
<td>Gross receipts ≥$200,000, or Total assets ≥$500,000</td>
<td>990</td>
</tr>
</tbody>
</table>

**NOTE:** USBC Headquarters is not responsible for misinterpretation of information in this section. Associations should contact the Internal Revenue Service (IRS) or a tax advisor experienced with tax exempt organizations.

**Section E. Tournaments**

Affiliate associations are not required to host an association championship tournament; however, it is strongly recommended that some type of tournament competition be held for the benefit of your members.

If the association chooses to host an association championship tournament, the tournament must comply with all USBC requirements unless otherwise approved by USBC Headquarters.

1. **Tournaments** – If the association conducts a championship tournament, the following is required:
   1) Open tournament (men and women).
   2) Women’s tournament.
   3) Youth tournament.

If state public accommodation laws allow, the association may offer a men’s only and a women’s only championship tournament rather than the open tournament. USBC will not be responsible for any consequences resulting from actions of any association that does not comply with state laws.

If an open and women’s championship tournament is offered, the association may offer a men’s only championship tournament if state public accommodation laws allow.

Contact an attorney for more information on public accommodation laws and advice on what specific practices are permitted in your state.

2. **Tournament Operation**
   a. All members must have an equal opportunity to participate in tournaments of equal design and quality.
      1) Associations should put equal effort into their championship tournaments regardless of the number of entries.
2) Any added monies should be added to championship tournament proportionate to entries.
3) Tournament formats should be decided upon based on feedback and the needs of the bowlers in the association.

b. The association manager is responsible for the operation of the association championship tournament(s) and all other association tournaments, either as tournament manager or as supervisor of the tournament manager.

c. One tournament may be conducted with divisions for open (men and women), women and/or youth.

d. Tournament scores must be submitted to USBC Headquarters as specified.

3. Certification
   a. Association championship tournaments are certified through the Online Tournament Certification (OTC) system on BOWL.com.
   b. If the association conducts additional tournaments, they must be certified with USBC, using the OTC system, including modified formats and scholarship tournaments. Scholarship funds must be submitted to USBC Headquarters for administration by SMART. Fund-raising events to benefit named charities do not have to be certified (Bowl for the Cure®, etc.).
   c. Tournament management is required to submit the financial report on line once the tournament is completed.

4. Rules
   a. The championship tournament shall be governed by the following:
      1) USBC Playing Rules.
      2) This USBC Affiliate Association Policy Manual.
   b. Tournament rules:
      1) Are adopted by the board or a committee (more than one member) appointed by the board. A majority vote is required to adopt or change the tournament rules.
      2) Shall not conflict with USBC rules. The following rules do not apply:
         a) 300c, Item 1(b)
         b) 301a
         c) 303 Item e
      3) The following formats are not available for the association championship tournament:
         a) Pro-Am Tournament. Rule 301e
         b) Mail-o-Graphic. Rule 302
         c) Modified Format. Rule 3
      4) Can limit the number of players who are identified as professionals or who apply for membership in any professional bowling organization during the calendar year preceding the event and up through their dates of competition to two on a four or five-player team and one on a three-player or doubles team.
      5) Cannot require an average to have a minimum number of games in excess of 21 (adult), 12 (youth) games.

5. Entering Averages
   a. A member who competes in leagues in other associations must enter with his/her highest league average unless the tournament rules state that only averages established in leagues under its jurisdiction are to be used.
   b. An official USBC average includes averages established in winter and summer seasons. Unless tournament rules state otherwise, a bowler shall use his/her highest average regardless if established in winter or summer.
6. **Average Adjustment**
   The tournament manager or an authorized representative may adjust an entrant's average upward prior to bowling. In the Championship Tournament such adjustment may be appealed to USBC Headquarters within 10 days of the date of bowling or prior to the payment of prizes, whichever comes first.

   If the entrant chooses not to bowl with the adjusted average, the entry fees shall be refunded.

7. **Format**
   The association champions can be in any or all of the following events:
   a. Five, four or three-player teams.
   b. Two-player teams. (doubles)
   c. Singles events.
   d. All-events.

8. **Consolidated Tournaments**
   Local associations adjacent to each other may consolidate their annual association championship tournament provided the boards of the adjacent associations approve such consolidation. The boards of the adjacent associations shall determine the management of the consolidated association championship tournament. Consolidated tournaments are then operated as one event with one prize fund. Associations should notify USBC Headquarters if they are consolidating tournaments so that both associations may be credited with hosting these events.

9. **Sectionals**
   Associations outside the United States may conduct their championship tournament using a minimum of two (2) sectionals with the permission of USBC Headquarters. Associations using the sectional format shall determine the number of sectionals. The association shall have the option of determining the association champions of each event via a championship playoff or declare the sectional winners of each event sectional champions. The rules of each event must list the options used.

10. **Eligibility**
    a. **Adults.** Must be a member of the association and have paid current association dues, including National and State (if applicable).
    b. **Youth.** All USBC Youth Members are eligible. Associations may have a tournament rule restricting participation. However, any such limitation may not exclude any USBC Youth member who is bowling in a league within the associations’ jurisdiction.
    c. Associations may adopt additional tournament eligibility requirements provided they do not conflict with USBC rules. Tournament rules may require:
        1) An individual to be a member of the association not more than 30 days prior to the date the player participates in the tournament.
2) Members who are eligible for another association championship tournament to bowl a predetermined number of games, not more than 21, in a league within its jurisdiction.

Members of multiple associations who do not bowl the required number of games in any association will be eligible for the association tournament through which their USBC national dues were paid.

**NOTE:** Eligibility cannot be restricted for individuals who have a current average of 21 (adult), 12 (youth) or more games in a league within its jurisdiction or members who do not hold membership in another association.

11. **State Pepsi USBC Youth Championships**

Associations shall encourage and assist coaches of USBC certified youth leagues to conduct qualifying levels of the State Pepsi USBC Youth Championships. The qualifying levels will be outlined in the State Pepsi USBC Youth Championships Tournament rules.


Additional information may be found on the Association Resource Center (ARC) page of BOWL.com.
Chapter Six: Meetings

This chapter details requirements associated with meetings.

Section A. General Meeting Requirements

1. Meetings involving youth members may not involve the use of tobacco products or alcoholic beverages.
2. Minutes.
   a. Minutes must be kept for all meetings of the association.
   b. Minutes of the previous meeting shall:
      1) Either be read (not recommended) or a written copy provided to all attendees of the meeting.
      2) Be approved at the next meeting.
      3) Be filed (paper or electronic) permanently.
   c. Mail, absentee, and proxy voting are not permitted.

Section B. Membership Meeting

1. Affiliate associations are not required to hold an annual membership meeting. (See Article VII, Section A of the bylaws for membership and board meeting information.) However, it is strongly encouraged to hold some sort of meeting/event for your members regularly to keep them informed about the association.
2. Notice – Written notice of a membership meeting shall be sent and should be at least 15 days prior to the meeting. Notice shall be forwarded to:
   a. The board.
   b. League secretaries
   c. Youth league supervisors

Section C. Youth Representatives

1. Youth representatives consist of the following:
   a. All youth members of the association, at least 14 years of age.
   b. One adult representative, who is a USBC member, from each certified youth or adult/youth league.
   c. One representative, who is a USBC member, from each center in which there is at least one certified youth league.
2. League and center representatives serving as youth representatives shall serve for one year.
3. Vacancies
   a. A league or center representative serving as a youth representative, who is unable to attend an association annual meeting, may appoint an alternate, who meets the eligibility requirements, from the league or center represented.
   b. A league representative chosen to represent more than one league may appoint an alternate from the league represented.

NOTE: In all cases where the USBC Bylaws and USBC Association Policy Manual are silent, the most recent edition of Robert’s Rules of Order, Newly Revised shall govern all meetings.
Chapter Seven: Committees

The finance committee is the only standing committee.

Committees may be comprised of both board members and non-members. Non-members serve with voice and no vote.

Section A. Finance Committee

1. Composed of at least three individuals, with one person as a non-board member.
2. Appointed by the president with board approval.
3. Is responsible for:
   a. Reviewing and monitoring the budget prepared by the association manager and approved by the board, if applicable.
   b. Ensuring a yearly review of all financial documents is completed. Must be handled by a committee or an outside provider. (Quarterly reviews are suggested, which can be handled by a committee.)

NOTE: An outside provider is comprised of anyone that is not a member of the Board or a family member. A committee can still be appointed as long as they meet the requirements stated above. In no way does this mean the association must hire a Certified Public Accountant or pay for the financial review if they can’t afford one.

Section B. Other Committees

1. The president may establish other committees, with board approval.
2. The president appoints the chairman.
3. The president has the authority to remove committee members from president appointed committees.
4. Other committees may be, but are not limited to:
   * Audit
   * Awards
   * Education Training
   * Events
   * Lane Certification
   * Nominating
   * Membership
   * Public Relations
   * Scholarship
   * Strategic Planning
   * Tournaments
USBC Affiliate Association Policy Manual

Chapter Eight: Delegates

Section A. USBC Annual Meeting
Affiliate associations are not eligible to send delegates to the USBC Annual Meeting.

Section B. State Annual Meeting (if applicable)
Affiliate associations are eligible to send locally elected delegates and/or youth delegates to their respective state annual meeting(s), unless the state bylaws indicate otherwise.

1. Delegates
   Delegates are defined as members who are elected to represent the association at the state Annual Meeting.

2. Responsibility
   A delegate has significant responsibilities and he/she represents the association members. As a representative of the association, the delegate should be prepared to vote on matters that are in the best interest of the association. Therefore, prior to attending the state Annual Meeting, the association board may want to discuss their views on pending legislation and/or candidates for the board.

   The association may consider outlining additional delegate duties. For instance, the association could require a delegate to report back to the board and members at upcoming meetings. The delegate can summarize the activities at the annual meeting and disseminate any appropriate information.

   A state delegate has the authority to vote on:
   a. Legislation (applicable state association bylaw amendments).
   b. Electing the state board of directors.
   c. Electing the delegate(s) to represent the state association at the USBC Annual Meeting.

3. Reimbursing Business Expenses
   An association may reimburse actual business expenses incurred by Delegate/Alternate without tax consequences to the individual if the:
   a. Expense is related to the business or purposes of the association, and
   b. Individual submits evidence of such expense (receipts).

   If an individual receives a reimbursement for more than such individual's out of pocket expenses, then the excess reimbursement is taxable income to the individual.

   If an individual is not reimbursed for out-of-pocket association expenses (or for less than 100% of such expenses), the individual may be able to claim the expenses as a donation to the association on his/her personal income tax return.

4. Credentials
   Credentials for delegates/youth delegates/alternates to the USBC state annual meeting(s) shall be submitted in a format and by the deadline, as specified by the state association’s bylaws and policies.

5. State Delegates Representing Adult Membership/Youth Delegates/Alternates
   a. Local associations elect delegates/alternates representing adults and youth delegates/alternates, at least 14 years of age, unless state laws mandate a specific age, who meet the eligibility requirements as established in the state and local association bylaws and policies, to attend state annual meetings.
   b. An individual who meets all eligibility requirements may be elected to serve as an adult delegate and as a youth delegate to the same state annual meeting. In such case, the individual shall never vote on any matter or election more than once.
c. Each delegate/alternate and/or youth delegate/alternate serves for one year beginning Aug. 1 preceding the annual meeting for which they are elected.

6. **Vacancies**

Vacancies are filled for the un-expired portion of each term by alternates in the order in which they were elected. If a vacancy still exists, the president fills the vacant position by appointment. A position is only considered vacant if an elected individual, whose term has not expired, is unable to fulfill his or her duties. Any appointee must meet the same eligibility requirements as elected positions.
Chapter Nine: Amendments

This chapter explains the requirements associated with adopting/amending, and reporting bylaws decisions to USBC Headquarters.

Section A. Options Within the Bylaws

It is important that the association adopt and follow the appropriate version of the bylaws in their official form. (The most current version of the Affiliate bylaws can be found on the Association Resource Center (ARC) page of BOWL.com) However, there are specific areas of the bylaws that are determined by the association to best fit its unique needs. Those areas are:

1. Fill-in-the-blank, and other areas indicated as optional within the bylaws including:
   - Association name
   - Dues amounts (State dues up to the maximum)
   - Number of directors
   - Number of vice presidents
   - Number of years in a term, maximum number of terms, etc. (Optional)
2. Additional eligibility requirements for directors, adult delegates, and youth delegates. Additional eligibility requirements should be based on an applicable skill, experience, and/or level of expertise, and not be so restrictive that filling board positions could be in jeopardy. (Eligibility requirements should be clearly written on the application for board, or readily available to anyone who may want to run for the board.)
3. Stagger systems based on the adopted number of years in a term, are developed by the nominating committee, to be approved by the appropriate voting body and included in the bylaws. Two examples of stagger systems are: (Optional)
   a. Two-Year Terms
      1) Odd Years
         a) President
         b) 2 Directors
      2) Even Years
         a) Vice President
         b) 1 Director
   b. Three-Year Terms
      1) Year One
         a) President
         b) 1 Director
      2) Year Two
         a) Vice President
         b) 1 Director
      3) Year Three:
         a) 1 Directors
4. Other items specifically stated in the USBC Affiliate Association Policy Manual as requiring inclusion in the bylaws.
Section B. Amending
Associations can elect to change the optional portions of the bylaws by following the amendment procedure outlined in the bylaws. Any member may submit a proposed amendment, in writing, to the association by the number of days prior to the annual meeting as stated in its bylaws. Approval requires a two-thirds vote of the appropriate voting body at an association membership/youth representative meeting.

1. An association may NOT make any changes to the mandatory bylaws except for:
   a. Including additional eligibility requirements for Board, and/or delegate positions.
   b. A stagger system.
   c. Amending the indicated options such as number of directors, quorum, etc.
2. In addition, if adopted the start date of a term (if not August 1) must be included in the association bylaws.
3. Changes approved at a USBC Annual Meeting or by the USBC Board, applicable to the association bylaws, are made automatically without further necessary action by the association.

A template of the bylaws may be found on the Association Resource Center (ARC) page of BOWL.com.

Section C. Reporting to USBC
A complete set of current bylaws must be submitted to USBC Headquarters upon request.

Section D. Change in Dues
An association may make an amendment to its current adult standard dues by following the procedure outlined in the respective bylaws.
Chapter Ten: Establishing a Procedure for Handling Funds

Overall, overseeing the financial responsibilities of an association is one of the most important responsibilities of the board. To significantly decrease the risk of funds being misplaced or mishandled, the board should maintain an active role in providing checks and balances.

Section A. Approving the Financial Institution
The most important consideration in deciding on a financial institution is that it be federally insured by the Federal Depository Insurance Company (FDIC), or its equivalent. To be federally insured means that accounts held at that financial institution are insured by a federally supported program up to $100,000. To check if your association's bank is federally insured, a search may be conducted at www.fdic.gov.

Associations are not permitted to use in-house banking. All association accounts must be maintained at an insured bank or credit institution, in the name of the association.

Section B. Designating Board Members to Sign for Withdrawals
In choosing signatories for withdrawals, the board must first satisfy bonding requirements before considering convenience. To ensure bonding protection of association funds, signatories on an association account must:

1. Be current board members, at least 18 years of age, and not immediate family members.
2. Have at least two signatures on all withdrawals.

Associations are encouraged to allow more than two board members to serve as signatories as this allows for greater flexibility. If one individual is out of town, etc., money can still be withdrawn.

An association may face a situation in which a payment or withdrawal must be made in an expedient manner. For this reason, convenience should be a consideration when board members are chosen to act as a signatory. Making financial decisions based exclusively on convenience, however, is not advisable. A board should not authorize, for example, checks to be pre-signed.

Section C. Ensuring All Money is Deposited Within Seven Days
It is the board’s responsibility to verify deposits and ensure the association manager is keeping meticulous records of money received by the association. If the association manager is not issuing a receipt for all money paid to the association (as required), verifying that all money has been deposited will be virtually impossible.

To verify that all money has been deposited, a record of deposit must be compared to all receipts that have been issued. Furthermore, the deposit date should be compared to the date of each receipt to verify that deposits were made within seven days. Should the money and receipts not balance, the association manager should be able to provide documentation of the difference.
Section D. Authorizing Expenditures
When making decisions regarding money, board members are obligated to keep in mind the association purpose and the best interest of the members.

Many expenditures an association faces are routine – for example, if an association maintains an office, it may incur property taxes, rent, utility bills, etc. The payment of routine bills such as these only need to be authorized by the board once and noted in the meeting minutes. Despite this, board members should continually keep themselves informed of these costs, and immediately question any discrepancies and/or something not accounted for or approved by the board.

For convenience, the board may choose to authorize all expenditures under “x” dollars or grant a blanket authorization for specific expenditures. Even if these practices are used, however, the expectation remains that the board review all expenditures.

The use of a debit card by an association is NOT recommended due to the ease and nature of potential misuse, but if a debit/credit card is ultimately used it should be addressed by the board prior to utilization. Again, as mentioned in the previous paragraph, the board may choose to authorize all debit/credit card transactions under a specific amount (“x” dollars) or grant a blanket authorization for specific expenditures. If the practice of using a debit/credit card is implemented, however, the expectation remains that the board reviews all expenditures and the association president perform a proper monthly bank verification to confirm proper use of the debit/credit card. In these cases, a receipt or warrant should always be used and should have two signatures on them.

Section E. Ensuring the President Verifies the Association Accounts
While the president verifies association accounts monthly, the board provides an extra financial check by ensuring this verification takes place. Asking the president to provide a summary report of his/her findings is one method of satisfying this duty.

Section F. Ensuring All Required Financial Reports are Filed
The board has a responsibility to familiarize themselves with the specific Internal Revenue Service (IRS), payroll, state, and local forms/reports that are required of the association and ensure the association manager files all applicable documents in a timely manner.

Choosing not to verify all applicable forms/reports have been filed is a significant risk as a board member. If the IRS performs an audit on the association and determines money is due, each member of the board can be held legally responsible. To familiarize yourself with the most common IRS and payroll forms that apply to 501(c)(3) organizations, reference Chapter 2 of this manual.
Chapter Eleven: Insurances

Section A. Bonding, Burglary & Holdup Insurance

USBC maintains a policy of bonding, burglary and holdup insurance for chartered associations. The coverage amount is limited to $10,000 as indicated in the Coverage section below. No insurance coverage is available except as specifically set forth in the policies of insurance purchased by USBC.

Covered individuals. Association officers, directors, and managers are covered in this policy with coverage extended to a non-board member appointed by the association manager as the tournament manager of a required championship tournament. Funds from other association tournaments, conducted by a non-board member, are not covered until received by a member of the board. The surety company will not extend coverage to any individual who misused funds in the past or has been convicted of a felony.

Coverage. The bonding, burglary and holdup insurance coverage described in this section is available through a policy of insurance issued to USBC by an independent licensed insurance company. The policy covers:

1. Bonding/misuse/misappropriation of funds. A shortage attributable to dishonesty by a covered individual. Additional coverage is available free of charge. Additional coverage must be requested annually. Associations may obtain additional coverage without cost by:
   a. State associations upon written request to USBC - Bonding.
   b. Local associations through WinLABS.
2. Holdup. The taking of funds from a covered individual. No additional coverage is available.
3. Burglary. Funds taken through the forcible entry into the premises or locked receptacle where the funds are kept by a covered individual. There must be visible evidence of forcible entry. An on-site police report is required. No additional coverage is available.

The surety company shall not be held liable for any loss which may have existed prior to the time the bond or insurance became effective. The policies of insurance do not cover funds frozen through insolvency or liquidation of any financial institution.

Losses and Claims

Any loss should be reported to USBC - Bonding for guidance within 15 days.

Any attempt to regain funds through an agreement between the principal and offended parties without authorization from USBC - Rules creates a legal situation which places the association's right of recovery under the bond in jeopardy.

Any officer, director or appointed tournament manager who misuses the funds of a state or local association shall be subject to suspension from USBC.

The president also may be liable for suspension for failing to make the monthly verification of all association accounts. (This could be, but is not limited to, scholarship account, each tournament account, fund raiser account, etc.)

Bonding Insurance. Misuse/misappropriation of funds. The following conditions govern the method by which associations must handle its funds to qualify for protection from loss caused by the dishonest act of a covered individual:
1. Funds must be deposited within 7 days in an insured bank or credit institution in the name of the association.

2. Withdrawals require the signatures of two authorized officers/directors who are at least 18 years old.
   a. Signature stamps should not be used.
   b. Checks should not be pre-signed.
   c. Two members of an immediate family cannot co-sign for withdrawals. Immediate family members include: mother, daughter, sister, wife, husband, son, brother, father, stepsister, stepmother, in-laws, and same gender spouses, etc. Even though members of an immediate family are not residing in the same household, it would not be permissible for them to act as signatories on association accounts.

3. The president must verify all accounts monthly.

4. All association accounts must be audited annually.

**NOTE:** When a signature stamp is used, or checks are pre-signed the associations bonding coverage will be in jeopardy.

**Failure to meet any of the conditions of the policies of insurance above will result in a 50% reduction of any documented loss.**

**Burglary and Holdup Insurance.** The policies of insurance provide coverage as follows:

1. The taking of funds from a covered individual by violence or threat of violence.
2. Funds taken through the forcible entry into the premises or locked receptacle where the funds are kept by a covered individual. There must be visible evidence of forcible entry. An on-site police report is required.
3. Receipts: Not to exceed one week’s receipts at any one time, with a limit of $2,000.
4. Disbursements: Not to exceed an amount of $10,000 at any one time for a period of seven days.

In the event the association fails to deposit the funds in a recognized banking or credit institution in the name of the organization as specified, the insurance company will be liable for only one week’s receipts when a loss occurs due to burglary or holdup.

The policies of insurance **DO NOT** cover loss by:

1. Fire
2. Mysterious disappearance
3. Funds left unattended

**Section B. Other Insurance**

**Local and State Directors and Officers Liability Insurance**

USBC recommends associations carry Directors and Officers liability insurance. This insurance covers certain lawsuits resulting from an actual or alleged “wrongful act.” A “wrongful act” includes errors, omissions, and acts of negligence or breach of duty by a covered individual (board members, directors, officers, employees, and volunteers) while performing their duties for the association.
- **Local** associations can purchase Directors and Officers liability insurance at a discounted rate.
- **State** associations can receive coverage at no cost but must submit an application.

For general information click [here](#), [Local application](#) [State application](#)

**General Liability Insurance**

USBC recommends associations carry General liability insurance. General liability insurance covers such things as third party bodily injury, property damage, or personal injury claims. This coverage is different and separate from Directors and Officers Liability insurance.

State and local associations can purchase general liability insurance at a discounted rate.

For price, information and application click on [Application for General Liability Insurance](#).

**Accident Insurance for Lane Inspectors**

USBC provides accident insurance for individuals conducting bowling lane inspections at centers on behalf of USBC and local associations.

For coverage details please see [Accident Insurance for Lane Inspectors](#).

Coverage applies when accidental bodily injury results in a covered loss while the lane inspector is conducting bowling lane inspections at bowling centers on behalf of USBC and USBC local associations.
Chapter Twelve: SMART

SMART is the Scholarship Management Accounting and Reports for Tenpins program and provides a centralized location to manage bowling scholarships at no cost to the provider and/or Recipient.

Since 2008, USBC has required all former and awarded (assigned to a person) scholarships issued through an association, including those issued for academic or meritorious accomplishments, to be deposited with SMART. Scholarship funds must be deposited with SMART within 30 days after the end of the league/tournament/event in which they were earned, including scholarships for academic or meritorious accomplishments.

Section A. Benefits of the USBC SMART Program

1. All youth scholarships are held in the name of the organization that provided the scholarship.

2. Recipients have up to eight years from their high school graduation date to use the funds, or eight years from award date, if awarded after high school graduation. If they have served in the military, their funds are extended by the period of their first enlistment only. SMART must be notified prior to scholarship expiration.

3. Returned Funds:
   As stated in the SMART Policy Manual, if a Recipient does not use their scholarships within the allotted timeframe, the scholarships expire and the funds are returned to the provider. These funds can be used to:
   - Enhance a tournament or league
   - Conduct a tournament or league without payment of prize money and using these funds for scholarships
   - Give an extra scholarship, meritorious, high game/series, etc.

   We hope you will be able to put the added funds to good use. Remember, these funds cannot be used in place of paid prize/scholarship money.

4. SMART is an online program and is accessible at BOWL.com/SMART. Providers and recipients may view the information in their account. The online service includes:
   a. Providers:
      1) Viewing account information
      2) Changing contact information
      3) Submitting recipient information lists
      4) Pay online using unassigned funds or debit/credit card
      5) Viewing or printing reports
   b. For Recipients:
      1) Viewing account information
      2) Adding/changing contact information
      3) Viewing scholarships earned
      4) Viewing scholarship disbursements
      5) Requesting funds for college
Chapter Thirteen: Association Suspension Procedures

Section A. Failure to Pay Membership Fees

1. State and local associations must comply with the following procedures to initiate suspension charges against an individual for failing to pay his/her membership fees. (The following procedure does not apply to checks issued/credit cards tendered by a league secretary for payment of membership dues for the league.)

2. If an individual has not paid his/her membership fees by the date requested by the association, the following procedures must be followed:
   a. The association sends a letter or e-mail notifying the individual:
      1) Payment has not been received or payment was made with a bad check/credit card.
      2) Payment or proof of payment must be submitted within fifteen (15) days. If payment was made by bad check/credit card, additional bank/service fees can be applied to the amount owed.
      3) Personal check/credit card is not an acceptable method of payment. (Cash, money order or cashier's check only.)
      4) Failure to submit payment or proof of payment could result in denial of membership.
      5) He/she is ineligible to participate in any USBC competition.
   b. The association notifies the league(s) that the individual does not hold membership and cannot participate in USBC competition.
   c. If payment or proof of payment is not received within the time period specified, the association forwards the following to USBC Headquarters, Attention: Rules:
      1) Copy of the notice sent to the individual requesting payment.
      2) Copy of the membership application.
      3) If bad check/credit card was issued, copy of the front and back of the check or credit card draft returned and documentation of bank/credit fees incurred.
      4) Any other supporting documentation.

Section B. Tournament Worthless Check/Invalid Credit Card Procedures

Local and State Associations must comply with the following procedures when handling a worthless check/credit card for tournament fees.

1. Tournament management/Association Manager must send a letter notifying the principal that: (See the Rules page of BOWL.com under Tournament Resources for sample letter.)
   a. The check(s) was/were returned or the card was deemed invalid and requests payment.
   b. Payment must be submitted within a specified time period. If payment was made by bad check/credit card, additional bank/service fees can be applied to the amount owed.
   c. Personal check/credit card is not an acceptable method of payment. (Cash, money order or cashier's check only.)
   d. Failure to submit payment or proof of payment could result in suspension of membership.

2. If payment or proof of payment is not received within the time period specified, tournament management forwards the following to USBC Headquarters, Attention: Rules:
   a. Copy of the notice sent to the individual requesting payment.
   b. Copy of the front and back of the check or credit card draft returned and documentation of bank/credit fees incurred.
Section C. Failure to Submit Final Average(s) Procedure

Local associations must comply with the following procedure in order to initiate suspension charges against a league secretary for failing to submit league averages.

If final league averages have not been submitted by the date requested, the association must:
1. Send a letter to the league secretary stating:
   a. Averages have not been received.
   b. Averages must be submitted within fifteen (15) days.
   c. Failure to submit could result in suspension of membership.
2. If averages are not received within the specified time period, the association forwards the following to USBC Headquarters, Attention: Rules:
   a. Copy of the letter sent to the league secretary.
   b. Supporting documentation.

Section D. Re-rate Averages

The local association board or a committee of not less than five (5) board members, may re-rate the league average of any member of the association when there is evidence that the bowler's average does not represent the bowler's true ability.

1. The following procedure must be used to re-rate any member of the association:
   a. Written notice can be sent first class mail, e-mail or be hand delivered and shall be sent to the individual charged not less than ten (10) days prior to the date of the hearing and must include:
      1) Date, time and location of hearing
      2) His/her right to attend and offer a defense.
      3) His/her right to have counsel present;
      4) His/her right to produce witnesses on his/her behalf.
   b. The bowler shall be given the opportunity to appear before the committee and present any testimony or evidence to show why such re-rate action should not be taken.
   c. A bowler whose average has been re-rated must be notified of the re-rated average by first class mail or be hand delivered and a copy to USBC Headquarters, Attention: Rules.
   d. The bowler has the right to appeal the association's decision in writing to USBC Headquarters, Attention: Rules, within ten (10) days after being notified of the re-rated average.
   e. If no appeal is filed within the ten (10) day period, the re-rated average shall stand.
2. The bowler must report and use the re-rated average or established league average (whichever is higher) for all handicapped or classified competition.
3. After re-rating has been in effect for a 12-month period, the bowler may apply to USBC Headquarters for an adjustment if the bowler has not established a higher league average and can also provide sufficient documentation to support a re-rate adjustment.

NOTE: Before conducting a re-rate hearing, contact the Rules Department for further information.
Section E. Removal from Office

The following procedure must be followed when a complaint is filed to remove an officer or director from an association office.

1. Within one week after receipt of the complaint, the association president or in his/her absence or involvement a board member not involved in the case, schedules a meeting of the association board of directors.
   a. The meeting should be held within thirty (30) days of receipt of the complaint.
   b. Written notice shall be sent to the individual charged and the complainant not less than ten (10) days prior to the meeting and:
      1) Must include the date, time and place of the meeting as well as his/her right to attend and offer a defense.
      2) Must include a copy of the complaint.
      3) Be sent by first class mail, e-mail or be hand delivered.
   c. The board must be provided written notice of the meeting.

2. A quorum of the board must be present and a roster listing those present and absent must be included in the file.

3. A complete and accurate report of the meeting minutes must be maintained.

4. All documents and materials relating to the charges must be retained.

5. A two-thirds vote of the board members present and voting is required for removal from office.
   a. Within five (5) days from the date of the meeting notify the individual(s) involved in writing of the board’s decision.
   b. The individual charged must be notified of his/her right to appeal that decision to USBC Headquarters, Attention: Rules.
   c. The complainant and the defendant have the right to appeal the decision of the board after a ruling has been made.

6. An appeal must be filed in writing within fifteen (15) days of the date of the notice; otherwise the decision of the board is final.

An officer or director removed by the board is not eligible to seek re-election and/or be reappointed to the board unless two-thirds written consent of the board is obtained.

NOTE: The defendant and complainant should be excused prior to deliberation and vote.

For committees the appointing authority has the power to remove or replace members.
Chapter Fourteen: Center Certification

Local associations are responsible for the annual center certification inspection. The bowling center certification inspection is the physical measurements of the center’s bowling lanes and pit areas.

For more information about center certification and lane dressing inspections, reference the Lane_Inspection_Program_Training_Manual. This manual gives step-by-step direction for performing inspections and will serve as the training material for volunteers.

Section A: Center Certification Inspections

Center certification inspections ensure the lanes and pin-setting equipment meet the standards set by the USBC. Annual inspections are typically performed by representatives of a chartered local association. Center certification inspections may begin taking place April 1 each year. The deadline for inspections to be completed is Aug. 31.

1. Prior to starting the annual inspection process, associations should:
   a. Ensure all necessary equipment is readily available and is in good, working condition. New equipment can be ordered at USBC Bowling Store.
   b. Print center inspection report for each center.
   c. Review the list of individuals knowledgeable and available to perform the inspections.

2. Ensure center inspection reports are completed and submitted to certifications@bowl.com within 10 days of inspection. If a center has items that need to be fixed, the association should still enter the measurements found during the initial inspection and put the center in “pending” status.

3. Ensure inspection fees are collected from each center, if charged.
   a. Associations are responsible for providing a bill to the center and any collection efforts necessary.
   b. The fee for inspections, beginning on April 1, 2019 for 2019-20 inspections, is not to exceed $10 per lane inspected.
   c. Initial inspection fees include up to two return visits for re-inspection.
   d. If there are more than two return visits due to items that did not meet specifications, an additional fee, not to exceed $20 per return visit, may be charged.

4. Ensure re-inspections are completed by Aug. 31 and are submitted to USBC – Certifications at certification@bowl.com, should a center not meet USBC specifications on previous inspection(s).
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