

WEST VOLUSIA USBC BOWLING ASSOCIATION, INC.
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GENERAL INSTRUCTIONS AND IMPORTANT INFORMATION FOR LEAGUE SECRETARIES
EFFECTIVE AUGUST 1, 2022

- 1. LEAGUE SUPPLIES** -- For fall/winter leagues, supplies may be picked up at the League Officer's Workshop in August. For summer leagues, supplies will be provided to you at the bowling center. Your supplies include the necessary forms and bowler sanction application cards for your league processing. There are also several pieces of useful information for you to reference in doing your secretarial duties. If you need supplies, please contact us so we can make arrangements to get them to you. Brown correspondence envelopes are provided with your supplies for you to use to submit your paperwork to the Association Manager. Turn it in to the bowling center's front desk. After the Association Manager has processed your paperwork, the results will be returned to you in the envelope and will be available for you within about a week at the bowling center's front desk.
- 2. LEAGUE SANCTION APPLICATION** -- The sanction application is to be completed in accordance with the instructions on the form. The top copy of the sanction application form, together with the individual membership application cards and membership dues are to be forwarded to the Association Manager as soon as possible. Retain the bottom copy of the sanction application form for your records. USBC rules require that the sanction application must be submitted within thirty (30) days of the start of your league. Failure to submit the sanction within this time frame could impact your bonding protection and high score award services. Please don't jeopardize your bonding and high score award services by waiting for 100% of your league to be filled. You are highly encouraged to submit your sanction application immediately after your very first league session, submitting the bowlers who are in your league as of that date. Membership application cards for any additional bowlers can be forwarded after you have already submitted the league sanction application.
- 3. INDIVIDUAL MEMBERSHIP APPLICATION CARDS** -- Pre-printed application cards will be provided for the bowlers from last year's league. Please ask these bowlers to verify their information printed on the card. Membership application cards are required to be completed by every bowler and substitute in every sanctioned league in which they bowl. Membership dues for sanctioning are paid only in one league. Membership dues paid in a fall/winter league are valid until the end of the next summer session. Membership dues paid in a summer league are valid only until the end of that summer session. USBC rules state that all bowlers must complete an application card and pay their membership dues before the completion of their first series in a league. For the bowlers who are paying their membership dues, sign the receipt portion of the membership application card and return it to the bowlers. Bowlers should be advised to retain this receipt until they receive their membership card in the mail. If a bowler claims to have paid their membership dues in another league, it would be advisable for you to request to see their membership card or receipt from the other league. This prevents bowlers claiming to have paid in another league, but actually never paying in any league. It is your responsibility to ensure that every bowler participating in your league is sanctioned. USBC rules state that non-sanctioned bowlers competing in a sanctioned league subject their team to forfeiture of

games, and may subject themselves to indefinite suspension from USBC sanctioned bowling. The sanction application cards are to be forwarded to the Association Manager. The following table shows the membership dues amounts that are applicable:

ADULT MEMBERSHIP DUES AMOUNTS	
STANDARD USBC MEMBERSHIP	\$25.00
SENIOR USBC MEMBERSHIP (must sanction in a Senior league)	\$21.00
LOCAL ASSOCIATION MEMBERSHIP (If already sanctioned in another association outside of West Volusia)	\$10.00
SENIOR LOCAL ASSOCIATION MEMBERSHIP (If already sanctioned in another association outside of West Volusia)	\$9.00
CURRENT WVUSBC LOCAL LIFE MEMBER	\$15.00
BASIC USBC MEMBERSHIP (please see important note below regarding Adult Basic membership)	\$10.00

IMPORTANT NOTE - ADULT BASIC MEMBERSHIP:

This type of membership is available only for short-season leagues, those that bowl 16 sessions or less. The league must vote to sanction itself as an Adult Basic League. By purchasing an Adult Basic membership, newly sanctioning bowlers can become a USBC member at a reduced cost as shown above. Newly sanctioning bowlers also have the option to purchase a Standard membership at full cost as shown above. Bowlers can also upgrade to a Standard membership during the season by paying the difference in Adult Basic and Standard dues. It should also be noted that bowlers with a current existing Standard membership can bowl in an Adult Basic League without having to purchase an Adult Basic membership. The Adult Basic membership is valid in only the one league. If bowling in more than one league in the season, bowlers with an Adult Basic membership must purchase another USBC membership. Adult Basic membership provides the bowler with a certified USBC average, provides bonding protection for the league and recognition of USBC high score achievements, although no award will be issued by USBC. However, high score awards can be purchased by the bowler for such an achievement. Also, USBC will not mail a hard-copy membership card to Adult Basic membership bowlers. Please refer to the Adult Basic membership Information that is enclosed within your league sanctioning supplies.

Membership application cards have a place on them for the bowlers to specify their choice of membership. The following table shows the membership choices that are applicable:

Membership Choice	Explanation
STANDARD	This will be marked for bowlers paying their USBC or Local sanction dues.
BASIC	This will be marked for bowlers paying their sanction dues and are doing so in a league that is sanctioning as Adult Basic. Please see important note

	above regarding Adult Basic Membership.
LOCAL ONLY	This will be marked for bowlers sanctioned in another association.
USBC LIFE MEMBER	This will be marked for bowlers who are a national USBC life member. No payment of dues is required.
LOCAL LIFE MEMBER	This will be marked for bowlers who have been recognized as a West Volusia USBC life member. Payment of only the USBC portion of dues (\$13.00) is required.
USBC HALL OF FAME	This will be marked for bowlers who are in the national USBC Hall of Fame. No payment of dues is required.
NONE	This will be marked for bowlers who are not paying any dues in the league. This would be appropriate for those who paid their sanction dues in another league within the West Volusia USBC Association or paid USBC dues on-line.

Bowlers should enter the total amount of dues being paid at the bottom of the card. If they are not paying any dues in your league, they should enter zero and mark the “none” box. Those who paid their dues in another league within the West Volusia USBC Association should mark this box and indicate the name of the league and bowling center at the bottom of the card. Those who paid their dues online at bowl.com should mark this box at the bottom of the card. Bowlers should sign and enter the date at the bottom of the card.

4. **ADDITIONAL LEAGUE MEMBERS** -- Bowlers who join your league after you have already submitted the league sanction application are also required to complete a membership application card and pay membership dues (if they are not already sanctioned). As with the initial league sanctioning, please submit the membership cards and membership dues (if applicable) to the Association Manager in a timely manner.
5. **LEAGUE SUBMISSION SUMMARY FORM** -- Because there could be a variety of the types of memberships being paid, please include a League Secretary Sanction Cards Submission Summary form each time you submit any membership application cards to the Association Manager. These forms are included in your supplies. Enter the breakdown of the types of membership applications you are submitting. This will help both you and the Association Manager reconcile the monies.
6. **LEAGUE RULES AND PRIZE LIST** -- It is requested that a copy of your league rules and approved prize list be forwarded to the Association Manager as soon as possible. USBC rules state that the league prize list must be approved by the league by the fifth week of bowling.
7. **CHANGE OF OFFICERS AND ADDRESSES** -- When there is a change of any of the league officers, or a change in a league officer's name or address, this must be reported immediately in writing to the Association Manager in order that league records may be kept current and the bonding protection remain in effect.

8. LOCAL AWARDS/RECOGNITION PROGRAM -- Local association awards are presented by the West Volusia USBC for bowlers in your league. Bowlers may receive one of these per bowling year, except for the restrictions as noted. The towel awards will be awarded once per 5 years, unless noted otherwise below. The dates of a bowling year are August 1 through July 31. The application forms for these awards are included in your supplies. The average-based awards are determined by using the previous season's average of at least 21 games or until a current season average of 12 games is established. Please submit these award applications within twenty (20) days of when the award was achieved to the Association Manager. If unsure whether the bowler already received an award, submit it anyway. The following table shows all of the awards and eligibility criteria:

Award Type	Average	Restrictions
11 Strikes in a Row Game	None	One per lifetime
125 Game	100 or less	
150 Game	120 or less	
175 Game	140 or less	
200 Game	165 or less	
225 Game	190 or less	
250 Game	215 or less	
275 Game	None	
300 Series	90 or less	
400 Series	120 or less	
500 Series	145 or less	
600 Series	175 or less	
700 Series	None	
75 Pins over Average Game	None	
140 Pins over Average Series	None	
Dutch 200 Game	None	
All Spare Game	None	
7-10 Split Conversion	None	
Big 4 Split Conversion	None	
Triplicate	None	
Clean Game	170 or less	
Score bar - 150 Game	120 or less	One per lifetime
Score bar - 175 Game	140 or less	One per lifetime
Score bar - 200 Game	None	One per lifetime
Score bar - 225 Game	None	One per lifetime
Score bar - 250 Game	None	One per lifetime
Score bar - 275 Game	None	One per lifetime
Score bar - 300 Game	None	One per lifetime

Award Type	Average	Restrictions
Score bar - 500 Series	None	One per lifetime
Score bar - 550 Series	None	One per lifetime
Score bar - 600 Series	None	One per lifetime
Score bar - 650 Series	None	One per lifetime
Score bar - 675 Series	None	One per lifetime
Score bar - 700 Series	None	One per lifetime
Towel - 200 Game	165 or less	One per 5 years, effective 8/1/22
Towel - 300 Game	None	One per year
Towel - 500 Series	145 or less	One per 5 years, effective 8/1/22
Towel - 600 Series	175 or less	One per 5 years, effective 8/1/22
Towel - 700 Series	210 or less	One per 5 years, effective 8/1/22
Towel - 800 Series	None	One per year
Towel – 11-in-a-Row Game	None	One per year
Towel - 100 Pins Over Average Game	None	One per year

9. HIGH SCORE AWARDS – Please submit high score award applications to the Association Manager within twenty (20) days of when the award was achieved. The application forms for these awards are included in your supplies. The high score awards are as follows:

- a. 300 Game
- b. 800 Series
- c. 900 Series
- d. 11-in-a-row Game

For a bowler’s first lifetime 300 game or 800/900 series, USBC awards will be available. For a bowler’s first lifetime 11-in-a-row game, an award will be provided by the West Volusia USBC Bowling Association. These award applications should be submitted even if the bowler has previously bowled the high score. All 300 games and 800/900 series are recorded by the national USBC. The 11-in-a-row game is recorded by your West Volusia USBC Bowling Association. All high scores are recorded on our web site.

For a bowler’s first 300 game or 800/900 series, please be sure the bowler specifies their award choice, ring size (if a ring is chosen), and signs the form. The application must have both the league secretary and bowler’s signature to process the award claim.

USBC recognition is also provided for the nation’s top 3 scratch team single game and three game scratch team series. The following table shows the minimum eligibility criteria that might qualify for a national award. Submit a high score team award application for teams bowling at least the scores as shown below to the Association Manager. The award application for this can be downloaded from our website under “Forms”.

	Men Only Teams		Mixed Teams		Women Only Teams	
Category	Game	Series	Game	Series	Game	Series
5-Player	1325	3700	1250	3600	1175	3425
4-Player	1050	2900	1000	2800	950	2750
3-Player	825	2250	750	2200	725	2075
2-Player	550	1550	525	1500	500	1350

- 10. INTERNET SERVICES** -- The West Volusia USBC has an Internet web site that will allow you to download forms you might need for your secretarial duties. The site also has much information regarding tournaments and events. Visit the site at www.wvusbca.com. Feel free to use the site to send email to us.
- 11. AVERAGE REQUEST SHEETS** -- One of your duties is to provide the averages of all bowlers in your league when the Association Manager requests for them. For a fall/winter league, there will be two such requests: one for averages as of December 31; one for averages as of the end of your league. For a summer league, there will be one request for averages as of the end of your league. The Association Manager will provide you with a listing of all bowlers recorded for your league. For a fall/winter league, you will receive this listing in December for the request for December 31 averages; you will receive this listing in April for the request for your final averages. For a summer league, you will receive this listing in early August. You are not required to submit averages on the form provided. You may submit any kind of list, provided it is alphabetical and not separated by gender. USBC requires that the final averages be submitted within 15 days of the end of your league.
- 12. END OF SEASON AWARD KIT** – This will be sent when we return your initial sanctioning confirmation to you.
- 13. LEAGUE PRESIDENT** – USBC rules state the duties of the league president. It is important that the president appoint the prize and auditing committees right after the league organizational meeting. Also, the bank statement must be sent to the president, meaning the banking institution/bowling center must actually send it directly to him/her.
- 14. LEAGUE TREASURER** -- USBC rules state that the league treasurer must retain all league financial records for a period of at least one year after the completion of the league. Also, the treasurer must provide every team captain with a detailed financial statement at the end of the league when the prize distribution is done.
- 15. LOCAL USBC SERVICE** -- The West Volusia USBC Association is available to serve you and your league. Please contact the Association Manager if you for any questions or concerns. You can also contact any lane representative for assistance for completion of paperwork, for any question you may have, or for any league problem that may arise during the course of the season. A listing of lane representatives can be found in the yearbook and on the website.
- 16. Thank you for your cooperation and have a great season!!!**