

IMPORTANT INFORMATION FOR THE LEAGUE OFFICERS AND BOARD OF DIRECTORS

The USBC Rule book defines the specific required duties for each of the league officers and the league's Board of Directors. The contents of these rules are listed below for quick reference.

1) Duties of the President:

- a. Preside at all league meetings.
- b. Enforce all rules and regulations of the league.
- c. Arrange to have an account set up in a recognized banking institution in the name of the league with the bank statements being sent to the president and the signatures of at least two officers required for all withdrawals.
- d. Appoint a prize committee and an auditing committee, as well as any other committees needed during the season. (For more information on committees, see the *League Operations Handbook* on BOWL.com.)
- e. Arrange to have the prize committee submit one or more prize lists for consideration by the fifth week. (See Rule 117a.)
- f. Personally verify the league's bank balance monthly. (A sample monthly president verification worksheet is attached and a worksheet can be found on BOWL.com.)
NOTE: "Verify" means the president must not only determine the amount on deposit, but also do the arithmetic necessary to determine how much should be on deposit. If the account is found to be short, the president must report the shortage immediately to USBC Headquarters for possible action under the bonding insurance policy.
- g. In youth leagues that have a board, the president shall assist the league supervisor with the duties of the president.
- h. Audit Committee responsibilities include, but are not limited to, the following:
 - i. Receipts: Verify the amount and date of deposits.
 - ii. Disbursements: Review canceled checks and supporting documents to determine that expenditures are proper.
- i. All checks must bear the signatures of two authorized cosigners. Checks should not be made out to cash.
- j. The checkbook should be reviewed to verify entries made and to reconcile the appropriate bank statements.
- k. Review the financial statement prepared by the treasurer to insure it is a fair representation of the league finances.

2) Duties of the Secretary:

- a. Have every participant complete a membership card application and collect appropriate membership dues.
- b. Forward the annual membership dues with completed league application and membership card applications to the local association manager(s) within 30 days after the league begins to bowl. Membership card applications and applicable fees for additional members shall also be forwarded to the local association manager(s) within 30 days of receipt.
- c. Keep minutes of all league meetings, handle all league correspondence and notify the members or team captains of all league meetings.
- d. Have a current standing sheet available for the members to see at each league session. The standing sheet shall contain the average, number of games and total pins for each member, and any scores eligible for special prizes the league issues. (For more information on completing standing sheets, see the *League Operations Handbook* on BOWL.com.)
- e. Be responsible for a record of the scores bowled by all team members and substitutes, and report scores that are eligible for USBC, state and local association awards.
 - i. Submit a completed award application within 20 days.
 - ii. Notify the local association manager or authorized representative within 48 hours of scores that are eligible for USBC honor score recognition.
- f. Give each member of the board a copy of the league rules and prize list and see that the league schedule is either posted in the bowling center or given to each team captain.
- g. Give a copy of the final standing sheet to the league treasurer so the awards can be distributed.
- h. Turn over to the newly-elected officer all league records, such as minutes of meetings, copies of rules and prize lists, league property, etc.
- i. Furnish a list of individual averages to the local association manager(s), when requested. The list must show the full names and ID numbers of all bowlers who competed in the league, the number of games bowled, total pinfall and average for each bowler.
- j. On request of the local association or USBC, provide a list of names and addresses of the league officers; and the names of captains and members in the league.
- k. Notify league members of all local association meetings and any proposed changes in local association dues.

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

NOTE: In leagues using a computer and/or average service, the elected secretary remains responsible for all the duties specified above.

3) Duties of the Treasurer:

- a. Establish a bank account in the name of the league with the signatures of at least two officers needed for withdrawals. Ensure the statement is sent to the league president.
- b. Arrange to have all league funds deposited within one week of receipt.
- c. Be responsible for a complete accounting of all receipts and disbursements. On the request of the president or board, furnish a current financial statement to each team captain.
- d. Distribute all prizes within 21 days after the end of the league schedule unless:
 - i. The board has set another time for distributing prizes, or
 - ii. USBC has authorized holding up payment pending settlement of a claim or protest affecting prize distribution.
- e. When the prizes are distributed, give each team captain and/or member a detailed financial statement, showing all income received on behalf of the league and an accounting of all money disbursed. The financial statement must also show how the prizes were distributed and list to whom they were awarded. (A sample monthly president verification worksheet is attached and a worksheet can be found on BOWL.com.)
- f. Turn over all financial records to the newly-elected officer upon election.
- g. All financial records, whether in possession of the former officer or newly-elected officer, shall be retained for at least one year from the completion of the season.
- h. In youth leagues that do have a board, the treasurer shall assist the league official in the duties of the treasurer.

NOTE: In leagues using in-house banking services, the elected treasurer remains responsible for all the duties specified above.

4) Board of Directors:

The board of directors shall consist of the officers and team captains. The board of directors shall be responsible for:

- a. Making decisions on all matters arising in the league.
- b. Deciding all protests involving USBC or league rules. The decision of the league board is final unless an appeal is made under the provisions of Rule 119.