



# **PIKES PEAK USBC OPERATIONS MANUAL**

## **MISSION STATEMENT:**

The Pikes Peak USBC Association is committed to enhancing existing and developing new relationships to promote the sport of bowling.

## **MOTTO:**

Bringing bowling to new heights

# PIKES PEAK USBC ASSOCIATION OPERATING PRINCIPLES

Being a member of the board of directors offers you CHALLENGE and RESPONSIBILITY.

DO NOT accept membership on the board unless you know precisely what your duties will be and are willing to perform them to the best of your ability.

Be aware that your participation on the board of directors, is a twenty-four/seven position. Your good conduct and sportsmanship are required at all times.

The duties of the board of directors are stated in the operational guide, the main responsibility: to conduct the routine business of the organization, but not to exceed the powers given it by the USBC.

Attendance at all board meetings is a requirement.

At the board meetings, give your attention to all the speakers and all issues and express your opinions. Every issue should be decided upon with the best interest of the entire membership in mind. A board member is selected by the membership to speak for the membership and to protect their interests at all times. It is not wrong to disagree; the best decisions are from presentation of both the pros and cons of an issue. Progress will come from good decisions made by the board which has debated the issue with an open mind.

As a board member, you should exemplify the ideal member, both in the conscientious performance of your duties and the observance of correct protocol showing kindness and friendliness at every opportunity.

Membership on the board of directors of any organization should be regarded as a special honor and privilege, a position to be taken seriously as a challenge and an opportunity for service to the organization. Consider your position on the board of directors as a proving ground for future leadership.

The membership placed you in your position on the board for the following:

1. Your accomplishments in leadership.
2. Your attendance at meetings would contribute to the growth of the sport of bowling
3. You would uphold the standards of the organization.
4. Your knowledge for making good decisions on adoption of rules and bylaws.
5. Your participation in mentoring and coaching to achieve the members' full potential

## GUIDELINES FOR OFFICERS AND DIRECTORS

### DRESS CODE

#### What is expected:

#### A UNIFORM APPEARANCE:

AT: All Pikes Peak USBC Tournaments  
Association Workshops  
State Meetings and Workshops  
Open Membership Meetings

The Officers and Directors of the Pikes Peak USBC should set an example of proper appearance for all events where they are representing the Association.

#### RESTRICTIONS:

- NO JEANS AT ANY EVENT
- NAVY OR DARK PANTS ARE REQUIRED FOR MEN.
- NAVY OR DARK SHIRTS/PANTS ARE ACCEPTABLE FOR WOMEN.
- BOARD APPROVED SHIRTS.
- NO HEADGEAR.

## **BOARD OF DIRECTORS**

The association's officers and directors, as determined in the association's mandatory bylaws constitute the board of directors.

No individual may be elected or appointed to more than one voting position on the board. The Association Manager shall not serve concurrently as an officer. The Association Manager is considered an ex-officio non-voting member of the board, however may be elected as a director.

Additional individuals may be selected/appointed to assist the association; however, those individuals will not be considered member of the board (i.e. assistant officer manager, committee member, etc.). Life or other honorary members are not members of the board unless elected by the voting body as an officer or director.

The management and governance of the association is vested in the board of directors. The board's duties are listed in Chapter Five of the USBC Association Policy Manual.

## **ELIGIBILITY REQUIREMENTS**

A candidate for the board must follow the requirements shown in Chapter Five, Section C of the USBC Association Policy Manual.

All candidates elected to any position on the Board must comply with the following:

1. Completion of the most current SafeSport requirement.
2. Registered Volunteer Program (RVP) through USBC including background check through NCSI.

Other requirements in addition to these which are specific to the Pikes Peak USBC are:

1. A candidate for an officer position must be a current or past board member of the PPUSBC, and have a basic understanding of parliamentary procedures, association bylaws, and league rules.
2. Attend the officer's workshops as directed.
3. Comply with the dress code of this association while performing official duties and/or attending official USBC functions.

## **ELECTIONS**

1. Association officers and directors of the PIKES PEAK USBC (up to 80%) are elected by majority vote at the annual meeting. At least 20% of the board is elected to represent Youth, also by majority vote at the annual meeting.
2. Board members remain in office until their successors take office. Terms of office begin August 1, following the election.
3. Election will be from a slate provided by the Nomination Committee and nominations from the floor must be accepted.
4. Each office or directorship shall be voted on separately and consecutively beginning with the highest office or directorship to be filled.
5. Voting will be by ballot if there is more than one nominee for each position.
6. MAIL, ABSENTEE AND PROXY VOTING ARE NOT PERMITTED.
7. Protests not dealt with during the annual meeting must be filed, in writing, to USBC Headquarters within 15 days of the election. If no timely protest, the election stands.
8. The term of office shall be three (3) years after the initial election for adult members and 1 year for Youth. A maximum of three (3) terms or nine (9) years consecutively.
9. Election annually for the officers and directors as required: President and five (5) directors; Vice-President and five (5) directors; and Vice-President and five (5) directors. Plus, three (3) youth directors annually.
10. Directors will be elected by majority vote. Officers will be elected by Plurality vote.
11. A board member can be removed from office if he/she has missed three (3) meetings, without notice during any season (August – July).

## **ALL-STAR COMMITTEE**

A board member shall be in charge of the All-Star Team and hold a meeting once a quarter or as needed. If special meetings are necessary the board member shall set the date, time and place of such meeting.

Purpose: The purpose of this procedure is to ensure the association gives proper recognition to those outstanding bowlers within our association area.

Responsibility:

1. The committee shall publish the criteria for the All-Star Teams prior to the start of Fall Leagues.
2. The All-Star Committee has the authority to change the requirements for selection of the All-Star Team each season as needed to ensure a fair and impartial selection process is used. These requirements are to be published and made available on [www.pikespeakusbc.com](http://www.pikespeakusbc.com).
3. This committee shall be responsible for compiling points earned to determine the top Men, Senior Men, Women, and Senior Women, as well as the highest averages of the Youth Boy and Youth Girl bowlers.
4. The points earned for considering All-Star Teams will be compiled by this committee in conjunction with the Association Manager.

All reports to the board are to be in writing. If no report is to be given at the meeting, notify the President so the agenda can reflect no report.

## **PIKES PEAK USBC ALL-STAR TEAM**

This team shall consist of 6 Men, 6 Senior Men, 6 Women and 6 Senior Women. Youth All-Star team will consist of 6 boys and 6 girls.

Requirements: All bowlers must be members in good standing of the PPUSBC.

Adult Criteria:

Eligibility –

Bowl one (1) sanctioned league with 69 games or more and Participate in two (2) PPUSBC tournaments within the previous bowling season

Points –  
50 points for each 300 Game  
100 points for each 800 Series  
500 Points for each 900 Series

Points for scratch all events in each tournament bowled 1:5 ratio. (Inverse of entries for tournaments x 10 - example: 40 bowlers - 1:5 get points - Top 8 get points, 1st gets 80 points, 2nd gets 70 points...8th gets 10 points. 9th thru 40th get 0 points. Must bowl all events to get points.)

Top 10% in each center, by average, will receive points equaling their highest average. (Only one average per center, regardless of number of leagues bowled in that center. We will take your highest average.) If you are top 10%, by average, in multiple centers, your highest average IN EACH CENTER will be added for your points. EXP: 235 average at King Pin, 235 average at Harmony and 230 at Circle = 700 points.

Center High Average will get a 50-point bonus

Number 1 on the men's team and women's team is bowler of the year

\*\*\*\*Points accumulated in Senior Tournaments only count towards the senior all-star team.

A senior bowler can still make the regular Men's and Women's teams if they earn enough points without using points earned in senior tournaments.

#### Youth Criteria:

1. All eligible bowlers must have bowled in a sanctioned Pikes Peak Bowling Association league the year prior to making the team and the year they qualify for the team.
2. A youth bowler must bowl a minimum of 48 games in league competition and must meet the following minimum average requirements to be eligible for All-Star consideration: Youth Male 175 and Youth Female 150
3. Only winter league scores will be used for All-Star computation.
4. The highest average for one league will be used for Youth All-Star selection

#### All-Star Team Code of Conduct

The conduct of the PPUSBC All-Star Team will be above reproach at all times, and any PPUSBC member who qualifies for the All-Star Team will abide by the following Code of Conduct:

1. Each PPUSBC All-Star Team member is expected to present a good example of fairness and sportsmanship at all times.
2. Each PPUSBC All-Star Team member is expected to follow the attire guidelines established by the All-Star Team when performing at an All-Star event.
3. Each PPUSBC All-Star Team member is expected to participate in activities other than tournaments and fundraisers, i.e. youth bowling, selling of 50/50 tickets and acquisition of door prizes.

## **AUDIT COMMITTEE**

The audit committee shall be in charge of auditing the Association records.

The committee shall meet quarterly and audit the expenses, receipts, and checking accounts, to include the General, Certification, Tournament, Youth, PayPal, and any savings accounts.

The Association Manager shall provide all the information when asked for this purpose. The audit committee shall make a quarterly report to the board.

The audit committee also prepares information for the annual external audit, and assists, if required.

All reports are to be in writing. President and Finance Committee chair should be copied.

If no report is available notify the president so the agenda can reflect this.

## **Audit and Tax Procedures**

Purpose:

The purpose of this policy/procedure is to ensure that adequate safeguards are in place to prevent any improper use or handling of Association funds or property.

Responsibility:

The committee formed for this purpose is the Audit Committee and is appointed by the President. This committee will perform audits in accordance with the guidelines established in the USBC Policy Manual, the Association Leaders Handbook and the Local Association By-Laws. The Association President and Manager will be available for consultation at all audits.

Procedures:

1. The audit committee will meet quarterly to verify all transactions that obligate the Association's funds. Verification will include but not be limited to:
  - A. Verifying receipts for the amount and date of deposits.
  - B. Verifying that all expenditures were proper.
  - C. Verifying that the checkbook(s) and bank statement(s) were reconciled.
2. Review the financial statement prepared by the Accounting Firm. Check for accuracy and any unusual entries or amounts.
3. The committee will insure that all tax payments/deposits were made in a timely manner.
4. Tournament accounts should be audited after completion of a tournament. This may be done in conjunction with the quarterly audit.
5. Association property accounts will be audited annually. (As of 2020, there are no owned properties)
  - a. The Association Manager will maintain the property records.



b. These records will show property location and property available for issue will be signed for by the requesting individual or committee chair.

c. A log will be retained by the Association Manager and will contain a description of the item/equipment, date it was signed out, name, and signature of requestor. Upon return of the equipment, date of return and signature of manager will be entered.

### **Special Audits:**

Audit committee shall conduct a special audit under the following circumstances:

1. When a new President takes office.
2. When there is a change of Association Manager.
3. When requested by the President or Board of Directors.

### **Annual Audit:**

It is a USBC requirement that an association, at a minimum, completes an audit with an outside provider on an annual basis.

An outside provider is comprised of anyone that is not a member of the Board of Directors or a family member.

## **AWARDS COMMITTEE**

The Awards Committee shall be in charge of:

1. Maintaining records of honor scores, high games, and high series bowled each year.
2. Responsible for ordering awards.
3. Responsible for delivery of the awards and maintaining records of such deliveries.
4. Maintain records of individuals who receive awards.

The Awards Committee shall be in charge of the Champions Luncheon. The Champions Luncheon is to be held each year. The purpose of the Champions Luncheon is to present tournament winners, Bowler of the Year (male and female) with their awards. It is also to install the Adult & Youth All Star Teams. The committee's responsibilities include:

1. Make arrangements such as place, time, set up, etc. for the banquet.
2. Printing and accounting of dinner tickets or attendance tickets.
3. Mail out invitation letters to the tournament winners, adult male and female bowler of year, adult center high averages, adult all-stars, youth all-stars, and youth high average by division.
4. Printing/distribution of program booklets.
5. Obtain guest speaker if needed.
6. Obtain door prizes if needed.
7. Greet and seat guests.
8. Ensure that the account is paid at the end of the banquet.
9. A profit/loss statement is to be sent to the Association Manager who will provide copies at the next board meeting.

This committee shall meet once per quarter or as needed.

All reports to the board are to be in writing. If no report is to be given at the meeting, notify the President so the agenda can reflect no report.

# PIKES PEAK USBC LOCAL AWARDS ADULT/SENIOR LEAGUES

## **ACHIEVEMENT AWARDS (One Award per Year):**

175 GAME 140 AVERAGE OR BELOW  
200 GAME 165 AVERAGE OR BELOW  
225 GAME 189 AVERAGE OR BELOW  
\*250 GAME – 189 AVERAGE OR BELOW  
\*50 PINS OVER AVERAGE - 189 AVERAGE OR BELOW  
\*75 PINS OVER AVERAGE – 189 AVERAGE OR BELOW  
400 SERIES 120 AVERAGE OR BELOW  
500 SERIES 145 AVERAGE OR BELOW  
600 SERIES 175 AVERAGE OR BELOW  
\*700 SERIES – 189 AVERAGE OR BELOW  
\*140 PINS OVER AVERAGE SERIES –  
189 AVERAGE OR BELOW

CLEAN GAME- AVERAGE 155 OR BELOW  
CLEAN SERIES-ANY AVERAGE  
ALL SPARE GAME-ANY AVERAGE  
TRIPLICATE GAMES-ANY AVERAGE  
7-10 SPLIT- ANY AVERAGE  
BIG FOUR SPLIT (4-7-6-10) - ANY AVERAGE  
DUTCH 200- ANY AVERAGE

## **YEAR END ACHIEVEMENT AWARDS:** Pulled from the final average report

MEN: ANY 275 OR HIGHER GAME  
ANY 750 OR HIGHER SERIES  
WOMEN: ANY 250 OR HIGHER GAME  
ANY 675 OR HIGHER SERIES

## **OTHER AWARDS:** Association gathers the data from all leagues

HIGH CENTER AVERAGE (MALE AND FEMALE)  
BOWLER OF THE YEAR (MALE & FEMALE)

\*WILL BE GIVEN TO AVERAGES 190 AND ABOVE BY REQUEST

# PIKES PEAK USBC LOCAL AWARDS YOUTH LEAGUES

## U6 – U8 Divisions: (2 Game Leagues)

75 Game (50 avg or below)	125 Series (50 avg or below)
100 Game (70 avg or below)	165 Series (70 avg or below)
125 Game (95 avg or below)	215 Series (95 avg or below)
150 Game (120 avg or below)	265 Series (120 avg or below)
175 Game (145 avg or below)	325 Series (145 avg or below)

## U6 – U8 Divisions: (3 Game Leagues)

75 Game (50 avg or below)	200 Series (50 avg or below)
100 Game (70 avg or below)	250 Series (70 avg or below)
125 Game (95 avg or below)	300 Series (95 avg or below)
150 Game (120 avg or below)	400 Series (120 avg or below)
175 Game (145 avg or below)	500 Series (145 avg or below)

## U12 Division

125 Game (95 avg or below)	300 Series (95 avg or below)
150 Game (120 avg or below)	400 Series (120 avg or below)
175 Game (145 avg or below)	500 Series (145 avg or below)
200 Game (170 avg or below)	550 Series (170 avg or below)
225 Game (195 avg or below)	600 Series (195 avg or below)
250 Game (any average)	650 Series (any average)
275 Game (any average)	700 Series (any average)

## U15 and U20 Divisions

150 Game (120 avg or below)	400 Series (120 avg or below)
175 Game (145 avg or below)	500 Series (145 avg or below)
200 Game (170 avg or below)	550 Series (170 avg or below)
225 Game (195 avg or below)	600 Series (195 avg or below)
250 Game (any average)	650 Series (any average)
275 Game (any average)	700 Series (any average)

## All Divisions

50 Pins Over Average Game	90 Pins Over Average Series (2 Game)
75 Pins Over Average Game	140 Pins Over Average Series (3 Game)
Clean Game (175 avg or below)	Clean Series
All Spare Game	Triplicate Games
7-10 Split	Big Four Split 4-6-7-10
Dutch 200 Game	

## Year End Achievement Awards: Pulled from final average report

Male:	275 or Higher Game	750 or Higher Series
Female:	250 or Higher Game	675 or Higher Series

\*If average is below the age range in a Division, the average will be used for qualification

# PIKES PEAK USBC LOCAL AWARDS SPECIAL OLYPMICS LEAGUES

## All Divisions

75 Game (50 avg or below)	200 Series (50 avg or below)
100 Game (70 avg or below)	250 Series (70 avg or below)
125 Game (95 avg or below)	300 Series (95 avg or below)
150 Game (120 avg or below)	400 Series (120 avg or below)
175 Game (145 avg or below)	500 Series (145 avg or below)
200 Game (170 avg or below)	550 Series (170 avg or below)
225 Game (195 avg or below)	600 Series (195 avg or below)
250 Game (any average)	650 Series (any average)
275 Game (any average)	700 Series (any average)

## Special Awards

50 Pins Over Average Game	75 Pins Over Average Game
140 Pins Over Average Series	Dutch 200 Game
Clean Game (175 avg or below)	Clean Series
All Spare Game	Triplicate Games
7-10 Split	Big Four Split 4-6-7-10

## **Year End Achievement Awards:** Pulled from the final average report

Male: 275 or Higher Game	750 or Higher Series
Female: 250 or Higher Game	675 or Higher Series

## **CERTIFICATION COMMITTEE**

This committee is not active as of the 2020/2021 bowling season because of the changes made at the National USBC Level.

The Certification Committee must hold a meeting once a quarter or as needed. The chairman of this committee should be a CERTIFIED LANE INSPECTOR.

The chairman shall do all scheduling of volunteers, and centers.

The Certification Committee will be in charge of certifying all the bowling centers each year. The use of the Bowling Center Inspection Manual is required.

Make appointments with the centers at their convenience, unless a problem arises keep the appointments, and measure according to the rules of USBC and make sure the centers are in compliance with all the necessary rules before certifying the center.

Invoices to each center the amount per lane bed as scheduled each year. Monies are to be collected and placed in the certification account and expenses are to be drawn from this account. All monies are to be deposited by the Association Manager.

Lane dressing inspection should be run after all inspections of the center equipment has been done.

Log on to Bowl.com and complete the Center Certification Inspection report. A copy is to be retained by the chairman.

All volunteers will have taken the education program using the CLIP manual and the Bowling Center Inspection Manual.

Three persons are required to be present for each certification session. All reports to the Board are to be in writing.

If no report is to be made at the Board meeting, notify the President so your committee will not be listed on the agenda.

## **COMMUNICATION**

The committee must hold a meeting once a quarter or as needed.

This committee is in charge of all the bulletin boards in all the centers. Pictures are to be changed according to the changes on the Board each year.

If flyers are to be printed for the events, distribution of the flyers will be expected from this committee.

This committee is in charge of all posting of information onto the PPUSBC website:

[www.pikespeakusbc.com](http://www.pikespeakusbc.com)

Annual Membership Meeting: this function is to be held, prior to August 1 each year. The purpose of the Annual Membership Meeting is the election of officers and directors, bylaw changes, fee increases, financial report and approval of the proposed budget for the next season. The meeting is to be held at a time and place approved by the Board of Directors.

The committee shall be responsible for:

1. Obtaining possible location, submitting recommendation to the Board of Directors at least 90 days prior to the function.
2. Making the arrangements.
3. Greeting, registration, and seating guests.
4. Distributing the agenda, ballots, minutes, proposed budget and other printed reports as provided by the Association Manager, Budget Committee and the President.
5. A profit/loss statement is to be sent to the Association Manager who will provide copies at the next board meeting after the event.
6. Should new legislation be required it is to be brought before the Board and accepted or defeated at that level before it can be brought before the annual meeting.
7. Any new legislation shall be prepared in the form according to RONR newly revised and stated in the affirmative.
8. Any member who wishes to submit legislation for consideration must place it in writing and submit it to the Board at least 30 days prior to the annual meeting.
9. The Board may make changes as necessary to the Operational Guide that will enable the Board to act or perform their duties more efficiently.
10. Any committee wishing to make changes in their policies must submit them in writing to the Communication/Operation Committee 10 days prior to any Board meeting.
11. All legislation or policy changes are to be approved by the Board before they are presented for consideration.

All reports to the board are to be in writing. If no report is to be given at the meeting, notify the President so the agenda can reflect no report.

## **FINANCE COMMITTEE**

This committee shall meet once a quarter or as needed.

This committee will prepare a budget for the Board to approve at least 60 days prior to the annual meeting. The Board shall approve the budget at a regular Board meeting prior to the annual meeting.

The Association Manager shall have all the necessary reports for the previous and current year available for the committee's use.

The Committee should be looking at the tournament accounts to make sure that the tournaments are self-supporting.

The Chairperson shall give the monthly financial report, to include income and expenses and also show the relation of expenses and income to the budget at monthly board meetings.

Committees wishing to make changes in their budget amounts should place them in writing and give to the Finance Committee prior to the time the budget for the coming year is to be prepared.

The Finance Committee shall be composed of at least three (3) members of the board.

1. May be appointed by the President with Board approval.
2. Selects its own chair.
3. Reviews and monitors the budget as approved by the membership at the annual meeting throughout the year.
4. Ensures a yearly audit is completed.
5. Receives Quarterly & Annual audits from the Audit Committee.

All reports to the Board are to be in writing. If no report is available notify the president so the agenda can reflect this.



## **HALL OF FAME COMMITTEE**

### **PURPOSE:**

The purpose of the Hall of Fame Committee is to perpetuate the names of past or present members of the Colorado Springs Bowling Association (CSBA), the Colorado Springs Women's Bowling Association (CSWBA) and the PPUSBC who through their competitive skills, leadership, or contribution, have enriched the general welfare, spirit, reputation, and/or progress of the sport of ten pin bowling.

### **RESPONSIBILITY:**

1. It shall be the responsibility of the Association's Hall of Fame Committee to govern the selections to the Hall of Fame.
2. The Hall of Fame Committee shall have final approval of all candidates to be inducted into the Hall of Fame and all matters and procedures relating to this program.
3. The Hall of Fame Committee chairperson shall coordinate all procurements for supplies through the Association Manager, and be responsible to the Board of Directors for the issuance and accountability of awards, and the application of procedures concerning this program.
4. This committee shall meet once a quarter or as needed. Committee selects its own chair.
5. Hall of Fame Banquet. The purpose of this banquet is the induction of the newly elected members into the Hall of Fame. The association pays for special guests invited to the banquet by the President and any newly elected Hall of Fame members and their spouses (or one (1) guest). Responsibilities include:
  - A. Making arrangements such as place, time, set up, etc.
  - B. Printing and accounting of dinner tickets.
  - C. Printing/distribution of program booklets.
  - D. Obtain guest speaker if needed.
  - E. Obtain door prizes if needed.
  - F. Greet and seat guests.
  - G. Insure that the account is paid at the end of the banquet.
  - H. A profit/loss statement is to be sent to the Association Manager who will provide copies at the next board meeting.

All reports to the board are to be in writing. If no report is to be given at the meeting, notify the President so the agenda can reflect no report.

### **PROCEDURES:**

The members of this committee shall consist of a minimum of two members of the PPUSBC Board of Directors, and two members of the Hall of Fame. The chairperson will supervise the activities of this committee and is to be elected by the members of the committee. It shall be the duty of the committee members to:

1. Ensure the Hall of Fame program is publicized throughout the jurisdictional area of the association.
2. Review the Hall of Fame program on an annual basis and report to the Board of Directors.
3. Solicit, accept and review all candidates nominated to the Hall of Fame. The committee shall investigate the background of candidates to ensure the candidate does, in fact, satisfy the requirements for nomination and/or selection and to verify the information submitted to qualify the candidate for such consideration.
4. Routinely advise and/or coordinate committee activities with the President, Association Manager, Awards Chairperson, and the Board of Directors.

#### Hall of Fame categories and eligibility requirements:

There shall be two categories of the Pikes Peak USBC Hall of Fame: Merit of Excellence, and Meritorious Service. An individual may be considered for only one category each year.

1. Merit of Excellence Category: To be eligible for this category, a past or present member's bowling accomplishments must have been made while a member of this or past Colorado Springs area associations for at least fifteen (15) years, and as an active bowler for at least 20 years. Also, a nominee must accumulate at least 100 points based on the attached nomination form:
2. Meritorious Service Category: To be eligible in this category, a past or present member shall have performed meritorious service for the game of bowling and to have been actively involved in bowling within the jurisdictional area of this or past Colorado Springs area associations for at least fifteen (15) years. Also, a nominee must accumulate at least 100 points based on the attached nomination form:

#### Hall of Fame nominations:

Any group or individual may nominate a candidate for selection to the Pikes Peak USBC Hall of Fame as follows:

All nominations must be submitted in written form (either electronic or paper), signed, and addressed to the chairperson of the committee (a candidate may not nominate his/her self).

The required method of nomination is to use the nomination form provided on the PPUSBC web portal and in local centers. A letter may be attached supporting the candidate & their credentials.

Nomination forms will be available on the PPUSBC web portal at [www.pikespeakusbc.com](http://www.pikespeakusbc.com), and will be available at local bowling centers as well as the annual meeting.

Nominations may be submitted at any time, however only those received prior to August 15 of the current year will be considered for selection that year.

Persons who are no longer living may be nominated as candidates to the Hall of Fame. Such nominations will be processed in the same manner as others, and subsequent induction will be presented to the nearest relative or nominating person.

#### Hall of Fame selections:

1. Copies of all qualified nominations received by August 15 of the current year will be mailed to all Hall of Fame members for their review and approval or disapproval.
2. Hall of Fame members will be requested to vote and return the ballot within 10 days of receipt.
3. In order to be selected, a nominee must receive at least 60% (sixty percent) of the votes cast by the electors (Hall of Fame members who vote).
4. In the event that there are multiple nominees selected for Hall of Fame membership in a given year, the Hall of Fame committee will determine if some selected nominees will be held for presentation the following year. Normally, no more than two nominees will be selected in each category each year, but final determination is at the discretion of the Hall of Fame committee.

E. Hall of Fame inductions:

All Hall of Fame awards/inductions shall be made with fitting ceremony.

A Hall of Fame dinner will be held each year to induct selected nominees to the PPUSBC Hall of Fame.

Inductees and one guest will be guests of the Pikes Peak USBC Association at the Hall of Fame dinner.

A medallion and certificate will be presented to each inductee (or family). An engraved name plate will be placed on the permanent Hall of Fame Plaque for public display. NOTE: Certificates for inductees are available from USBC Headquarters in the "Forms and Manuals" section of bowl.com.

### **NOMINATION COMMITTEE**

The Nomination Committee will hold a meeting once a quarter or as needed.

It is the responsibility of the Nomination Committee to verify the credentials of all those who wish to run for Officer, Director, or Delegate.

#### **RESPONSIBILITIES:**

1. Create ballots for all officers/directors to be elected at the annual meeting.
- ~~2.~~ Establish eligibility requirements for the Board of Directors.
3. Establish eligibility requirements for Elected delegates/alternates positions.
4. Ensuring qualifications submitted must be in writing 48 hours prior to start of the annual meeting.
5. Ensuring reasonable representation based on age and diversity of membership.
6. Reviewing and reporting to the board any potential conflicts of interest of the slate of candidates.
7. Determining whether a candidate meets the criteria and eligibility requirements.
8. Soliciting nominations/resumes.
9. Nominees for delegates representing adults and alternates for the USBC Annual Meeting.
10. Nominees for delegates representing adults and alternates for the state annual meeting.
11. Establish eligibility requirements and criteria for the Nominating Committee to be approved by the board.
12. Qualifications must be submitted to the Nomination Committee in a format specified by the committee.
13. The Nomination Committee may submit new rules as they believe will enhance the election.

All reports to the board are to be in writing. If no report is to be given at the meeting, notify the President so the agenda can reflect no report.

#### **REQUIREMENTS:**

Composed of three members, all members must be at least 14 years of age, (unless state laws mandate a specific age) and hold USBC membership. Is appointed by the President with board approval. Committee selects its own chair.

## **TOURNAMENT COMMITTEE**

The Tournament Committee will hold at least one meeting quarterly to review all rules, set the schedule for tournament centers.

All Association tournaments must be certified through USBC Headquarters by using their Online Tournament Certification (OTC) system on BOWL.com

All prize funds shall be distributed within 30 days following the close of the tournaments, except when USBC has authorized delay in payment. The Association Manager and the Tournament Director shall sign all checks for each tournament. All checks shall be issued from the tournament account. The tournament prize lists must be maintained for at least one year.

A profit/loss statement is to be sent to the Association Manager who will provide copies at the next board meeting after the event.

The championship tournament shall be governed by the rules and regulations set forth in Article V of the mandatory association bylaws, USBC playing rules book and the USBC Association Policy Manual.

Tournament rules are adopted by the board. The adopted rules shall not conflict with USBC rules.

The following rules DO NOT apply:

300 b, item 1 – 300c, item 1(b) – 301a – 301d Pro-Am Tournament – 303 item f – 309 item b, 1&2.

The Association, by rule, can limit the number of players classified as professional bowlers to two on a four or five-player team and one on a three-player or doubles team.

Associations may not require averages in excess of 21 games for handicapping or classification purposes.

A member who competes in leagues in other associations must enter with their highest league averages unless the tournament rules state that only averages established in leagues under its jurisdiction are to be used.

Average are based on winter and summer session of the prior year.

USBC associations will conduct championship level competition for men, women and youth and comply with state and local laws in their area. This can be accomplished as a women's tournament, youth tournament and an open (men's and women's) tournament. If state public accommodation laws allow the association may offer a men'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.

To participate in an association tournament an individual must be a member. To be a member, the individual must apply through the appropriate association and pay the appropriate dues – i.e. local, state and national.

# Tournament Director

## Overview of Responsibilities

### Day of Tournament

Obtain – Tournament Box (includes recaps and check in list)

On the Spot Awards

Bracket Computer/Printer Box

319 Rule Poster

Check with Center upon arrival at Bowling Center

Lane Assignments are still corrected

Make changes to check in sheet and recaps (if changes need to be made)

Location of check-in table

Names of Bowlers in system

Input names in system (if needed)

Verify Board Members and Volunteers have shown up

Make Announcements before each squad starts

Past Winners

Board Members and Volunteers

Hall of Fame Members

Ambassador Team

Announce next Association Tournament

Thank the Bowling Center

After each Squad

Confirm all Scores have been verified

Confirm Brackets have been paid out and completed

Everything has been gathered into the Tournament Box

Clean up area for the Bowling Center

# Tournament Committee Chair

## Overview of Responsibilities

Schedule all tournaments with Bowling Centers

Complete and Get Contract Signed with Bowling Center for each tournament

- Original Contracts to be submitted to Association Office

- Tournament Committee Chair to obtain copy of contracts

Distribute data to tournament committee for creation of entry forms

- Create Entry Form for each tournament

- Following the approval process – finalize entry form for each tournament

  - Request Printing of Black & White Copies

  - Request Upload to Website

  - Request Posting to Facebook

- Distribute printed copies to all nine (9) bowling centers

Before each tournament

- With the Bowling Center

  - Verify Lane Condition to be used during the tournament

  - Provide the Bowling Center with the names for lane assignments 3 days before tournament so bowlers names can be entered into their system.

  - Verify the availability of the National Anthem

Assign board members and volunteers to squads (at least five (5) per squad)

- 1 – Tournament Director

- 1 – Bracket Director

  - Responsible for the funds associated with running Brackets

- 2 – Check-In Directors

  - Pre-registered Bowlers/On the Spot Awards

  - Walk-In Bowlers/Score Verifications

- 1 – Float Director

  - Additional Float Directors will be added if the size of the squad requires additional help.

- 2 – Check signatories are required (Masters and Senior Masters)

After each tournament

- Confirm Lineage with the Association Manager

- Review Survey Results with Bowling Center

# Check-In/On the Spot Directors

## Overview of Responsibilities

### **Check In Process**

Pre-Registered Bowlers - Obtain Check-In List from Tournament Box

Highlight the Name of each Bowler as they check in

Verify Spelling of Name and Average

Notify that Rule 319, 10 pin Rule is in effect

Give Lane Assignment

Welcome Bowler(s) to Tournament (Thank for bowling)

Walk-In Bowlers – Give blank entry form for completion

Collect Entry Form and Money

Verify Membership

Verify Average and Calculate Handicap

Fill out blank recap sheet

Figure out lane assignment with Tournament Director

Welcome Bowler(s) to Tournament (Thank for bowling)

Let Tournament Director know

20 Minutes before squad time, if there are bowlers not checked in

When all bowlers have been checked in (might be able to start squad early)

### **Squad Starts**

Pass Out Recaps to Lanes

Handout the On The Spot Award Forms

Handout the Tournament Surveys

### **Squad Completed**

Collect Recap Sheets from Bowlers

Verify Recaps have been signed

Verify all recaps have been received

**PIKES PEAK USBC ASSOCIATION TOURNAMENT SUBSTITUTION FORM**

Entry Number \_\_\_\_\_ Tournament: \_\_\_\_\_

TEAM CAPTAIN: To report a substitution, please complete this form, and mail to Tournament Manager or bring it into tournament office at least one-half hour (1/2) prior to bowling. You may call at least 24 hours prior to bowling.

*PLEASE FILL IN ALL INFORMATION:*

TEAM DATE \_\_\_\_\_ TIME \_\_\_\_\_ Bowler # \_\_\_\_\_ SQUAD \_\_\_\_\_ LANE \_\_\_\_\_

DOUBLES DATE \_\_\_\_\_ TIME \_\_\_\_\_ Bowler # \_\_\_\_\_ SQUAD \_\_\_\_\_ LANE \_\_\_\_\_

SUBSTITUTE'S NAME \_\_\_\_\_

SUBSTITUTE'S ID NUMBER \_\_\_\_\_

REPLACING \_\_\_\_\_ TEAM NAME \_\_\_\_\_

\_\_\_\_\_ Highest Final Average \_\_\_\_\_ -21 games or More

\_\_\_\_\_ Highest \_\_\_\_\_ Summer Average -21 games or More

(Average must be on file in association office)

\_\_\_\_\_ Highest Current Average of 12 games or more as of date of participation

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NAME CORRECTION \_\_\_\_\_

AVERAGE CHANGE \_\_\_\_\_ BOWLER'S NAME \_\_\_\_\_

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TEAM CAPTAIN \_\_\_\_\_

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*Tournament Use Only: Please check boxes when substitution complete*

Change: Check-In (  )      Recap (  )      Handicap (  )





### XXXX-XXXX Tournament Agreement

Tournament Date(s) – **MONTH DAY OR DAYS and DAY OR DAYS, YEAR**

Center – **CENTER NAME**

Tournament Name – **TOURNAMENT NAME**

The center signed below agrees to allow the tournament director to have the requested lanes for each of the scheduled squads. The center will provide printed out scores for all squads for verification. The snack bar and lounge shall be open at all times during the competition. There will be a mechanic in the back during the tournament. If additional personnel are needed during the running of the tournament, the center will provide the same.

The tournament director will schedule all bowlers as soon as possible after the entry request date. The bowling center will receive the list of bowlers by squad three (3) days before the beginning of the tournament. The PPUSBC Board will be available before, during and after each squad to handle all tournament information. If brackets are available, the tournament director will arrange for a bracket manager who will handle and entries, monies, scores and pay-outs.

Excessive mechanical issues, ball damage and scoring issues will result in a reduced lineage of \$1.00 per game for the entire squad affected. Mechanical issues that will reduce the lineage are defined as a lane being down for more than 10 minutes or having to move to another lane. Any ball damage on a lane after the house has been informed of the issue will result in a reduced lineage of \$1.00 per game for the entire squad. Score corrections deemed a malfunction of the scoring software in excess of 2 per pair will result in a reduced lineage of \$1.00 per game for the entire squad. Acts of god and other circumstances deemed unpreventable by the Tournament Director will not result in a reduced lineage. The Tournament Director will communicate any and all issues with the center Manager or Proprietor prior to reducing the lineage.

All tournament lineage will be paid to the host center within 5 business days of the conclusion of the tournament, barring any contingencies which may prevent this.

The host center will be notified of the oil pattern the week prior to the tournament start date and will be applied to the tournament lanes prior to each squad.

This tournament will have the following squads: **TYPE OF EVENT OR EVENTS**

The estimated number of squads is: **X**

The squad times are: **DAY at TIME DAY at TIME and TIME**

Starting Lanes: **LANE #'s**

Lineage shall be **\$0.00** per game.

Signed: Tournament Chairperson \_\_\_\_\_

Center Manager (Print Name) \_\_\_\_\_

Center Manager (Signature) \_\_\_\_\_

Date Signed: \_\_\_\_\_

## **YOUTH COMMITTEE**

The Youth Committee shall be composed of at least five (5) members, including the 3 Youth members.

### **REQUIREMENTS:**

Must be members of the USBC. Members must be at least 14 years of age, unless state laws mandate a different age.

### **RESPONSIBILITIES:**

1. Selects its own chair and recording secretary.
2. Develop any additional eligibility requirements for candidates to the Youth Committee, to be approved by the Board.
3. Monitor, promote, review and recommend youth programs and services conducted by the association.
4. Reports to the Board.
5. Vacancies on the Youth Committee are filled by the President, with board approval.
6. This committee will meet once a quarter or as needed.

All reports to the board are to be in writing. If no report is to be given at the meeting, notify the President so the agenda can reflect no report.

## Center Representative Position Description

Responsibilities: He/she shall be responsible for the center and to the association's Board of Directors and shall provide the best possible service to our members, bowling leagues and bowling centers within his/her area of assignment. He/she shall be responsible for the completion of all duties assigned to him/her.

Duties:

- A. Become thoroughly familiar with the USBC Bylaws, Specification & Rules book, the Association's bylaws and the Operations Manual.
- B. Attend all regular meetings of this association or notify the office of the reason you cannot attend.
- C. Attend all special and/or committee meetings of this association that you may be requested to attend.
- D. Actively serve as the association's "contact" with the bowlers, bowling leagues and bowling center management. Let them know that you are there to assist in the promotion of the game of bowling, to encourage sportsmanship and fair play, to enforce the playing rules and to provide assistance with any problems that may occur. If the representative feels uncomfortable with any problems that may occur, he/she shall immediately contact the Vice President responsible for the center for assistance and/or advice.
- E. Personally present awards to leagues and bowlers in a timely manner upon receiving such awards.
- F. Strive to present yourself in a professional manner at all times so as not to bring discredit upon yourself, the association, the USBC or the game of bowling. Do not become:
  - Meddlesome or too dutiful
  - Too demanding
  - Argumentative
- G. Be courteous, cooperative and provide helpful guidance to bowlers, bowling leagues and bowling center management (Remember: the function of this association is service and our character is fraternal). With that in mind, you should:
  1. Attend league officer's workshops as directed.
  2. Attend initial league meetings for leagues not represented at league officer's workshops.
  3. Visit each league before the expiration of the grace period for league membership application.
  4. Help league secretaries complete league/membership applications, if needed.
  5. If a league is not certified and the grace period is due to expire, contact league officers and explain the importance of USBC membership.
  6. Contact league officers of USBC leagues to ensure each league is complying with the terms of the bonding program. Ask each league president, personally, if they are checking the league's account. Also ensure that league officers are informed that the depositing of league funds in personal accounts is prohibited.
  7. Service new leagues and those leagues needing supplies.
  8. Help league secretaries in the completion of high score claims and award forms within the 20 days allowed.
  9. Answer routine questions and handle league problems and protests promptly.
  10. Inform league secretaries of their obligations to submit final averages for bowlers to the association office in the manner and by the deadline prescribed by the bylaws of the association.
- H. Comply with the dress code of the association while performing official duties and/or attending official functions or meetings.
- I. Advise bowlers, leagues and bowling center management of upcoming events and assist in posting of banners or posters announcing such events. In addition, ensure entry forms are available and assist in the completion of entry forms when requested.
- J. Maintain regular contact with the bowling center management to ensure they are informed of your activities and/or advised of any problems occurring within the bowling center. If there is a problem and the management cannot be reached contact the individual to whom you report.

## **Awards Presentation Guidelines**

After receiving the award from the Association Manager, check with the bowling center and make sure that the bowler is in the league marked on the outside of the award box.

Be aware of what time the league finishes practice and starts bowling for score.

The representative should be at the center prior to the time the league starts so the award can be presented before league play is started.

Have the bowling center announce that the representative for the Pikes Peak USBC Association is here to make an award presentation (have them introduce the representative by name).

The representative will announce the award over the PA system. Please make the announcement in the following manner:

"Good evening, my name is \_\_\_\_\_. On behalf of the Pikes Peak USBC Association, we'd like to congratulate (Name of Bowler), bowling in the (Name of League). On (Date of Honor Score), (First Name of Bowler) bowled a (300 Game or 800 Series), and I am here to present (First Name) with his/her (Type of Award). Again, congratulations to (First Name) and good luck and good bowling to all of you."

If more than one award is to be presented, continue on with the next presentation. If not, say THANK YOU for your time.

If a representative is unable for any reason to present an award in a timely manner (within one week of receipt), it is their responsibility to find another representative who can and to notify the Association Manager that this has been done.

If a representative is unable to find the bowler who is to receive the award (for example, no longer bowls in the league or center), the award should be returned to the Association Manager as soon as possible.

No award should ever be in the possession of a representative for more than one week.

Each representative must sign out the award when receiving them from the Association Manager to be presented to the bowlers. The representative will then notify the Association Manager when the award has been presented. The Association Manager will retain a signed copy for a period of three years.

## **ASSOCIATION MANAGER**

The Association Manager is selected by and accountable to the board and USBC.

1. If the Association Manager is NOT a director.
2. Has voice at board meetings.
3. Does NOT have vote at board meetings.
4. Has voice and vote at membership meetings if the individual is a current member.
5. May be excused from board meetings based on the issue/discussion at hand.

The duties of the Association Manager are:

1. Acts as the ex-officio non-voting secretary/treasurer of the Board.
2. Must be a minimum age of 18, unless state laws mandate a specific age.
3. Must be USBC bondable.
4. Is not required to be a member of the association but it is suggested.
5. Is not eligible to serve concurrently as an officer of the association.
6. Is eligible to serve as a director (not recommended due to possible conflicts of interest).
7. Reports to the Board on a regular basis (at least quarterly).
8. Reports to USBC as required.
9. To the delegates/youth representatives/members at every membership meeting as needed.
10. A written audited, year-end financial report at a board and the delegate/youth representative's membership meeting.
11. Must comply with the established bookkeeping procedures and accounting of assets and disbursements as approved by the Board, which must include; receiving and issuing a receipt for all funds paid to the association within 10 days.
12. Depositing association funds in the association's financial institution(s), which must be federally insured or its equivalent, within seven days.
13. Ensuring all withdrawals have two signatures.
14. Ensuring the President verifies the association accounts monthly.
15. Ensuring all required financial reports are filed (IRS, payroll taxes, state taxes, etc.).
16. Providing all information requested for the association audits.
17. Preparing a budget for Board approval (NOTE: Finance and Budget Committee reviews and monitors the budget).
18. Keeping the expenditures within budget.
19. Establishing a procedure for retention of records which must include the financial records, to be approved by the Board. Financial records must be kept for at least five (5) years for IRS.
20. Providing a report of financial transactions as requested by the Board or USBC.
21. Paying all bills authorized by the Board. Budgeted items do not require authorization.
22. Issuing a receipt to league secretaries within 10 days of receipt of dues.
24. Implementing and monitoring the strategic (action) plan of the association and reporting progress to the Board quarterly.
25. Ordering association supplies.
26. Processing membership within 20 days of receipt.
27. Remitting dues to USBC within 20 days.
29. Handling all association correspondence (all letters in answer to members should be brought before the Board prior to mailing the letter to the member).
30. Insuring Board members have a current copy of the Association's bylaws.
31. Meeting notifications, as designated by the bylaws.
32. Ensuring that all board members have a copy of the Policy Manual.
34. Receiving, compiling and filing committee reports (attach to minutes).
35. Recording and maintaining meeting minutes.
36. Submitting the association's delegate/youth representatives/alternates credentials to the state and USBC within the specified formats and dates.
37. Operation of the association tournaments, either as tournament director or as the supervisor of the tournament director.
38. Distributing all prize funds within 30 days following the close of the tournament, except

when USBC has authorized delay in payment.

39. Maintaining a record of and submitting tournament scores to USBC Headquarters as specified.

41. Providing membership records and submitting to USBC when requested and in a format specified by USBC.

42. Ensuring member's USBC awards are fulfilled within seven days.

43. Ensuring lane certification and dressing inspections are completed and submitted to USBC in a timely manner. (2020/2021 season changed this rule)

44. Other duties as prescribed by the Board, the USBC bylaws and Association Policy Manual.

The Association Manager (and assistant if hired) are to be compensated as employees.

1. The amount is to be set each year into the budget by the Board.

2. The Association Manager (and assistant if hired) are employees of the Board and all required taxes will be withheld and submitted to the proper authorities.

The Association Manager (and assistant manager if hired) are selected/appointed by the Board and have many important responsibilities. The individuals holding this position report and are accountable to the Board and USBC, federal and state laws on employment must be taken into consideration and the President, or a committee appointed by the President, should perform at a minimum, a yearly performance review.

## **INCORPORATION, IRS, & TAX INFORMATION**

All USBC associations (excluding affiliate associations) are required to maintain corporate status as required by the association's state government. This could include yearly filings and fees.

All USBC associations are required to participate in the USBC 501(c)3 group tax exemption.

The 501(c)3 status means state and local associations will receive the same IRS tax-exempt status as the national organization.

USBC associations, which meet the \$25,000 gross income threshold are required by IRS to file a report using either IRS form 990 or 990EZ. The forms necessary for filing are available thru IRS.

Gross receipts would include, but not necessarily be limited to:

1. Tournament entry fees.
2. Ways and means committee projects.
3. Fund raising projects.
4. Local membership dues.

USBC associations fall into the category of "agents" as defined by the IRS in the "General instructions" for form 990 and form 990EZ. As an agent, dues money collected on behalf of the state and national organizations should not be counted in determining if the association has \$25,000 in gross receipts.

Examples of unrelated business income are:

1. Fund raisers.
2. Sponsor donations.
3. Raffles.

USBC associations that desire to run raffles, 50/50 drawings or any other type of games of chance are required to contact the appropriate city and/or state to determine if a permit is required before running the promotion.

USBC associations that compensate an individual \$100 or more per year are required by the IRS to withhold Federal Income Tax, Medicare and Social Security.

Associations also are required to check with the appropriate state government to determine any state employee payment requirements such as state income tax, worker's compensation payments, etc

