

# LEAGUE QUICK-START CHECKLIST

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 League Operations Handbook. The Handbook can be found on [www.bowl.com/rules](http://www.bowl.com/rules), in the LEAGUE RESOURCES section.

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

- ✓ Have a meeting to adopt rules before the first session of bowling.
- ✓ Establish the league bank 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 season.
- ✓ Adopt a prize/awards list within five (5) weeks of the start of the schedule.
- ✓ If your league includes bowlers under age 20, discuss Youth Membership Eligibility 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 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 bank balance monthly.
- ✓ Have a copy of the USBC Playing Rules available for all participants to view. The front desk will have a printed copy of the rule book. Rules can also be downloaded on a smart phone using the USBC app or from the [www.bowl.com/rules](http://www.bowl.com/rules) web site.