



League Quick-Start Checklist

League Name: _____ Certification #: _____

Bowling Center Name: _____ Certification #: _____

Telephone: _____

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

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

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

The basics of keeping your league rolling...

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