

# Timeline of League Procedures

Note: All described procedures listed within fall under the responsibility of the League Secretary, unless noted otherwise

1. Prepare for League Organizational Meeting and First Bowling Session
  - a. Provide notice of League Organizational Meeting
  - b. Make copies of last year's league rules for the meeting
  - c. Decide how pre-printed sanction cards will be distributed to the bowlers
    - i. If team rosters are known, it is suggested that they be arranged to match the team rosters; it is suggested the cards be placed in an envelope and distributed by team
    - ii. If team rosters are not known, it is suggested they be distributed alphabetically
  - d. Acquire league money envelopes, bowler information forms and blank recap sheets from bowling center; give money envelopes to the League Treasurer
  - e. Invite a West Volusia USBC representative to attend your organizational meeting
2. Hold League Organizational Meeting
  - a. The League President runs this meeting and all other meetings that are held during the year; if not present, League Vice President runs the meeting; if neither is present, League Secretary runs the meeting
  - b. Elect officers, if necessary
  - c. Read and discuss the rules from last year
  - d. Request for changes to the rules and any new rules
  - e. Request for a motion to adopt the rules
  - f. Advise bowlers of scheduled tournaments for the year
  - g. The League President is to appoint a Prize Committee and an Audit Committee at this time; this can be deferred to no later than the third session
3. First Bowling Session
  - a. Distribute the sanction cards; provide blank sanction cards for new bowlers from last year's league; all bowlers must complete one; anyone not already sanctioned must pay their fees during the first bowling session
  - b. Distribute bowler information forms and blank recap sheets to teams
  - c. The League Treasurer is to distribute money envelopes to teams
  - d. If the first bowling session is not same date as the organizational meeting, distribute copy of the adopted rules to teams; if it is the same date, do this for the second league session.
  - e. During the league session, collect sanction cards, sanction payments, bowling center information forms
  - f. Establish league banking
    - i. Open a bank account in name of the league with a banking institution; or
    - ii. Establish in-house banking with the bowling center
    - iii. At least two officers must be signers on the account, and two signatures are required to withdraw funds
4. Second Bowling Session
  - a. Are there any new or dropped teams? If necessary, adjust league schedule and reassign lanes for session and provide new blank recap sheets
5. Third or Fourth Bowling Session
  - a. Calculate prize fund amount and forward this amount to the League President for the Prize Committee
  - b. The League President is to request the Prize Committee to draw up proposed prize lists to be voted by the fifth bowling session
  - c. Prepare the league sanctioning application (this can be done anywhere from first through fourth session, but recommend as soon as possible, and not beyond 30 days from league start)
    - i. Enter the calculated prize fund on the sanction application form
    - ii. The League President must sign the sanction application form

- iii. Submit copy of league rules, sanction application, sanction cards and sanction fees to the Association Manager
6. Fourth or Fifth Bowling Session (can be earlier if already prepared; may not go beyond fifth session)
  - a. Distribute the proposed prize lists from the Prize Committee for teams to vote
  - b. Provide each team with a copy of the approved prize list
  - c. Submit the approved prize list to the Association Manager
7. Ongoing
  - a. At start of each league session, distribute standing sheets and recap sheets to teams
  - b. At start of each league session, the League Treasurer is to distribute money envelopes to teams
  - c. All new bowlers joining the league will need to complete a sanction card; payment of sanction fees is required if not already sanctioned
  - d. During each league session, the League Treasurer is to collect money envelopes
  - e. At the end of each league session, collect recap sheets; if using bowling center secretarial service, forward copy of recap sheet to front desk
  - f. Submit sanction cards and any sanction fees for new bowlers to the Association Manager
  - g. Submit award applications to the Association Manager within 20 days of the achievement (bowling center secretarial service, they may provide a list of awards for the week)
  - h. If league has established a postponement committee, it will meet as the need arises to rule on postponement requests
  - i. Schedule postponements with bowling center
  - j. The League Board of Directors is to meet to make decisions on any issues, disputes, protests that arise
  - k. The League Treasurer is to deposit league funds into the league banking account
  - l. On a monthly basis, the League President must verify the amount that is in the league banking account; this requires financial calculations to compare against bank statement
  - m. Take minutes of any and all league meetings
  - n. Notify league members of any meetings of the West Volusia USBC Association
  - o. Ask for help from the West Volusia USBC Association for questions and difficult situations that arise and can't be resolved by the League Board of Directors
8. January 1
  - a. The Association Manager will provide a list of the bowlers that were submitted from the league
  - b. Submit the mid-year average information for all bowlers in the league to the Association Manager (bowling center secretarial service may provide this list)
9. Several weeks prior to end of league
  - a. The League President is to request the Audit Committee to meet to ensure league funds are in order
10. End of League
  - a. The Association Manager will provide a list of the bowlers that were submitted from the league
  - b. Submit the end-of-year average information for all bowlers in the league to the Association Manager (bowling center secretarial service may provide this list)
  - c. Determine prize winners and amounts
  - d. The League Treasurer is to provide prize fund monies for distribution; the League Treasurer will go to the league banking institution to withdraw the funds
  - e. The League Secretary and/or League Treasurer will prepare prize envelopes for payoff meeting
  - f. The League Treasurer is to provide a league financial statement for each team
  - g. League payoff meeting
    - i. Elect officers for next year's league
    - ii. Determine average cap for next year's league, if applicable
    - iii. Distribute final standings, individual performance records, financial statement and prize monies to bowlers
  - h. The League Treasurer must retain all financial records for one year