A Future FOR THE Sport®

United States Bowling Congress

2016-2017
LEAGUE OPERATIONS MANUAL

BOWL.com/RULES

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League Quick-Start Checklist

League Name:_____ Certification #:_____

Bowling Center Name: _____Certification #: _____

Telephone: _____

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

The basics of getting your league up and rolling…

- ❑ Have a meeting to adopt rules before the first session of bowling.
- ❑ Establish the league account with two signatures for withdrawals and statements sent to the president.
- ❑ Post a league schedule in center or distribute to each team captain.
- ❑ Have all bowlers complete membership applications and pay fees in accordance with USBC Rule 101.
- ❑ For adult leagues send completed USBC league application and fees to your local association(s) within 30 days from the start of the schedule.
- ❑ Adopt a prize/awards list within five (5) weeks of the start of the schedule.
- ❑ If your league includes bowlers under age 20, discuss Rule 400 with league members.
- ❑ If your league includes unmarried grade or high school students under the age of 18, a parental consent form must be completed and submitted.

The basics of keeping your league rolling…

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

Running Successful Leagues

League Governance

A league is a democratic society, governed by the league's board of directors. The board is comprised of the league officers and team captains. The league officers required are president, vice president, secretary and treasurer (secretary and treasurer can be combined). Officers are elected by majority vote of the board or membership dependent on the league rules.

A quorum of the board must be present to conduct business. For a meeting during the season a quorum is one more than half of the total board.

Normal league business is decided by majority vote. Rule and schedule changes after the league begins bowling require unanimous vote of the team captains only. Changes in the adopted prize list also requires unanimous vote of the team captains only.

For specific duties of the board and league officers see the *USBC Playing Rules and Commonly Asked Questions* and the League Leadership - Duties and Responsibilities section of this handbook.

Competition

Competition, by nature, is exciting and intriguing. The more teams that battle for a championship, the more interest is created throughout a league. To spark competition, leagues may try several formats:

- **Handicap league** – Competition where standings are based on actual scores with handicap.
- **Scratch league** – Competition where standings are based on actual scores with no handicap.
- **Average cap league** – Establish a team average cap based on the previous season's team averages.
- **Split schedule** –Divide the schedule into two, three or four sections and crown a champion in each. At the season's end, have a playoff to determine the overall league champion.
- **Match point** –Each competes against the player opposite them in the opponent's lineup. Award points for wins on an individual and team basis.
- **Alternative formats** –These formats can make any league both more competitive and more fun. (See page 28 for more information.)

League and Membership Applications

The league application and membership applications must be submitted within 30 days from the start of the league. Be sure to include all requested information on the league certification application so membership credentials are issued without delay. Call the local association if you need assistance.

Parental Consent Form (Rule 13)

Unmarried grade school and high school students under the age of 18 must have the written consent of a parent or legal guardian to compete in any USBC adult league where merchandise valued over $500, or any cash and/or bonds are offered.

Their participation, even pacing, in these situations may jeopardize their eligibility for USBC Youth membership and could affect their eligibility to compete on school sports teams.

The form must be on file with the league secretary at least one week before participation, unless a parent or legal guardian accompanies the student on their first league session. In that case, the consent form may be filed prior to the start of bowling.

Failure to file the consent form will cause the player to be ineligible and subject games bowled to forfeiture.

USBC Singles Competition Prize Waiver (Rule 400)

Youth members who wish to compete in adult singles competitions where cash or bonds are offered and/or merchandise prizes valued greater than $500 must complete and sign a USBC Singles Competition Prize Waiver form prior to participation. The USBC Singles Competition Prize Waiver is NOT ACCEPTABLE for use in team (two or more players) competition including, for example, adult/youth team competition. A copy of this form can be downloaded from BOWL.com.

Youth may bowl in singles competitions (including side competitions/brackets) offering cash, bonds or merchandise exceeding $500 in value, provided, prior to bowling:

1. The competition agrees to award the youth's prize in the form of a scholarship; or
2. The youth signs the USBC Singles Competition Prize Waiver waiving his/her rights to any prize in violation of this rule.

The waiver serves three primary purposes. First, it ensures that the USBC Youth member is aware that the event is offering prizes which may be in violation of Rule 400. Second, it provides the USBC Youth member the opportunity to compete in singles competitions without jeopardizing his/her USBC Youth eligibility. And last, it replaces the Parental Consent Form in adult singles competitions.

See BOWL.com for a complete explanation of Rule 400.

Parental Consent Form

I, _____ , am the parent or legal guardian of _____, an unmarried grade school or high school student under the age of 18. By signing this form I am authorizing my child to bowl or substitute in the _____ a league/tournament that offers merchandise over $500, cash or bonds.

I verify I have read and reviewed USBC Rule 400 (see below) and understand the competition I have authorized my child to participate in violates the rule jeopardizing his/her USBC Youth eligibility.

I recognize that by bowling or substituting in competition which violated Rule 400, his/her amateur status may be jeopardized. I understand that to ensure compliance with high school and collegiate rules I should check with a compliance officer and/or academic counselor at his/her school.

Parental/Guardian Signature: _____ Date: _____

Rule 400: Youth Membership Eligibility

USBC Youth membership is available to individuals who have not reached their 20th birthday prior to August 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 August 1 will be allowed to complete the summer league. The age limitation is waived for those authorized as mentally challenged.

a. 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:
   1. Cash or bonds.
   2. Merchandise exceeding $500 in value.
b. Youth may bowl in singles competitions (including side competitions/brackets) offering such prizes, provided, prior to bowling:
   1. The competition agrees to award the youth's prize in the form of a scholarship; or
   2. The youth signs the USBC Singles Competition Prize Waiver waiving his/her rights to any prize in violation of this rule.

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 or entry fees (must be paid directly to the tournament director/manager) and reimbursement of actual travel expenses into the next higher level of competition or any tournament or event. (Receipts must be provided 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.

Youth Singles Competition Prize Waiver

Youth must present this form prior to participating in a SINGLES league or tournament with cash prizes

I _____(bowlers name) submit this document as notice of my intent to participate in the _____ (name of competition). I understand that prizes in this competition violate Rule 400.

To maintain my eligibility to participate in USBC Youth certified competition, I waive claim to any cash or bond prizes awarded in the above named competition. I further waive claim to any merchandise prizes exceeding $500 in value which may be awarded in the above named competition.

By signing this form, I certify that I have read and understand Rule 400 as it applies to participating in this competition and the effect my participation may have on my USBC Youth membership. I understand that by accepting any of the prizes listed above, I am in violation of Rule 400 which subjects me to disciplinary action including the potential loss of my USBC Youth membership.

I further understand that by accepting any of the prizes listed above my eligibility to compete in high school and collegiate athletics may be jeopardized. I also understand that to ensure compliance with high school and collegiate rules I should check with a compliance officer and/or athletic/activities association prior to the acceptance of any award.

Bowlers Signature _____ Date _____

Parent/Guardian Signature _____ Date _____
(If bowler is under age 18)

☐ If offered, I agree to accept winnings in the form of scholarships deposited with SMART.

Rule 400: Youth Membership Eligibility

USBC Youth membership is available to individuals who have not reached their 20th birthday prior to August 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 August 1 will be allowed to complete the summer league. The age limitation is waived for those authorized as mentally challenged.

a. 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:
   1. Cash or bonds.
   2. Merchandise exceeding $500 in value.
b. Youth may bowl in singles competitions (including side competitions/brackets) offering such prizes, provided, prior to bowling:
   1. The competition agrees to award the youth's prize in the form of a scholarship; or
   2. The youth signs the USBC Singles Competition Prize Waiver waiving his/her rights to any prize in violation of this rule.

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 or entry fees (must be paid directly to the tournament director/manager) and reimbursement of actual travel expenses into the next higher level of competition or any tournament or event. (Receipts must be provided 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.

Rules to Consider

Every league must have rules. This task can be simplified by using the "USBC Adult or Youth League Rules" found on BOWL.com. In adult leagues, the league board of directors or members must vote on each rule. Pay particular attention to rules covering the following items:

Absentee scores - Rule 105
In leagues, an absentee score is used when a player on the roster is absent from league and a substitute is not obtained. The absentee score shall be the absent member's current average minus 10 pins, unless otherwise provided by league rule.

Entering Averages - Rule 118
A complete and adequate average rule is essential for any handicap or classified league. Averages from the previous season are recommended to be used for a bowler's first night of competition because they are easily verified and they represent the bowler's true ability. Bowlers who do not have a qualifying average will then establish their average the first session they bowl unless league rules state otherwise.

In youth leagues, a bowler using a two-hand delivery will establish an average with two hands. When the bowler changes to a one-hand delivery, they must establish a new average using that hand. (Rule 118b, Item 4)

Legal lineups - Rule 109a
The minimum legal lineup must be present prior to the completion of the first frame unless the league adopts another frame. The league cannot require the legal lineup to be present at the start of the game. Leagues may adopt a rule allowing one eligible bowler as the legal lineup. Leagues decide whether substitutes count toward a legal lineup. Rule 109a, Item 2 states substitutes count unless league rules specify otherwise.

Playoffs - Rule 113b
Leagues should adopt a rule stating how a playoff shall be conducted for ties and/or championships.

Some suggestions are:Bowl one game (or two games).

- Best two of three games.
- One or more frames
- A point for each game, but none for series.
- Total pins of a three-game playoff series.
- Stepladder finals.**Substitutes - Rule 107c**

Every league needs extra players to minimize absentee and vacancy scores. Do this by keeping an ongoing list of substitutes. Substitutes are not rostered players.

Tardy players - Rule 109c
A tardy player uses one-tenth of the absentee score for each frame missed, unless otherwise provided for by league rules.

Team rosters - Rule 104b
Leagues specify how many players are allowed on each team's roster. Team captains submit names before the league starts play or by a time designated by the league. Only additional players and replacements are listed on the roster.

Vacancy scores - Rule 105
Teams without full rosters receive a vacancy score. In adult leagues, unless league rules state otherwise, the vacancy score is 120.

In youth leagues, unless league rules state otherwise, the vacancy score shall be the average of the lowest average bowler on the opposing team's roster. If two or more vacancy scores are required, the average of the next-to-the-lowest bowler on the opposing team's roster shall be used for the second vacancy score. Youth leagues also may set their own vacancy score.

Handicaps
Handicapping is a means of placing bowlers and teams with varying degree of skill on as equitable a basis as possible for their competition against each other. USBC recommends that higher handicap percentages such as 100% be used for more equalized matches. The scratch base that handicap is figured from should be greater than the highest team or individual entering average. For example, if the highest entering individual average is 218, handicap should be 100% of 220.

Another option is to provide a negative handicap for all bowlers with an average above the base figure. For example, 100% handicap of 200, average is 220, bowler receives -20 handicap.

Handicap leagues use their adopted handicap system at all times. Leagues failing to adopt a handicap percentage in their leagues shall use a 100% handicap. (See Rule 100g, Item 1.)

Postponements
A league's board of directors, specific committee, or a youth league supervisor/official decides requests for postponements. Leagues must grant postponements for emergencies. Minimize postponement problems by:

- Discussing postponements at the organizational meeting for special situations such as hunting seasons, holidays or local/national events.
- Allowing teams to carry extra team members on the team roster or keeping a list of roving or designated substitutes, including contact information.
- Appointing a three-member committee to handle postponement requests and cancellations because of severe weather.

Fee Arrearages
Insist all bowlers pay full fees every session. Team captains are responsible for collecting fees, but are not liable for teammates' payments. To encourage prompt payment, leagues can adopt a rule that a team forfeits any games when a bowler is present and bowling and not current in paying fees. If adopted, the league arrearage rule must be enforced consistently throughout the season.

Prize/Award Fund
While prize/award funds are important, avoid pricing yourself out of members. Large prize/award funds require larger payments by individual members, and can discourage new members and increase league dropouts.

League Board of Directors

The league's governing body is its board of directors comprised of the officers and team captains. Each board member has one vote even if they are both a league officer and a captain. If a team captain also is a league officer, they have the option of appointing another team member to attend the board meeting and vote on behalf of the team.

In youth leagues, the league shall be under the supervision of an adult league supervisor/official who shall operate the youth league in cooperation with the bowling center management and a league board of directors, if applicable. (See Rule 103a.)

Each youth league where a majority of membership is made up of youth 14 years or older is required to elect a president, vice president, secretary and treasurer from the members of the league. The offices of secretary and treasurer may be combined. Each team is responsible to elect its own team captain.

High school conference leagues are not required to elect a board of directors. (See Rule 103a.)

A quorum must be present to conduct business. A quorum is a majority of the board for business transactions unless league rules state otherwise. Unless USBC Rules state another vote count is required, a majority (one more than half) of the votes cast must be obtained to decide any motion.

The Board:

- Elects league officers unless league rules allow league members to do so. (See Rule 102a.). Two members of an immediate family cannot serve as president, treasurer or secretary-treasurer; or vice president and treasurer or secretary-treasurer of the same league or co-sign for withdrawals from a league account. Members of an immediate family include mothers, daughters, sisters, wives, husbands, sons, brothers, fathers, stepsisters, stepbrothers, stepmothers, stepfathers and in-laws.
- Adopts league rules and a prize list, unless league rules allow league members to do so.
- Decides salaries, if any, to be paid to the league secretary or others, unless league rules allow for all members to decide.
- Decides all protests involving USBC or league rules.
- Decides all questionable scoring and calculation errors, and questions not covered by the rules.
- Handles all disputes concerning prize money.
- Fills any office vacancies during the season.

Board decisions are final, except when a written appeal is filed with the local association or USBC within the timelines of Rule 119.

League President Duties and Responsibilities

The President has many important responsibilities, which are outlined fully in the USBC Playing Rules. Print out the League Quick-Start Checklist for reference. Below are details of your duties.

In youth leagues that have a board, the president should assist the league supervisor with the duties of the president.

League Account
Arrange for an account to be opened in the league name at a federally insured and recognized bank, credit union or in-house banking service.

- The account must have at least two league officers' signatures for all fund withdrawals. Immediate family members cannot sign for withdrawals.
- Account Statements are sent to the president for verification purposes.
- Verify the league accounts monthly. See the President Worksheet to Verify League Account Monthly.

Meetings
Schedule league meetings at convenient times and locations for league members. Since you are the chair of the meeting, prepare an agenda. For details review the information under the Meetings section of this Handbook or on the Rules page of BOWL.com.

Committees
Appoint committees. The league MUST have a Prize and Audit committee.

- Ensure the Prize Committee submits at least one prize list for adoption by the league by week five (5). A meeting should be scheduled to do so.
- You also must ensure the Audit Committee completes the audit prior to the end of the season.
- Encourage the treasurer to assist both committees.

Rules
Since part of your duties is to enforce the rules, become familiar with the rules changes for the upcoming season as well as rules that affect the league. Rules changes are found in the USBC Playing Rules under the Legislative Update.

League Secretary Duties and Responsibilities

The secretary has many important responsibilities, which are outlined fully in the USBC Playing Rules. Print out the League Quick-Start Checklist for reference. Below are details of your duties.

Note: In leagues using computer and/or average service, the elected secretary remains responsible for all the duties specified in USBC Rule 102e

In youth leagues that have a board, the youth secretary shall assist the league official in the responsibilities of the league secretary.

Minutes
Keep minutes of all league meetings. Minutes should include the meeting's date, time and location, names of those attending, and details of the decisions made, including the vote count.

Rules
Update the rules and distribute a copy of the league rules soon after the organizational meeting.

League Schedules
- Post the full league schedule or provide a copy for each captain.
- Insert position rounds as adopted in the league's rules or agreed upon by the league.
- Note any cancellation postponements (if applicable).

  Note: If the league adds or loses teams during the season, the schedule must be changed to reflect the exact number of teams in the league.

Prize List
Once approved provide a copy of the adopted prize list to each team captain and officer. Provide the final league standings to the league treasurer so the prizes can be properly distributed and reported with the financial report.

Membership cards
Pass out individual USBC membership application cards to each league member as they join and collecting completed cards and membership dues.
- Forward the completed membership application cards, membership dues and USBC league application within 30 days of the start of the season.
- Membership card applications and applicable fees for new members shall also be forwarded within 30 days of receipt.
- Check the application forms as they are returned to you. It is easier to find errors and have them corrected rather than to submit incomplete information, which could cause a delay in the member receiving their card.
- If bowlers indicate paid in another league on the membership card, ask for a receipt, if no receipt collect the fees, they can be refunded upon proof of previous payment.
- Have the bowlers carefully complete their home address (and apartment number if applicable) and national membership ID if it does not already appear on the card.
- In an effort to improve communications with members, please make sure that bowlers include their e-mail addresses on the form.

National Membership ID Numbers are Important
The national membership ID number enables USBC to create a history on the member's league and tournament competition and their award achievements. If the bowler does not currently have a national ID number (for example a new bowler), the local bowling association will assign a number.

Let your members know their national membership ID number will be printed on their membership card and mailed by headquarters directly to their home. This is a permanent number, individually assigned, to be used every season in all USBC competition and will be required when applying for awards.

If a member of your league notifies you that their membership card was lost, stolen or damaged, they can download a copy of their current membership card by logging on to our web site, BOWL.com and going to the Find-A-Member feature. If further assistance is needed, the member or league official can contact their local association or USBC Headquarters by calling (800) 514-BOWL, ext. 8953.

Standing Sheets
Post or provide a current standing sheet, which includes a list of league bowlers and substitutes. Most computer programs populate standing sheets, below are the guideline of what should be included.

- Under "team standings," list teams in order of position. If two or more are tied in wins and losses, list teams by total pins or as required by league rule. In handicap leagues, if total pins are shown, it is up to the league to decide if the team total pin figure is listed with handicap or on a scratch basis.
- In the section for high games and series, list all individual and team scores in contention for league high score awards.
- Under "individual averages," list teams, followed by individual members, completing total pins, games and averages columns.
- Use extra space on standing sheets to recognize special accomplishments such as triplicates, all spare games and most pins over average. Also, use sheets to publicize future events such as the league banquet, local association tournament or meetings.

As a membership benefit, USBC allows leagues to post their standing sheets on BOWL.com

Awards
Submit applications for awards within 20 days of the accomplishment. Award presentations should take place before the entire league and as soon as possible after the feat is accomplished and the award is available. A long delay, such as waiting for the league's season-ending banquet, can reduce bowlers' excitement about earning awards and their appreciation of their membership benefits

Meetings
Notify league members of league and association meetings; and notifying the association of any changes in officers, schedules or bowling centers.

Final averages
Turn in season-ending averages to the appropriate USBC local bowling association, this is how averages upload to BOWL.com.

Records, Property and Correspondence
Keep all league correspondence, records and furnish all league property the next league secretary upon election or upon completion of league business.

League Treasurer Duties and Responsibilities

The treasurer is responsible for all league receipts and disbursements. Disbursements or withdrawals from the league account must have two signatures.

Print out the League Quick-Start Checklist for reference. Below are details of your duties, which are outlined fully in the USBC Playing Rules.

Note: In leagues using the in-center banking service, the elected treasurer remains responsible for all the duties specified in USBC Rule 102f.

In youth leagues that have a board, the treasurer shall assist the league official in the duties of the treasurer.

Bank accounts

- Work with the president to open an account in the league's name at an insured and recognized bank, credit union or in-house banking service
- All disbursements or withdrawals must have two signatures, even if the bank does not provide or monitor this.
- Account statements are mailed to the President for verification purposes.
- Deposit funds in the league's account within seven (7) days of receipt.
- Work with the league president to verify the league account balance at least once per month.

Membership dues

Issue a check or money order to cover membership dues within 30 days.

League Fees

Keep bowlers current in league fees. Notify team captains of bowlers who are late in payments. When having difficulty collecting fees, notify the league president and secretary if any members are delinquent in paying league fees.

Prize Funds and Financial Statements

- Prepare an estimated budget for the Prize Committee so they know how much prize money will be available for disbursement.
- Provide the Audit Committee with information needed to perform a proper audit; including but not limited to account statements, team payment envelopes, expense and deposit receipts. Give financial reports on request by the league president or board.
- At the end of the season provide each team with a detailed financial statement when the prize fund is distributed; including receipts, disbursements and transactions, and prize recipients' names and earnings.
- Distribute the prize fund within 21 days after the league schedule ends, unless the board or USBC decides otherwise.

Records

Turn over all league books, papers and monies to the next league treasurer upon election or once the season business is complete. All financial records regardless if in the possession of the former or current treasurer must be retained for one (1) year after the league schedule ends.

Other Officers Duties and Responsibilities

League Vice President
The vice president assumes the duties of the president in the president's absence, and assists the president as requested.

League Sergeant-at-Arms
Sergeant-at-arms performs any duties as requested by the president or board.

League Supervisor (Youth leagues only)
The League Supervisor is designated by the organizer of the youth league and is responsible for:

- The league president duties. In youth leagues that have a board, the youth president will assist the league supervisor.
- Granting prebowls and postponements, unless the authority is given to an appointed committee or the league official.
- Co-sign for withdrawal of funds from the league account(s).
- Anyone working with USBC Youth members should be in the Registered Volunteer Program. Go to BOWL.com for details.

League Official (Youth leagues only)
The League Official is designated by the organizer of the youth league and is responsible for:

- The league secretary and treasurer duties. In leagues that have a board, the youth secretary and youth treasurer will assist the league official.
- Filing a written report of all Rule 400 violations to the local association for possible disciplinary action. (See Rule 17e.)
- Working with the league supervisor to:
  - Adopt rules prior to the start of the schedule, unless the league has a board of directors.
  - Enforce all league and USBC rules.
- Adopting an awards list within the first five weeks of league play stating how awards fees collected will be disbursed, unless the league has a board of directors. (See Rule 103a.)
- Co-sign for withdrawal of funds from the league account(s).
- Anyone working with USBC Youth members should be in the Registered Volunteer Program. Go to BOWL.com for details.

Team Captains Duties and Responsibilities

Team captains are league members who may organize and enter teams. They represent their team and, unless they designate another, serve on the league board of directors.

Team Captains in adult leagues are responsible for:

- Collecting USBC membership application cards and applicable dues from team members, and forwarding them to the league secretary.
- Collecting league fees from team members and forwarding them to the league treasurer.
- Ensuring the team and its members are eligible to compete under USBC and league rules.
- The team members' conduct and attendance.
- Entering the team members' names in the lineup before the league series begins.
- Computing the scores, signing the score book and securing the opposing team captain's signature.
- Distributing the prize fund to team members within 15 days of receipt.

Team Captains in youth leagues are responsible for:

- Collecting league fees from team members and forwarding them to the league treasurer or Youth league official.
- Computing the scores, signing the score book and securing the opposing team captain's signature.

League Committees

Required Committees

Audit Committee
Checks the treasurer's or Youth league official's records at specified times to verify incomes, expenditures and balances. The committee ensures the league's funds have been deposited and disbursed as directed, records have been accurately and completely kept, and expenses have been paid. Also can be tasked with auditing league records, averages and position standings.

Prize/Award Committee
Develops and submits for consideration one or more prize/awards lists within five (5) weeks of the start of the schedule. They should contact the treasurer or Youth league official for an estimated budget or list of estimated expenses to work from and consider any league rules that effect the distribution of prizes.

Additional Committees

Awards Committee
Works with the league secretary or Youth league official to complete and file award applications, and present or help associations present awards to deserving league bowlers. This committee can also work in conjunction with the Banquet Committee to present end of season awards.

Banquet Committee
Makes arrangements for the league banquet.

Nominating Committee
Prepares and presents a slate of officers for election. See the section on league Elections for complete details.

Postponement Committee
USBC recommends leagues have a committee that has the authority to allow or deny all requests for postponed or prebowled games, including emergency requests. The committee can be one person.

League Audit Procedures

The league finances must be audited at least once per season, per Rule 102c. This process is in place to provide checks and balances to protect league funds.

The audit committee checks league records no earlier than one month prior to the league payout to verify league income, expenditures and balances. The committee can also be tasked with auditing league records, averages and position standings at the league board of director's or league president's request.

League president/league supervisor role:

- Appoints an audit committee.
- Provides league bank or center league account statements and monthly verification to the audit committee.
- Ensures the audit committee completes the audit no more than one month prior to the distribution of league prizes.

League treasurer or secretary/treasurer or Youth league official role:

- Provides the audit committee with all deposit and expenditure receipts, pay envelopes and bank statements.
- Is available to the audit committee members, so any questions can be answered.

Audit committee role:

- Checks league records prior to the league payout to verify league income, expenditures and balances.
- Calculates what should be on deposit based on the actual number of bowlers in the league.
- Reviews the pay envelopes to see if there were vacancies, arrearages and/or prepayments which should be taken into consideration. Uses the center lineage receipts to determine how many bowlers were paid for up to the date of the audit.
- Checks the league bank or center league account statements to see that all deposits were made within 7 days.
- Confirms all withdrawals have two officer signatures by looking at the withdrawal slips and/or checks or copies of checks.
- Checks the league roster against the membership dues receipts to ensure all bowlers have current membership.

Provides a written report of the audit findings and reports any discrepancies to the league's board of directors.

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Audit Committee Worksheet

Start with the basics …

Get a copy of the:

- ☐ League rules.
- ☐ Lineage paid to date from the center showing number of bowlers paid for weekly.
- ☐ League bank or league center account(s) statements from president or treasurer.
- ☐ President's monthly account verification/calculations.
- ☐ Receipts from treasurer.
- ☐ Team pay envelopes from treasurer.
- ☐ League Certification Application from secretary.
- ☐ Membership dues receipt(s) from local association.

Breakdown of Weekly Fees per Bowler **(See League Rules)**

$_____	$_____	$_____	$_____
Lineage	**Prize Fund**	**Secretary fees**	**Other fees**

Total Weekly Fees per Bowler **(See League Rules)** $_____

Number of Bowlers Paid to Date _____
(Add the number of bowlers from lineage receipts)

INCOME STATEMENT

Description

Beginning bank balance, if any	+_____	
League Fees to Date **(Number of Bowlers x Weekly Fees)**	+_____	_____
League Sponsor /Franchise Money	+_____	_____
Prepaid league fees from envelopes	+_____	_____
50/50 or other fundraisers	+_____	_____
_____	+_____	_____
*Misc. fees (ex. fines, salaries, etc.) +	+_____	_____
_____	+_____	_____
_____	+_____	_____
Membership dues collected	+_____	_____

TOTAL INCOME

(Add League fees income) and additional income

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EXPENSE STATEMENT

Description

Lineage Paid to date **(Add receipt(s) from center)**	+_____	_____
Memberships Paid **(Add the total paid with certification application and any late members)**	+_____	_____
Arrearages **(Add from pay envelopes and LIST IN FINAL REPORT)**	+_____	_____

Detail Other League Expenses Paid Below

_____	+_____	_____
_____	+_____	_____
_____	+_____	_____
_____	+_____	_____
_____	+_____	_____

TOTAL EXPENSES

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BALANCE SHEET as of _____

DATE

1.Total Income from Income Statement — 1

2.Total Expenses from Expense Statement — 2

3.Total Per League Records to date — Subtract Box 2

These boxes should be equal.

4.Total account balance to date

Difference +/-

Other Items

Is the league arrearage rule being enforced? __

Were all membership dues forwarded to the local within 30 days of receipt? __

Did all withdrawals have 2 officer signatures? __

Were all deposits made within 7 days? __

List Arrearages

Team	Bowler	Amount	Dates	Notes

If a loss is discovered, contact USBC Headquarters at
1-800-514-BOWL, ext. 8956 or e-mail bonding@bowl.com
For additional information, see the Bonding Chapter of the *USBC Playing Rules and Commonly Asked Questions*

Meeting Basics

Quorum
"Members present" equals a quorum for a meeting prior to the start of the season. For all other meetings, a quorum is a majority, in the absence of a specific rule regarding a quorum.

Preparing an Agenda
When the president and/or Youth league supervisor plans ahead, meetings are smooth and efficient. The president and/or Youth league supervisor should prepare an agenda outlining scheduled business with the help of the secretary and/or Youth league official. This is a sample agenda:

1. Call to order.
2. Roll call of officers and team captains.
3. Action on minutes of last meeting (read by secretary and/or Youth league official).
4. Treasurer's and/or Youth league official's report.
5. Committee reports.
6. Correspondence.
7. Unfinished business.
8. New business.
9. Business for which the meeting is called.
   Example: Adopting or discussing of league rules, including those where an option is available to the league (at first meeting), or election of officers (at end of season meeting).
10. Other business.
11. Adjournment.

Once the president and/or Youth league supervisor plans an agenda, it is simple to conduct a meeting. Keep in mind that for all members to participate and hear, only one person should be permitted to speak at a time. Keep order by using common sense, courtesy, fairness and cooperation.

Meeting Routine

- Chairman (president and/or Youth league supervisor) opens a meeting by stating: "The meeting will please come to order and the secretary (and/or Youth league official) will call the roll."
- Secretary and/or Youth league official calls names of all officers and team captains, recording who is present as part of the minutes. Secretary and/or Youth league official also announces if a quorum is present.
- Secretary and/or Youth league official reads minutes of preceding meeting and board approves as is, or makes additions or corrections.
- President and/or Youth league supervisor calls for treasurer and/or Youth league official and chairpersons of appointed and special committees to make reports, as necessary.
- President and/or Youth league supervisor calls for discussion of all unfinished business.
- Board discusses and acts on new business.
- If scheduled, a program is presented under other business.
- Adjournment of meeting.

How to Make a Motion

1. Member addresses chairperson to be recognized before speaking.
2. State the motion, "I move..."
3. Second the motion, "I second..."
4. The Chair states, "It has been moved by (name) and seconded that..."
5. Ask for discussion. Every member has the right to talk.
6. In taking the vote, the league has the following options:
   - voice vote
   - show of hands
   - ballot vote
7. Except where USBC Rules state otherwise, a majority must be reached to approve a motion. A majority is one more than half of the votes cast. For example: 25 people are present, 21 people cast votes, 11 votes are needed to pass the motion.
8. Upon completion of the vote count, the chair rules on the vote and states the result.
9. The person making the motion may vote against it, but cannot speak against it.
10. Officers may vote on all issues.
11. A motion is lost on a tie vote.

Association Annual Meeting

Attendance
USBC allows all members to attend the local association membership meetings. Upon notification, each league secretary/league official (youth leagues) should notify all USBC league members of the date, time and location of the membership meeting.

Youth Associations
Representatives consist of the following:

a. Youth members, at least 14 years of age.
b. One adult representative from each certified youth league. (A league is not eligible for representation if it has not submitted a league application.)
c. One center representative from each center having at least one certified youth league.

Voice and Vote
Voting officers, directors and adult members/Youth Representatives, at least 14 years of age, unless state laws mandate a specific age, have voice and vote. Members not meeting the above criteria may attend with voice only. Absentee and proxy voting are not permitted.

Types of League Meetings
The following meetings will have be covered in more detail.

- Organizational
- Protested/Disputed Games
- Nonpayment of League Fees
- Elections

Organizational Meetings

The organizational meeting is where league rules are adopted and other league business is discussed. Organizational meetings normally run smoothly if the league officers are prepared. Here are a few tips to help your meeting run smoothly.

Contact the center to negotiate a contract

- Determine league start/end date
- Lineage fees
- Payment for vacancies
- Other services

League meeting

- Set a date and place - Make sure you have enough time to review the league rules and discuss the schedule and any other issues.
- Notify captains/members
- Copy rules for review
- Set an agenda
- Discuss USBC Rule changes
- Discuss any scheduling issues

Either the league board of directors or the membership adopts the rules. A quorum at this meeting is those who appear.

Each rule should be addressed and voted on. A majority of the votes cast is needed to adopt rules.

League Officer's Protest Guide

League officials should try to resolve problems prior to receiving a written protest. When a bowler asks a question, try to answer it by using the *USBC Playing Rules & Commonly Asked Questions.* If you cannot find the answer, tell the bowler you will contact USBC for the information Rules@bowl.com *or* (800)514-BOWL ext. 8955.

A protest is filed, now what?
Protests should be filed in writing. However, an officer may choose to take action on a verbal protest. Officers should look out for what is best for the league. Any written protests must be acted upon by the league board of directors and should be done as soon as possible, provided the protest is timely.

Protests must be filed in writing within:
- 15 days of the event during the regular schedule
- 72 hours if the games challenged occurred on the last session of a segment or in the final two weeks of the season or playoff.

The protest is timely what do we do?

Follow the check list below…
- ☐ Schedule a meeting of the league board of directors which includes the team captains and league officers; invite all other concerned parties.
- ☐ Provide the board with copies of the written protest, league rules, and USBC Playing Rules involved.
- ☐ Keep detailed minutes of the meeting including a roster of those present and absent and vote count of the decision made.
- ☐ Review the applicable league rules and/or USBC Rules and Commonly Asked Questions in the USBC Playing Rules book for similar circumstances.
- ☐ Ask the parties involved questions pertaining to the matter. Dismiss non-board members prior to taking a vote.
- ☐ Ask for a motion to decide the protest, which must be seconded to be voted on. A motion that does not receive a second dies. Possible decisions include:
  - **Null and Void** - Action taken when a rule was violated, but mitigating circumstances were involved. Example, league officers may have misinformed the team captain. The board must also make the decision to either rebowl the games or use the percentage method for calculating position standings
  - **Forfeit** - Action taken when it finds a rule violated but no mitigating circumstances involved.
  - **Stand as Bowled** - After reviewing a protest, it is determined there is no cause for action.
- ☐ Vote on the motion; majority vote required. If no majority is reached the motion dies and another must be made. The board must make a decision.
- ☐ Notify the parties involved of the decision verbally and/or in writing and that an appeal can be filed within the timelines of Rule 119.

The board's decision stands unless overturned on appeal.
Appeals are filed in writing to the local association or USBC. If members of the local association board are involved in the matter, the appeal may be filed with USBC. An appeal with the local association, that decision may be appealed to USBC.

Appeals must be filed in writing within:

1. 15 days of being notified of the decision during the regular schedule.
2. 72 hours when notification occurs:
   a) In the final two weeks of the league schedule.
   b) At the end of a segment if the league bowls a split season.
   c) After the league schedule has ended.
   d) As a result of playoff competition.

Nonpayment of League Fees Meeting

A league must conduct a meeting if an individual is charged with failure to pay league fees and/or withdraws from the league without sufficient cause. When a member is accused of the above, the league should try to resolve the matter prior to disciplinary action. Please see Rule 115b

Complaint must be submitted in writing to a league officer and/or Youth league supervisor/official.

League president schedules a meeting of the league board of directors.

League sends written notice to defendant at their last known address or hand-delivers notice informing them of:

- Meeting date, time and place.
- Right to attend and offer a defense.
- Sample letter available on BOWL.com

Keep minutes of the league meeting containing a roster of those present and absent (quorum must be present). An accounting of the arrearage must include:

- Date(s) the bowler is being charged for.
- Amount(s).
- Show whether the defendant was present or absent on the date(s) charged.
- The date defendant was replaced.

Two-thirds of the league board members present must vote the accused guilty. If two-thirds vote is not obtained, the charges are dismissed.

In youth leagues that do not have a board, the Youth league supervisor/official makes the decision.

Submit the file to local association or USBC. The file must include:

- Meeting notice to defendant(s).
- Meeting minutes.
- Copy of league rules.
- Record of accounting from meeting and supporting documents.
- Recommendation and vote count.

NOTE: Rule 115b does not allow a league to charge an individual for more than six sessions. A copy of the non-payment of league fees checklist can be found on the Rules page of BOWL.com.

Elections

Before the Meeting

Candidates should review Rule 102 to know the duties of the office.

The President appoints a Nominating Committee. The Nominating Committee seeks one or more candidate of each office. The league must elect:

- President
- Vice President
- Secretary
- Treasurer
- Or Secretary/treasurer
- Sergeant At Arms is optional

The Nominating Committee creates a separate ballot for each office having more than one candidate. One ballot with all the officers on it should not be used.

Be sure to have paper for ballots in case someone is nominated from the floor

At the meeting

The President chairs the meeting except if running for office. The Vice President or member of the Nominating Committee chairs the meeting during the election for president.

Nominating Committee gives a report telling who is up for election. Elections begin with the highest position –

- President
- Vice President
- Secretary/Treasurer
- Sergeant At Arms

The President after announcing candidate(s) for each position separately, the body is asked if there are any nominations from the floor. If none the chair declares the nominations closed, no motion is needed. If a member is nominated, no second is needed; the nominee is asked if they accept the nomination.

If there is only one nomination, the chair can ask for a motion to elect the candidate to the office by acclamation. There must be a second and a voice vote is taken.

Nominations are closed, and ballots are cast. The Nominating Committee collects and counts ballots. A candidate must receive a majority vote; one more than half of the votes cast If no majority the vote continues When more than two candidates are on the ballot the candidate with the lowest number of votes is removed from the ballot.

Declaring the winner

The total number of votes cast and the total needed for majority is announced. Next the total number of votes cast for each candidate is announced. The officers take office upon the close of the meeting, provided the league has completed its schedule. All materials must be immediately turned over to newly elected officers.

Bonding

USBC provides free bonding, burglary/robbery insurance to leagues. They are two valuable services that cover funds when:

- A league officer or Youth league supervisor/official misuses them.
- A league officer, Youth league supervisor/official or their messenger is robbed by force or threat of violence. When using an in-house deposit service, the messenger is the bowling center employee who takes the deposit to a banking institution.
- Someone burglarizes the premises, vehicle or locked receptacle where funds are kept. There must be visible evidence of forced entry and an on-site police report is required. In the case of an in-house deposit service, this would cover burglary of the bowling center.

To ensure leagues receive full coverage under the USBC insurance program:

- Open an account in your league's name in an insured banking institution or in-house deposit service, and make deposits within a week of receipt.
- The president and/or Youth league supervisor must verify the account each month by obtaining a statement from the bank or in-house deposit service and mathematically checking for an accurate balance. The account statement is sent to the president for verification purposes.
- Two elected officers must co-sign for withdrawals. Two signatures are required on all checks written on a league account regardless of the banking institutions policy.
- Cosigners cannot be immediate family members.
- All officers and/or co-signers on the league account must be at least 18 years of age.

If a league fails to follow the above procedures, the bonding program only will cover a maximum of 50 percent of the documented loss on a bond claim and one week's receipts (up to $2,000) for a burglary or robbery.

Other facts about USBC bonding, burglary and holdup insurance:

- USBC leagues are protected against $10,000 in misused funds. Leagues with larger prize/awards funds must list their total prize fund amount on the league application to receive additional coverage.
- Leagues not submitting league applications and dues to local associations within 42 days (30 days for summer leagues) only will be covered for funds on deposit at time of application and collected thereafter. USBC rules require league applications to be filed with local associations within 30 days.
- Leagues may use an in-house deposit service, but must follow the same requirements as above. Leagues are not covered for money lost because of bowling center insolvency or liquidation.
- Insurance does not cover funds lost by fire, mysterious disappearance or left unattended.
- Burglary and holdup insurance covers one week's receipts up to $2,000.
- Program covers $10,000 at the end of the bowling season when money is withdrawn from the banking institution for prize/award distribution. For prize/award funds more than $10,000, USBC recommends payments are made with checks or money orders. Leagues have seven days after withdrawal to distribute prizes/awards.

League Prize Lists

Prize lists are estimated. The amount available to create proposals is based on the league's estimated income less estimated expenses.

When to adopt
The prize list must be adopted within five (5) weeks of the start of the league schedule (Rule 117a). The president appoints a committee (Rule 102c) of one or more league members to prepare one or more prize list proposals for the league to choose from. The committee must abide by any league rules when creating a prize list. It is acceptable to adopt a prize list at the league organizational meeting.

What to consider
A prize list should be fair and consider all teams and bowlers. Remember, everyone is contributing to the prize fund and should receive a reasonable amount in return. Some prize lists pay team prizes only while others pay team prizes and special individual/team prizes. Popular prize lists are the drop down, in which the dollar amount decreases with the standings, or base amount for each team plus point money, or just point money.

USBC Rule 117b allows a bowler or team to win once in each special prize category. This means a bowler can win a prize for each accomplishment but only once in a category. For example, a bowler bowls the highest scratch and handicap game in the league and also the third highest scratch game in the league. The bowler, according to Rule 117b, is eligible for the first place prize for both the high scratch game and high handicap game categories, but not the third place prize in the high scratch game category.

Leagues often adopt rules to limit one prize per bowler to allow more bowlers to earn prize money for accomplishments. In this case, the league should adopt a rule to determine what category takes precedence; scratch or handicap, game or series.

How to vote
A meeting should be held to discuss and vote on prize list proposals. This gives league members or the board (whichever has the authority to vote on the prize list) the opportunity to discuss and possibly amend the prize lists presented prior to voting.

Prize lists are adopted by a majority of the votes cast, not the most votes. A majority is one more than half the votes cast. In instances where a league passes prize lists during bowling with directions to vote for one, the voting members should be told to vote no if none of the proposals are satisfactory. A lower number of votes cast creates a lower majority, which could result in adoption of a prize list favored by a minority of the league.

For example, there are 22 members on the league board. If all 22 members cast a vote, one proposal must receive 12 yes votes to be adopted. However, if half of the board members do not like the prize list and do not vote, they have abstained and only 11 votes are cast reducing the majority vote needed to approve the prize list to 6. If the 11 captains who abstained voted no, the majority remains 12 to pass or defeat a proposal.

Tax Information

Employee Identification Number

Apply for or make needed updates to the Employee Identification Number (EIN) by completing a SS-4 form available at your IRS office. The form also can be downloaded and completed or processed electronically at IRS.gov. Officers do not have to fill out the form every year if the league continues.

- Do not check Nonprofit; check View Additional Types, Including Tax-Exempt and Governmental Organizations.
- Check **Sports Teams (community).**
- The program will direct you through the next steps and assign a number.

Declare Income

Declare your salary as income on state and federal returns. The IRS considers you self-employed.

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Sample USBC League Accounting Form

Tuesday Night 850
Name of League

	DATE	DESCRIPTION	DEPOSIT	DEBIT	BALANCE
	June 1	Balance from previous season.			$28.17
	Aug. 10	Franchise fee from 12 teams at $50 each.	$600		$628.17
1	Sept. 10	Lineage payment (week #1) – check #077.		$195	$433.17
2	Sept. 11	Membership fees (60 X $10) and League fees (week #1)	$900		$1333.17
3	Sept. 11	Membership fees to local association – check #078.		$600	$733.17
	Sept. 17	Lineage payment (week #2) – check #079.		$195	$538.17
	Oct. 2	League fees (week #4).	$300		$1168.17
4	Oct. 2	Hall of Fame Tourn. Fees collected.	$60		$1168.17
4	Oct. 2	Hall of Fame Tourn. Fees to Assn. – check #082.		$60	$1108.17
	Oct. 8	Lineage payment (week #5) – check #083.		$195	$913.17
5	Oct. 9	League fees (week #5) 3 short on team #5.	$285		$1198.17
	Oct. 15	Lineage payment (week #6) – check #084		$195	$1003.17
5	Oct. 16	League fees (week #6) 3 short on team #5.	$285		$1288.17
	Oct. 22	Lineage payment (week #7) – check #085.		$195	$1093.17
5	Oct. 23	League fees (week #7) and shortages from teams.	$330		$1423.17
6	Oct. 23	Deposit for holiday party – check #086		$100	$1323.17

1. A check was written on the night of bowling to the bowling center for lineage. All withdrawals must be co-signed by two officers of the league.
2. League fees and individual membership fees were deposited the following day after bowling.
3. A check was written to the local association for individual membership fees the following day after collecting the fees.
4. League participated in charity tournament and fees were deposited the following day. A check also was written **the** following day to the association which conducted the tournament locally. Tournament scores were also submitted.
5. Shortages were allowed for two weeks. (This is not recommended. The league should insist that all bowlers pay their fees on the night of bowling or in advance.)
6. A check was written for the league's holiday party. All expenditures of this nature are approved by the league's board of directors and/or your league supervisor official. Again, two signatures must appear on the check for withdrawals.

NOTE: Collections from raffles, 50/50's, etc., should be recorded as separate entries as indicated in #4.

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USBC League Accounting Form.....

_____
Name of League

DATE	DESCRIPTION	DEPOSIT	DEBIT	BALANCE

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President's Monthly Verification Worksheet

REGULAR WEEKLY FEES

Weekly league fees excluding lineage: _____

X

Number of Bowlers in the league: _____

X

Number of Weeks the league has bowled: _____

=

Total Regular Fees Collected: _____

ADDITIONAL INCOME

Total Team Sponsor Money: _____

+

League Sponsor Money: _____

+

Prepaid Fees to Date: _____

+

50/50 or other fundraisers: _____

+

Miscellaneous Fees (Fines, Etc.): _____

=

Total Additional Income: _____

TOTAL INCOME TO DATE

Total Regular Fees Collected: _____

+

Total Additional Income:

=

Amount to be on Deposit:

MEMBERSHIP FEES

All membership fees are to be submitted to the local association for processing within 30 days of receipt

Membership fees Collected: _____

If a loss is discovered, contact USBC Headquarters: 1-800-514-BOWL or email to bonding@bowl.com.

Sample Financial Statement

8 team league

This statement can be used to determine your league's estimated budget, estimated total prize fund, for verification of the league's account and as the end of the season financial statement.

INCOME

Beginning balance		$50.00
League fees	$15.00/wk X 40 bowlers = $600.00 X 34 weeks =	20,400.00
Substitute fees	$2.00/bowler X 24 bowlers =	48.00
Secretary fees	$42.50/team X 8 teams =	340.00
USBC Adult Dues	$21.00/bowler X 40 bowlers	840.00
Franchise fees	$25.00/team X 8 teams	200.00
Sweeper fees	$5.00/bowler X 40 bowlers	200.00
TOTAL INCOME		**$22,078.00**

EXPENSES

Lineage paid to center	$10.00/wk X 40 bowlers = $400.00 X 34 weeks =	$13,600.00
Secretary's Salary	$42.50/team X 8 teams =	340.00
Sweeper prizes		250.00
USBC Dues Paid		840.00
Trophies		150.00
Miscellaneous – Supplies (paper, ink, postage)		58.00
TOTAL EXPENSES		**$15,238.00**

AMOUNT AVAILABLE FOR LEAGUE PRIZE FUND

(Total income minus total expenses) **$6,840.00**

Prize fund breakdown

Team awards/prizes $5,200.00

Individual awards/prizes 1,590.00

ENDING LEAGUE BALANCE (to be carried over to next season) $50.00

A complete listing of team and individual prizes must accompany this statement.

USBC Awards

USBC provides recognition for various bowling achievements.

USBC High Score Awards
League secretaries have the responsibility of applying for USBC recognized achievements for their league members. The completed application is forwarded to the local association where the data is processed. The information is transmitted to USBC.

High Score awards are fulfilled nationally Awards are issued once per lifetime per achievement, however additional achievements earned should be submitted to be added to the member's personal record.

Currently, High Score bowling achievements earned after August 1, 1998, are displayed under the bowler's record on BOWL.com. Special achievement records are available upon request, but not displayed.

National Team High Game and Series *
During each fiscal year, an award will be issued by USBC to each member of the team who bowls the highest scratch game and series scores in the nation for men only, women only, mixed and youth teams. See Rule 51c for classifications and additional information.

Baker 300 Game Award*
All Baker System teams that bowl a 300 game are eligible to receive a sponsor's award. Each team is eligible for one award during the fiscal year.

*Cannot be earned while pre or post bowling unopposed.

Individual Game Awards - Youth
USBC Youth Standard members participating in USBC Standard youth competition will be recognized for the following single-game accomplishments:
a. 300*
b. Eleven (11) strikes in a row when the score is 299 or less*

USBC High Score achievements should be reported to USBC. Once submitted and approved, the member will be eligible to purchase a commemorative award for each High Score achievement.

Available award options can be found at BOWL.com/awards.
All USBC Youth members are eligible for USBC High Score recognition in USBC competition.

NOTE: USBC offers a program of individual game and series awards for purchase by USBC Youth leagues. For more information on this program, and to order products, please go to BOWL.com/awards.

Individual Game Awards – Adult
A member is eligible for one lifetime 300* game award. Additional 300* game score(s) will be officially recognized by USBC, but will not qualify for an award.

NOTE: Individual game and series awards may be purchased for multiple achievements. For more information, or to order awards, please visit Keepsakebowling.com or USBCBowlingAwards.com

Series Awards – Youth

USBC Youth Standard members participating in USBC Standard youth competition will be recognized for the following accomplishments:

a. 900*
b. 800*

USBC High Score achievements should be reported to USBC. Once submitted and approved, the member will be eligible to purchase a commemorative award for each High Score achievement. Available award options can be found at BOWL.com/awards.

All USBC Youth members are eligible for USBC High Score recognition in USBC competition.

NOTE: USBC offers a program of individual game and series awards for purchase by certified leagues. For more information on this program, and to order products, please go to BOWL.com/awards.

For more information on this program, and to order products, please go to BOWL.com/awards

Series Awards – Adult

A member is eligible for one lifetime award in each of the following three-game series categories. Additional scores will be officially recognized by USBC, but will not qualify for an award.

a. 900*
b. 800 to 899*

Reporting Procedures

Scores of 300 game; 800 series or better by an individual in a three-game series; a Baker team game of 300; or a qualifying National Team High Game or Series, should be reported.

1. The following procedures apply for reporting such scores:
    a. The league or tournament secretary shall notify the local association/league processor within 48 hours and submit a completed high score award application within 20 days.
    b. The association manager/league processor shall submit a completed high score application to USBC Headquarters within seven (7) days after receipt of application.
    c. 900 Series, 300 Baker team game and National Team High Game and Series applications are submitted directly to USBC Headquarters.
    d. 300 game and 800 series award applications are submitted to USBC Headquarters via WinLABS/league processor.
2. If an award is not approved administratively, the applicant will be notified in writing explaining the reason(s) for denial. If within 10 days of notification the application files an appeal, the claim will be submitted for final decision to USBC Headquarters.

Please go to the Awards page of BOWL.com to download all USBC Award Applications.

Modified League Formats

You may wish to add some variety to your league play by considering some of these popular alternative formats. All can be USBC leagues. If you have any questions concerning the application of these formats, contact Rules at USBC Headquarters (ext. 8955).

Baker System
The Baker System format places emphasis on the team effort rather than individual accomplishments of team members. All team members follow each other in regular order to bowl a single game. For a 5-player team, Player #1 bowls frames 1 and 6; #2 bowls 2 and 7; #3 bowls 3 and 8; #4 bowls 4 and 9; and #5 bowls the 5th and 10th frames. The order of bowling is set by the team captain and may be adjusted at the conclusion of any game.

No Tap
There are two types of no-tap formats commonly used, and the league board of directors must determine by rule which procedure will be followed.

1. A strike is recorded when an individual knocks down a designated number of pins or all ten pins on the first delivery. For any other pin count, the individual receives the actual value and a second delivery is required.
2. A strike is recorded when an individual leaves a specific pin(s) (such as a 5-pin or a 7-pin) or knocks down all ten pins on the first delivery. If any other pin(s) remain standing, the bowler receives the actual value and a second delivery is required.

3-6-9
In a 3-6-9 league, each bowler automatically receives a strike in the third, sixth and ninth frames of each game designated by league rule.

Mail-o-graphic
League competition in which a supplemental fee is charged and scores bowled in other USBC competition are compared to qualify for prizes in one common prize list.

Scotch Doubles
Any combination of two bowlers is allowed. A three-game series is bowled with Bowler A bowling first in each frame and Bowler B bowling at whatever pins are left. If a strike is bowled, the same bowler would continue. Bowler A starts the first and third games, Bowler B starts the second game. Scoring is the same as regulation tenpins.

Note: If Bowler A strikes on the first ball in the 10th frame, Bowler A would bowl again. If Bowler A strikes again, Bowler A would roll the last ball. If no strike on the second ball, Bowler B rolls the last ball.

Since the second player only bowls if pins remain standing after the lead-off bowler's delivery, it is possible that the lead-off player could bowl the entire game without the second player participating in the game.

USBC Sport Bowling

Sport Bowling or Challenge leagues use oil patterns to provide the same type of lane conditions used on the professional level and in international competitions. A few things to note about Sport patterns:

- Sport patterns range in length from 32 to 54 feet
- Patterns must have an oil ratio of 4:1 or less to be considered a Sport or Challenge patter
- The lower the oil ratio, the more difficult the pattern
- Patterns have different shapes
- The "house" patterns used in many leagues are about 40 feet long and have an oil ratio of 6:1 or higher

Sport Bowling program includes tournament average integrity

To encourage more bowlers and leagues to take advantage of competing on Sport conditions and to improve certified tournament average integrity, USBC has made several enhancements to the Sport Bowling program for the 2015-2016 season, which starts Aug. 1.

Starting with the 2015-2016 season, leagues that want to compete on Sport Bowling conditions will designate as a Sport/Challenge league on the league application form and bowlers no longer will need to purchase a membership upgrade.

Because Sport Bowling conditions are more challenging than typical league conditions, bowler averages on Sport conditions usually are lower. Designating these leagues moving forward will assist league and tournament operators in automatically adjusting averages for a bowler.

The Sport Bowling Average Adjustment Scale also has been modified, based on data of more than 20,000 averages, as part of the Sport Bowling makeover. The new chart can be found on bowl.com. The scale, of course, does not supersede a tournament director's ability to adjust any bowler's average upward for a tournament.

Generate Interest Among Bowlers

While PBA Experience lane patterns may be more challenging than those used in standard leagues, getting your bowlers excited about the program is not. That's because USBC has all the necessary tools to build excitement in your center.

Check out the Sport Bowling section of BOWL.com or contact USBC for further PBA Experience promotional materials. You can contact us at (800) 514-BOWL, ext. 8977 or send an e-mail to Sportbowling@BOWL.com.

USBC Sample Adult League Rules

Note: The following is a set of league rules, which may be adopted by completing the blanks and providing copies to each team. Other options may be available as provided in the rules outlined in Chapter 4 of the USBC Playing Rules book. Other rules may be added, but cannot in any way conflict with USBC Rules.

The _____ League will bowl on _____ (day of week) at _____ am/pm at _____ (name of bowling center). The league will have a scheduled starting date of _____ and a scheduled ending date of _____ and will participate for a total of ____ weeks. The league will not bowl on the following dates: _____.
OPTION: *The schedule will be divided into _____ (halves, thirds, quarters). If there are an unequal number of weeks, the extra week will be placed in the last segment.*

Rule 1. The league board of directors, which consists of the officers and team captains, shall manage this league. The board of directors/full membership (select one) adopts the league rules. (Refer to USBC Rule 122.)

Position	Name	Home Phone	Work Phone
President			
Vice President			
Secretary			
Treasurer			
Sergeant-at-Arms			

Rule 2. The league will consist of ____ teams with a playing strength of ____. Rosters will be limited to ____ members per team.
The names of players, as well as any changes in the roster during the season, are to be reported by the team captain to the league secretary before a player competes.

Rule 3. League fees, which must be paid by each member each session, shall be $_____ of which $_____ covers the cost of bowling, $ _____ is for the secretary/treasurer's salary, and the balance of $_____ to be placed in the league account. Games shall be forfeited by any team whose participating members are not current in league fee payments. The secretary's salary shall be paid at the completion of the league schedule.

Rule 4. The team franchise (team spot) is held by the team captain. The captain must notify the league secretary of the team's intention to retain the franchise for the next season by _____ (date). (Refer to USBC Rule 104b.)

Rule 5. An account will be opened in the name of the league and deposits must be made within 7 days of receipt. Withdrawals from the account may only be made with the joint signatures of at least two officers as designated by the league board of directors. The league president shall verify the account monthly.

Rule 6. A prize list, drawn up by a committee appointed by the league president, must be submitted for approval by the league board of directors/full membership (select one) within five weeks after the start of the schedule. (Refer to USBC Rule 117a.)
All league members must bowl at least 2/3 of the league's scheduled games to be eligible for individual league prizes or awards. (Refer to USBC Rule 117b, Item 2a).
Special individual/team high series and game prizes shall be awarded on a scratch/handicap basis.

Rule 7. Entering averages of all players shall be determined in the following order:
a. Average established in this league last season, based on 21 games or more.
b. Highest average from the previous season in any USBC league, based on 21 games or more.
c. Current average from another USBC league, based on 21 games or more.
d. Bowlers who do not have a qualifying average outlined in items a-c will establish their average the first session they bowl.
e. The maximum entering average per team is _____ (delete if this does not apply).

Rule 8. The league will determine wins and losses on a handicap / scratch basis (select one). Handicap will be ____ % of the difference between a bowler's average and a scratch figure of _____. (The scratch figure should be higher than the highest average in the league and shall not be limited unless otherwise provided by league rule.)

Rule 9. The USBC Membership fees required to participate in the league are as follows:
Men $_____ Women $_____
The league will be certified through USBC. Adult membership fees must be paid before completion of the bowler's first series.

Rule 10. The league will consist of: ❍ Males only ❍ Females only ❍ Males and Females
Substitutes will/will not be permitted to participate in the league (select one).
Pacers will/will not be permitted to participate in the league (select one).
A substitute or replacement may be a male/female/male or female (select one). (Refer to USBC Rule 107c, Item 6.)

Rule 11. The minimum legal lineup of ____ players must be present before the completion of the first frame of each game. Regular members and substitutes (unless league rules provide otherwise) count toward a legal lineup. (Refer to USBC Rule 109a for minimum legal lineup provision.)

Rule 12. When bowling in a known forfeit situation or scheduled against a non-existent team, the team must bowl at least the team average less 10 pins per player to earn the points. (Refer to USBC Rule 110c, Item 2 and 104d.)

Rule 13. Absentee and vacancy scores will be allowed when a team has a legal lineup, but less than a full lineup at the start of any game in a series. Handicap will be figured on the average of absent member. The absentee score will be the absent member's average minus 10 pins. (Unless otherwise provided by league rule.)
Teams having an incomplete roster (vacancy on the team) will use a score of _____ for the vacant position, which shall be used for the basis of determining handicap. (Refer to USBC Rule 105d, Items 1a and 1b.)

Rule 14. All postponement requests must be approved by the postponement committee/league board of directors. In the absence of a postponement committee, the league board of directors is responsible for making decisions on all prebowl/postponement requests.

Teams may request to bowl unopposed before or after a regularly scheduled match. All requests must be made through the league prior to the league start time except for emergencies. Procedures outlined in Rule 111a-g must be followed. (See USBC Rule 111b for information regarding emergency postponements.)

Rule 15. A bowler who arrives late may enter the game provided ____ frames have not been completed. In this situation frames missed may be made up. (Refer to USBC Rule 109c.)

Rule 16. Team position standings shall be determined on a point basis, with ____ point(s) awarded for each game won and ____ point(s) awarded for the high team series in each match.

Rule 17. If a team or individual must withdraw from the league during the season, two weeks notice and sufficient reason must be given in accordance with USBC Rule 114a.

USBC Sample Youth League Rules

Note: *The following is a set of league rules, which may be adopted by completing the blanks. Other rules may be added, but cannot in any way conflict with USBC Rules.*

The _____ League will bowl on _____ (day of week) at _____ am/pm at _____ (name of bowling center). The league will have a scheduled starting date of _____ and a scheduled ending date of _____ and will participate for a total of ____ weeks. The league will not bowl on the following dates: _____.
OPTION: The schedule will be divided into _____ (halves/thirds/quarters). (If this option is adopted, see optional league rule 18 for more information.)

Rule 1. The league supervisor/official and/or board of directors, which consists of the officers and team captains, shall manage this league. The (supervisor/official/board of directors/membership) adopts these rules. (Refer to USBC Rule 122.)
The officers serving on the league board of directors are as follows:

Position	Name	Home Phone	Work Phone
League Supervisor			
League Official			
President*			
Vice President*			
Secretary*			
Treasurer*			
Sergeant-at-Arms*			

**Youth officers for leagues where a majority of the membership is 14 years old or older. Sergeant-at-Arms is optional.*

Rule 2. Teams will have a playing strength of ____. Membership in the league is open to males and females from age ____ to age ____ as of August 1 of the current bowling season. Anyone under suspension by the responsible league official and/or USBC is ineligible to participate in the league.

Rule 3. Each league member will pay $_____ at each league session; $_____ will cover the cost of bowling, $_____ will be the award fee, and the rest will be placed in the league's account. All league members must pay their bowling fees on time to remain in the league. Award fee will be returned to the bowlers 100% in the form of (scholarships/awards). (Refer to USBC Rule 121.)

Rule 4. The (league officials / board of directors/membership) will adopt an awards list within the first five weeks of league play. All league awards will be awarded on a (handicap/scratch) basis.
A member is eligible to receive only one individual league recognition award, provided they have bowled 2/3 of the league's scheduled games.

Rule 5. Bowlers will establish their league average in their first league session. (Refer to USBC Rule 100g, Item 3b). A bowler using a two-hand delivery will establish an average with two hands. When the bowler changes to a one-hand delivery, they must establish an average using that hand.

Rule 6. The league will determine wins and losses on a (handicap/scratch) basis. Handicap will be 100% of the difference between a bowler's average and a scratch figure of _____. (Refer to USBC Rule 100g, Item 1.)

Rule 7. The league will be certified through USBC. Youth membership fees must be paid before completion of the bowler's third session of competition. The USBC Membership fee required to participate in the league is $4.00. (Refer to USBC Rule 101, Item b2.)

Rule 8. Any USBC youth member not scheduled to bowl with his/her own team may substitute on any other team in the league or for average and USBC awards only. (Refer to USBC Rule 107c, Item 11.) No one may bowl with more than one team for the regularly scheduled games each week.

Rule 9. The minimum legal lineup of ____ players must be present before the completion of the first frame of each game. Regular members and substitutes count toward a legal lineup. (Refer to USBC Rule 109a for minimum legal lineup provision.)

Rule 10. When bowling in a known forfeit situation or scheduled against a non-existent team, the team must bowl at least the team average less 10 pins per player to earn the points. (Refer to USBC Rule 110c, Item 2 and 104d.)

Rule 11. Absentee and vacancy scores will be allowed when a team has a legal lineup, but less than a full lineup at the start of any game in a series. The absentee score will be the absent member's average minus 10 pins. (Unless otherwise provided by league rule.) Handicap will be figured on the average of absent member.

Teams having an incomplete roster (vacancy on the team) will use the average of the lowest average bowler on the opposing team's roster. If two vacancy scores are required, the average of the next-to-the-lowest-average bowler on the opposing team's roster is used for the second vacancy score. These averages are the basis for the handicap. (Refer to USBC Rule 105, Items d2a and d2b.)

Rule 12. All league games must be bowled as scheduled except when they are postponed or pre-bowled by authorization of the league supervisor, unless authority is granted by an appointed committee or the league official. (Refer to USBC Rule 111d, Item 2.)

The league supervisor/official/committee must grant a postponement when a team is unable to field a legal lineup due to reasons beyond its control.

Team and individual unopposed bowling is/is not allowed and scores are recognized for league awards. (Refer to USBC Rule 111e, Item 7.)

Rule 13. A bowler who arrives late may enter the game provided ____ frames have not been completed. In this situation frames missed may be made up. (Refer to USBC Rule 109c.)

Rule 14. Team position standings shall be determined on a point basis, with _____ point(s) awarded for each game won and _____ point(s) awarded for the high team series in each match.
If all teams in the league have not bowled an equal amount of games, position standings are figured using a percentage basis.

Rule 15. A league member may not finish any game of a series before his/her teammates or opponents, except in cases of an emergency or being prearranged based on a good cause. The league supervisor/ official will make the determination. Such scores will count in deciding the game and bowler's average, and for qualifying for USBC Youth awards and league awards.

Rule 16. A playoff will be conducted when there is a tie for first place. Scores bowled in a playoff shall count toward individual or team averages (Refer to Rule 113b.)

Rule 17. *(Optional)*. At the end of each segment, a first place winner will be named and the wins and losses will start over; however, the averages for all bowlers will be continued.
The first place winners of each segment will bowl in a playoff to decide the league champion.
Option: Halves: If the same team wins both halves, it shall be named the champion. When trophies are awarded for second place, the two second place teams will bowl a playoff to decide the runner-up position.
Option: Thirds: If the same team wins each third, it shall be named the champion. When trophies are awarded for second place, the second place teams will bowl a playoff to decide the runner-up. If the same team wins two of the thirds and loses the playoff, another playoff shall be bowled to decide the champion.