

USBC Association Operations Calendar



Prepare for a Bowling Year (Suggested timeframe)	Fiscal Bowling Year											
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Update Association Official information	<i>Within 2 weeks of election & when changes occur</i>											
Verify Association Officials RVP compliance	●	●	●	●	●	●	●	●	●	●	●	●
Inventory & order supplies										●	●	
Setup new achievements												●
Setup new membership products								●				●
Build league secretary packets								●				●
Assemble & distribute league supplies	●								●			
Process Leagues & Awards (Suggested timeframe)	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Certify leagues & members	<i>Daily as necessary (within 20 days of receipt)</i>											
Process achievements & awards	<i>Daily as necessary</i>											
Contact centers to check on any new leagues		●		●			●				●	
Collect/Process league averages	●	●						●	●	●		
Produce yearbook (optional)												●
Prepare for summer season								●				
Association Tournament (Suggested - Schedule may vary)	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Approve dates, times, lineage & format	○											
Finalize rules and entry form		○										
Promote event and find bowlers				○	○	○	○					
Collect & process entries					○	○	○	○				
Conduct competition & determine winners								○				
Award prizes									○			
Tournament review										○		
Miscellaneous	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Identify unpaid bowlers				●	●	●				●	●	
Prepare and hold Association Annual Meeting									●	●	●	●
Submit Delegates/Alternates to USBC Convention using WinLABS					●							
Remove duplicate bowler records	●	●	●	●	●	●	●	●	●	●	●	●
Send League Roster & League Statement of Account report to secretaries			●			●		●			●	