

WEST VOLUSIA USBC ASSOCIATION, INC.

QUICK REFERENCE GUIDE FOR LEAGUE SECRETARIES

EFFECTIVE AUGUST 1, 2018

- All bowlers in your league must complete a membership application card. Those who have not paid their sanction dues are required to pay them on their first session of bowling. It is acceptable for bowlers to write a check for their membership dues. Checks are payable to “West Volusia USBC”, or just “WVUSBC”. Be aware that if a bowler’s check is returned from the bank, as league secretary you would be responsible for collecting repayment plus bank charges from the bowler.
- Bowlers who paid their sanction dues in a winter league are not required to pay sanction dues in the summer league. Sanction dues paid in a summer league are valid only for that summer season.
- Bowlers who paid their sanction dues in another association must purchase a local membership.
- Sanction dues are as listed below. Refer to the enclosed “General Instructions and Information for League Secretaries” document for further information on sanction dues.
 - Men’s and Women’s USBC dues are \$22.00
 - Local membership dues are \$9.00.
 - Seniors receive a \$1.00 discount for paying their sanction dues in a senior league.
- Complete the league sanction application form. **Be sure to include your expected prize fund amount, and have your league President sign it.**
- Submit the league sanction application form, membership application cards, League Submission Summary Form and payment to the West Volusia USBC Association as soon as possible. USBC bonding rules require that this be submitted within 30 days of the start of your league.
- As additional bowlers join your league, either as regulars or as substitutes, they must complete a membership application card. If they have not yet paid their sanction dues, you will need to collect from them. Submit the cards, League Submission Summary Form and any applicable payment to the West Volusia USBC Association.
- For bowlers who pay their sanction dues in your league, sign the receipt stub of the membership application card and return it to the bowler.
- The West Volusia USBC will send you a receipt and a confirmation list for each of your membership submissions. Please check them for accuracy.
- Submit award application forms in a timely manner.
- The West Volusia USBC Association will send requests to you to submit bowler averages. For winter leagues, one will be requested in December, and another in April. For summer leagues, one will be requested in August.
- Use the brown envelopes to submit your items. Turn in to the bowling center front desk. The West Volusia USBC Association will return it with the processed results to the front desk for you.
- Contact us if you would like for us to pick up your sanction dues in person.