



Association Operations Manual

Association # 86433

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DUTIES OF OFFICERS AND DIRECTORS

Board of Directors

1. The Board of Directors will consist of four officers (President, 2 Vice Presidents, Sergeant at Arms) and 13 Directors.
2. The Board of Directors shall have and exercise all the power granted to it by the bylaws except that it shall have no power to alter, adopt, rescind, or nullify any part or provision of the bylaws, rules and regulations.
3. Shall direct and control the annual tournament of the association, which is under the supervision of the Association Manager.
4. Shall appoint a committee or an Accountant to audit the association accounts each year. The Auditing committee or accountant shall submit a written report to the Board first and submit a report in writing at the first membership meeting thereafter.
5. May request the President to appoint committees from among its members to facilitate the fulfillment of its duties. The President and the Association Manager shall be ex-officio members of these committees.
6. The Association Manager at each meeting of the association shall report the acts of the Board.
7. All withdrawals in the name of the association shall carry the signatures of at least two authorized officers. The Board of Directors shall designate those who are authorized to sign for withdrawals.
8. The Board of Directors may authorize the Association Manger to pay all routine bills without delay, but shall review others bills and if found correct, approve payment.
9. Shall provide ways and means of defraying the expenses of the association.
10. Membership lists are the property of the USBC and the local association and may be used or released only with the approval of the Board of Directors and provided to the USBC as requested.
11. Shall provide for the maintenance of an average record of association members either by publishing an annual yearbook, with names listed alphabetically, or maintaining an alphabetical listing or file for office use. The average record shall be retained for at least three years, and must provide the following information as a minimum:
 - A. The name of each association member who has bowled 21 games or more in a sanctioned league.
 - B. The members' highest average of all leagues, regardless of whether bowled as a regular team member or as a substitute, and the number of games bowled for that average.
 - a. Regular season leagues: Averages must be submitted by the league secretaries as of the date set by the Board of Directors, which may not be earlier than **March 1**. When the association sets a date for submitting averages, the averages, as of that date shall be considered final season averages. When a yearbook is published, the secretary of any certified tournament using the previous season's average in determining handicap or class shall accept the yearbook average as official, and shall use the yearbook if furnished and not require the Association Manager to personally verify each average.
 - b. Summer Averages: Averages established in sanctioned leagues which have their schedules after March 15 for the summer season shall be accepted as official when members do not have a regular season average. The record of summer league averages may be an alphabetical listing or file for official use.
12. The Board of Directors, or committee appointed by the board, may rerate the league average of any member of the association provided the procedures outlined in the Suspension, Reinstatement and Rerate Procedures chapter are followed.
13. Officers and Directors shall transfer all records and other property belonging to the local association, to their elected successors in office no later than August 1 of the current year. If a vacancy is caused by other than the normal expiration of term of office, all records and other property belonging to the association shall be turned over to the board of directors within 2 weeks from the date of the vacancy.
14. Become a Goodwill ambassador for the sport of bowling.
15. All Officers, Directors and the Association Manager must be email accessible.

President

The President is the chief executive of the association and as such, he/she shall enforce all the provisions and purposes thereof.

The President shall perform the follow duties:

1. Preside at all meetings of the association and of the Board of Directors. He/she shall conduct all meetings with dignity and according to the rules of Parliamentary Procedure.
2. Maintain an impartial attitude
3. Has the right to vote on all motions and in all elections
4. Sign all warrants, supported by statements, which are drawn on the treasury and ordered paid by the Board of Directors
5. Verify the bank balance monthly
6. Shall send copies of bank statements to the Association Manager.
7. Appoint the members of all committees, unless otherwise provided in the bylaws or in a motion requesting a special committee.
8. Appoint these standing committees: Budget and Finance, Legislative and Certification and Inspection.
9. Appoint all other committees: Operations/Policy manual review, Awards, Annual meeting and dinner, Annual meeting tellers, Hall of Fame, Workshop, Publicity and others as deemed necessary.
10. Follow up on all committee activities
11. Shall be ex-officio member of all committees, except the nominating committee.
12. Shall with the approval of the Board of Directors, make all necessary appointments to the Board of Directors.
13. Perform such other duties as pertained to his/her office.
14. He/she cannot bowl in any uncertified leagues.
15. Become a goodwill ambassador for the sport of bowling.

Association Manager

The Association Manager shall perform the following duties:

1. Keep a membership record and transmit membership information to the USBC in a timely manner.
2. Send email/hard copy notices for association and board of director meetings at least 10 days in advance.
3. Work with the President to prepare the agenda
4. Keep a record of all proceedings of the meetings of the association and board of directors in a book provided for that purpose.
5. Maintain up-to-date online documentation.
6. Prepare Board of Directors meeting minutes and distribute via email/hardcopy to board members within 10 days. These shall include:
 - A. Time meeting called to order
 - B. Attendance (present, excused and unexcused)
 - C. Action on previous minutes (corrections, approvals)
 - D. Brief summary of committee reports
 - E. Brief summary of officers' reports
 - F. Unfinished business
 - G. New business
 - H. Time of adjournment
7. Prepare association meeting minutes and distribute to board members within 10 days. These shall include:
 - A. Time called to order
 - B. Attendance, (present, excused and unexcused)
 - C. Action on previous minutes
 - D. Brief summary of officers' reports
 - E. Acts of the board
 - F. Brief summary of committee reports
 - G. Unfinished business
 - H. New Business
 - I. Results of legislation
 - J. Results of elections
 - K. Time of Adjournment
8. Report acts of the Board of Directors at each meeting of the association.
9. Compile and record all activities from the reports made by the members of the association and from all tournaments held by the association.
10. Have charge of and conduct the correspondence of the association.
11. Receive and issue a receipt for all duties or other funds paid or donated to the association. Within 7 days of receiving the funds he/she shall deposit them in the name of Southern Jersey Shore USBC and shall furnish the President with a detailed account of proof of the deposit. The deposit shall be made in a bank which is a member of, and whose deposits are insured by the Federal Deposit Insurance Corporation or Federal Savings & Loan Insurance Corporation, or a credit union which is federally insured. These procedures are not options.
12. Keep a correct account of all earnings, savings, reserves, holdings. Receipts and disbursements and at each meeting of the association, submit a current written report in detail and an itemized statement of all financial transactions of the association, its officers and board of directors. Make reports and statements to the President and the board of directors as required by them.
13. Shall be bonded
14. Receive a copy of the monthly bank statement from the President monthly.
15. Shall transfer all books, accounts and other association records to any person succeeding him/her in office.

16. Serve on the Budget and finance committee and provide records as necessary.
17. Serve on the Audit committee and provide records as needed. At the close of the year, July 31, a detailed financial report must be provided to the association's Board of Directors by October 15, and to the USBC when requested.
18. Upon receiving a league certification application, issue a receipt of the same date and forward within 21 days to the league secretary. Within 30 days remit USBC dues with the names of all members to the USBC. This procedure shall also be used when dues are remitted by the league secretary for additional members after a league certification has been submitted.
19. Issue all warrants against the association as ordered by the board of directors. Supporting itemized statements must be attached to the warrants.
20. Be the tournament manager and have supervisory control of all technical parts of the operation of the championship tournament, including drafting the schedule and prize list. In his/her capacity she shall be subject to the control and direction of the Board of Directors.
21. Be an ex-officio member of all but the nominating committee.
22. Send the names and addresses of all officers and directors to the USBC and to the State Association Manager with 10 days after the annual meeting. Submit reports to the USBC and the state association as requested by them.
23. Furnish Manuals to new Southern Jersey Shore USBC members.
24. Mail for the Southern Jersey Shore USBC office:
 - A. Notices to Board of Directors meetings to be mailed 14 days in advance of the meeting with a return response, to the Association Manager within 5 days.
 - B. Minutes of the meetings to officers, board members.
 - C. Letter to bowling centers on the acceptance or rejection of lanes for tournament including contract.
 - D. Tournament entries to all league secretaries and past tournament captains.
 - E. Tournament date and time schedule to team captain.
 - F. Receipts of dues paid to league secretaries.
 - G. Tournament prize list to all team captains, officers and directors.
25. Verify all averages of members
26. Keep all records and perform such duties as may be required of him/her by the President or board of directors.
27. He/she cannot bowl in any uncertified leagues.
28. Become a goodwill ambassador for the sport of bowling.

Vice Presidents

1. Shall, in the absence of the President and in proper order, perform the duties of that office and discharge such duties as required.
2. Shall be present at all meetings and be ready to assume the chair, if and when the President leaves the chair.
3. Shall acquaint him/herself with the duties and responsibilities of the President and assist the President in any way possible.
4. Shall become the President, in order, if that office is vacated, with the approval of the Board of Directors.
5. If the new President was the Vice President previously, the new President will appoint a member of the board as Vice President with the approval of the Board of Directors.
6. Assist the Association Manager with the association tournament.
7. Cannot bowl in any uncertified leagues.
8. Become a goodwill ambassador to the sport of bowling.

Sergeant-at-Arms

1. Shall maintain order at all meetings.
2. Shall eject persons creating a disturbance or performing other infractions of the rules.
3. Shall count the vote, either by hand or written of all elections and on all questions.
4. Responsible for the preparation and presence of all ballots and questions.
5. Responsible for the care and transportation of such Southern Jersey Shore USBC property as requested, such as:
 - A. American Flag
 - B. Annual meeting memorial supplies
 - C. Any others requested by the President.
6. Shall perform any and all duties as required by the Association President.
7. Cannot bowl in any uncertified leagues.
8. Become a goodwill ambassador for the sport of bowling.

Directors

1. The directors in session with the board shall conduct the business of the Southern Jersey Shore USBC.
2. Shall attend all meetings and participate in association affairs.
3. Shall work the annual tournament as assigned by the President and/ or the Association Manager.
4. Shall approve or disapprove appointments made by the President.
5. Have the right to make, second and vote on all motions.
6. When acting as chairperson of any committee, each director shall make periodic reports to the President in writing.
7. At the end of an assignment of chairperson of any committee, the director shall prepare a written report to the President.
8. Each director shall discharge to the best of their ability any duty or task assigned by the President.
9. Shall work with each other for the progress and success of the association.
10. Shall give assistance to the Association Manager, league officers and members when requested to do so.
11. Shall distribute awards, information, etc., to the leagues and bowling centers within the association.
12. Serve on committees as appointed.

13. Shall not bowl in uncertified leagues.
14. Shall become goodwill ambassadors for the sport of bowling.

POLICIES

Calendar of Events

1. The proposed calendar for the forthcoming season will be presented to the Board at the summer meeting for approval.
2. Copies of the calendar will be given to:
 - A. All board members
 - B. Local league Presidents
 - C. Local league Secretaries
 - D. Bowling Centers
3. The calendar shall include dates for the following:
 - A. Southern Jersey Shore USBC Annual meeting
 - B. Meetings of the Board of Directors
 - C. Men's, Women's and Youth state/local tournaments
 - D. Closing date for Championship tournament entries
 - E. Tournament averages for new bowler's deadline
 - F. USBC Annual meeting and convention
 - G. Men's and Women's State Annual meeting

Meetings

1. Board meetings
 - A. The meeting site will be determined by the Association President and the Association Manager.
 - B. There will be at least 5 board meetings per year:
 - a. 1 Summer Board Meeting/Training Day
 - b. 1 Final Board Meeting
 - c. 3 meetings in between the Summer Meeting and the Final Meeting
2. Membership meetings
 - A. the association will hold an annual meeting per year
3. Attendance at all board meetings will be mandatory for all board members.
 - A. Board members shall not miss meetings without permission from the Association President.
 - B. All absences must be reported to the Association President within 48 hours prior to the meeting that the board member is to miss.
 - C. Board members who miss more than 2 regularly scheduled meetings shall be subject to removal from the board at the discretion of the Board.

Retention of Records

1. Permanently:
 - A. Membership lists
 - B. Annual financial report
 - C. Certification of Association Charter

- D. All IRS reports
 - E. A record of all warrants
 - F. Articles of Incorporation
 - G. IRS tax exception determination letter
 - H. Minute books
 - I. Bank statements
 - J. Southern Jersey Shore USBC Championship results
 - K. Final average lists/average books
2. Seven years:
 - A. All canceled checks and supporting documents for income and expenses
 3. Four years:
 - A. Records concerning employees
 - B. Wages and taxes withheld from wages
 - C. Unemployment tax records
 - D. Records of Social security tax form
 4. Three years:
 - A. Association contracts
 - B. Insurance policies/Deeds
 - C. General correspondence to the association
 5. Two years:
 - A. Committee and tournament reports
 - B. Membership card applications
 - C. Sanction application forms
 6. Updated copy on file:
 - A. Bylaws (always have a copy on file, complete with options that apply to the association), and submit approvals to the USBC
 - B. Policy and Procedure Manual

Uniforms

1. The Association shall supply uniforms to the officers and directors and shall be replaced as necessary.
2. The uniform committees shall decide on the uniform with the approval of the Board of Directors
3. The uniform shall be worn at the following functions:
 - A. Annual meeting
 - B. All workshops
 - C. All tournaments
 - D. All open membership meetings
 - E. All public relation related events

Notebooks

1. All officers and directors shall be issued a Southern Jersey Shore USBC notebook, which shall include:
 - A. Meeting minutes
 - B. Financial reports
 - C. Bylaws
 - D. Policy manual
 - E. Any reports presented to them
 - F. Calendar
 - G. Association leader's handbook
2. This notebook and its contents should be kept current and should be brought to all meetings (may include electronic versions).
3. Electronic versions of the notebook and its contents will be maintained in a DropBox for all board members to access.

Contracts and Agreements

The Association shall issue a written contract with bowling centers for all tournaments.

Insurance

1. The Association Manager will be bonded
2. The Southern Jersey Shore USBC liability insurance will be covered by the USBC

Life Members

A life member nominee, must be either a current or past association member who provided a valuable service to the association, however he/she is not required to have held an association office.

Achievement Awards

Annual league high single awards will be presented to each certified league in the association for averages 140 and below and averages 141 and above.

1. Two awards will be presented to each certified league for the individual with the highest scratch score for a single game in that league for the winter season. Eligibility requirement shall be that the member bowls two thirds of a league schedule for a winter league season.
2. The cost of these awards, which includes engraving or imprinting, shall not exceed \$5.00 per unit.
3. Annual championship tournament awards see tournament section of the policy manual.

Scholarship

The Association shall give a \$200.00 college scholarships to two USBC Youth members, if applications are received by the deadline as indicated on the scholarship form.

Contributions

1. The Association shall make annual contribution to the BVL & Hall of Fame and the Bowl for Cure.
2. The Ways and Means Committee shall determine contribution amounts for the charities listed above.
3. The Board of Directors shall determine other contributions that are to be made on a yearly basis.

Delegates to the USBC Annual Meeting (Convention)

1. A delegate shall be elected at the Association Annual Meeting.
2. An alternate delegate shall be voted upon in the event that the delegate cannot attend.
3. The delegate to the USBC shall be paid \$1,000.00 to attend the trip. Cost of living increase may be necessary to cover expenses with additional stipends if necessary.
4. While at the convention, the delegate is required to attend all appropriate functions and is expected to vote.
5. Upon return from the Convention, the delegate is required to present a written report to the Board of Directors.

COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES

Finance and Budget Committee

1. The President appoints the budget and finance committee. It should consist of an uneven number of members, one of which is the Association Manager.
2. The committee meets well in advance of the fall board of directors meeting.
3. Determines anticipated income from dues (\$7.00 per member) for the current season by projecting membership from the previous season.
4. List operating expenses, using financial reports items. Salaries will be found listed under salaries and other compensation.
5. President and Association Manager are ex-officio members and should be notified of meetings.
6. When proposed budget is complete, make sufficient copies for board members approvals.
7. On the financial report the heading "accounting" should read "professional fees"
8. There will be a separate tournament account.

Legislative Committee

1. The President will appoint a committee of three members, naming the chairperson.
2. The President and Association Manager are ex-officio and should be notified of all meetings
3. Duties:
 - A. Review USBC bylaws as soon as possible after the mandatory bylaws have been printed and received from the USBC
 - B. Review changes made in the Southern Jersey Shore USBC bylaws as voted on at the annual meeting. After the changes have been compiled, the committee will have the new changes, printed on one side only
 - C. Each board member shall receive a copy. The legislative committee will accept amendments to the bylaws up until the mid-year board meeting.
 - D. The committee reviews the proposed amendments and recommends adoption, rejection or modification. The committee and the Board of directors may propose additional amendments if it is deemed necessary at the mid-year meeting.
 - E. After the amendments have been brought to the Board, the chairperson should print enough copies for each officer and director. These should be brought to all meetings.
 - F. The proposal should include the present bylaw, the proposed change and the reason for the proposed change. It should also advise whether or not the Southern Jersey Shore USBC Board of Directors has approved it for adoption or not.
 - G. The chairperson mails 1 copy to USBC headquarters prior to the annual meeting for their approval
 - H. At the annual meeting, when called upon, the chairperson presents each proposal to the membership and moves for adoption or rejection. All amendments become effective on August 1st following adoption unless otherwise specified at the time of the adoption
 - I. The chairperson submits an electronic copy to be kept in the legislative file

Certification and Inspection

1. The Association President shall name a Lead Lane Inspector and a lanes inspection committee, with the Association Manager as a member of the committee.
2. The Lead Lane Inspector shall be responsible for setting the dates and times for all annual inspections for lanes within the association. The lead lanes inspector shall also set dates for a once a year inspection prior to the annual lanes inspection.
3. The Association Manager shall send all lane inspection data to USBC headquarters, including annual inspection data.
4. The Association Manager shall insure that all lanes have been inspected prior to August 31.
5. The Lead Lane Inspector shall be responsible for all lane inspection equipment and shall inform the Association Manager of supply amounts and equipment replacements as deem necessary.

Nominating Committee

1. The committee shall consist of three Southern Jersey Shore USBC members appointed by the President with the approval of the Board of Directors.
2. The committee will send letters to all incumbents asking them if they wish to seek reelection. A copy of the qualification form is to be enclosed.
3. Chairperson will send a postcard / email to candidate advising them that their qualifications have been received.
4. Deadline of no later than 2 months prior to Annual meeting should be stipulated in the letter.
5. When a person is to be nominated from the floor, a candidate qualification form should be request from the chairperson prior to the election. The chairperson shall read the qualifications in the proper place.
6. Qualifications for the board of directors of the Southern Jersey Shore USBC will be found in the bylaws. Officers and directors are elected by a majority vote.
7. A USBC delegate and an alternate will be nominated and elected at the annual meeting.
8. The Sergeant At Arms will prepare the ballots.
9. The chairperson presents the slate when called upon by the President. Tellers appointed by the Sergeant At Arms shall distribute the ballots. The President reviews the procedure, and after all the votes are cast, they are collected by the tellers and tallied by the head teller who gives them to the President.
10. When incumbents are seeking reelection they are to send a copy of their candidate qualification form to the chairperson to be included in the book for the annual meeting.

Publicity committee

1. The President shall appoint 2 members to the committee. One will be the appointed chairperson.
2. Publicity must be sent to publications sufficiently in advance of the event and immediately following all events. Clippings of the published articles are to be kept in an electronic scrapbook in chronological order for future reference.
3. A publicity person will have use of a camera so that pictures may be sent to publications.
4. Social media should also be used whenever possible to advertise events.
5. All board members shall collect clippings from newspapers and present to committee.

Special Committees

Hall of fame committee

1. The Southern Jersey Shore USBC shall hold a hall of fame every 4 years
2. A committee shall be appointed by the President
3. Members will be elected by the Southern Jersey Shore USBC board of directors and officers by secret ballot, at a board meeting prior to the annual meeting.
4. Applications, announcing the hall of fame, will be mailed in conjunction with the tournament entries.
5. There will be two categories, Superior Performance and Meritorious service.
6. Eligibility: candidates shall be chosen on the basis of playing ability, integrity, sportsmanship, character, and contribution to the sport of bowling in general and outstanding service to the sport of bowling over a period of years. A candidate must have been a member of the Association for a minimum of 10 years prior to nomination.
7. Eligibility shall be based on bowling record of each candidate as outlined.
8. Average of 1 year or similar outstanding achievement shall not be permitted.
9. Committee is powered to count the ballots and make a report to the Association President and the Association Manager.
10. Chairperson of the committee will submit the names of the inductees to the USBC hall of fame, requesting the certificates be presented to the inductees at the annual meeting.
11. Committee is responsible for the ordering pins and plaques for the inductees, not to exceed \$100.00.
12. Committee must compile all information for the program book.
13. List of local association hall of fame inductees shall be submitted to the National Bowling Hall of Fame within 30 days of the Hall of Fame event.

Scholarship Committee

1. Shall be appointed by the President
2. Committee will make all decisions as approved by the board.

Southern Jersey Shore USBC ANNUAL MEETING

1. The Southern Jersey Shore USBC shall hold the annual meeting at a location that has been approved by the board of directors.
2. The Association Manager shall ensure reservation forms are delivered to all league secretaries and life members.
3. The Southern Jersey Shore USBC shall send proposed amendments and the report of the nominating committee to all board members 30 days before the scheduled meeting date.
4. All proposed amendments shall be voted on at the meeting.
5. Robert's rules of order, revised, shall govern the Southern Jersey Shore USBC annual meeting.
6. The meeting agenda shall include:
 - A. Call to order by the President
 - B. Flag salute
 - C. Roll call by the Association Manager
 - D. Credentials and attendance report by the Sergeant At Arms to determine eligibility vote
 - E. Minutes of previous annual meeting
 - F. Report of the President
 - G. Report of the Association Manager, to include membership and high scores
 - H. Acts of the Board of Directors
 - I. Committees and/or special reports including:
 - a. Hall of Fame Report, if applicable
 - b. High Five Report
 - c. Legislative Proposals
 - d. Tournament Reports
 - e. Scholarship Report
 - f. USBC Delegate Report
 - g. Workshop Report
 - h. Others as directed by the President
 - J. Unfinished Business
 - K. New Business
 - L. Election of Officers
 - M. Election of Directors
 - N. Proposed amendments
 - O. Election of USBC delegate and alternate
7. A committee appointed by the President shall make arrangements for the Annual meeting.
 - A. Arrange for decor
 - B. Arrange for seating
 - C. Table for tournament awards Table for sign in
 - D. Arrange for person to say grace Arrange for door prizes if desired
8. Annual meeting book will be printed. One book for every member in attendance. The book shall include:
 - A. Acts of the Board as effects membership
 - B. Agenda
 - C. Hall of Fame(if applicable)
 - D. High Scores
 - E. Legislative Proposals
 - F. Membership Reports

- G. Minutes of previous open meeting
 - H. Southern Jersey Shore USBC Committees
 - I. Association Manager Report
 - J. Rules of the Annual Meeting
 - K. Tournament Reports
 - L. Any other special committee appointed for the season
9. All committees chairpersons are responsible to see to it that the Association Manager receives a copy ready or electronic copy of his/her report for the book, no later than 2 weeks prior to the annual meeting

Southern Jersey Shore USBC CHAMPIONSHIP TOURNAMENT

Management

1. To determine the championship of the Southern Jersey Shore USBC, the Southern Jersey Shore USBC shall conduct and manage an annual tournament of the game of American Tenpins for its members, unless permission is otherwise granted by the USBC.
2. The Board of Directors shall have the power to hear disputes, complaints or protest of the championship tournament. The decision of the Board is final, except when an appeal is made to the USBC.
3. The tournament shall be governed by the rules adopted by the Board of Directors each year.
4. After the tournament rules have been adopted, they may be changed prior to the start of the tournament by two thirds vote of the Board of Directors.
5. The adopted rules may not conflict with the rules of the USBC.
6. Assigned Board members scheduled to work during the Championship Tournament will be compensated \$25.00 per day. Assigned Board members to work other tournaments and those attending Board meetings will be compensated at current IRS mileage rates based on the commute to and from their home to the meeting/tournament site.

Selection of Bowling Centers

1. The association will accept invitations from bowling centers from within its jurisdiction, with the necessary facilities available for conducting the Annual Championship Tournament.
2. The bowling centers shall be selected by the Board of Directors.
3. Competition among the entrants in an event, with the exception of all events, shall be held in the same bowling center. When an event is divided into 2 or more divisions, competition in each division must be held in the same bowling center.

Tournament requirements

1. The tournament shall consist of any or all of the following:
 - A. 4 person team event
 - B. Doubles and singles events
 - C. All events

Note: An association tournament may consist of events with divisions, with each division having its own prize list and champion.
2. Bowlers shall use their highest certified book average in accordance with the tournament rules, regardless of whether established as a regular member or substitute.
3. When a bowler compete in leagues in more than 1 association, he /she shall use their highest USBC league average to enter the tournament, based on the number of games required, unless the association tournament rules provide for the use of only those averages established in leagues within its jurisdiction.
4. Scores bowled in the local competition championship tournament shall not count towards USBC league competition. Scores bowled in league competition shall not count for the Championship Tournament.
5. All prize funds shall be distributed within 30 days following the close of the tournament, except when USBC has authorized a delay in payment. The team captain shall distribute the prize money within 15 days of receipt.

Championship Emblems

Association Manager will order any special awards.

1. Bowlers will be also be eligible for all USBC awards.

Duties of Officers

President

1. Become a goodwill ambassador of the tournament (helping out as needed).
2. Sign-In upon arrival to the Tournament site.
3. Submit mileage expense report to the Tournament Manager if working a non-Championship tournament.
4. Along with the other officers and directors, chose a site for the annual Southern Jersey Shore USBC tournament.
5. Required to be at as many squads as necessary.

Association Manager

1. Manager of Championship Tournament
2. Apply for and receive USBC Certification for the Tournament
3. Sign-In upon arrival to the Tournament site
4. Become a goodwill ambassador
5. Appoint tournament committees:
 - A. Awards committee
 - B. Sign in
 - C. Handicap changes
 - D. Beat your average
 - E. Special projects
 - F. Score sheets
 - G. Publicity Prize list
 - H. Ways and means
 - I. Brackets
 - J. Any other such committees as deemed necessary
6. Along with the other officers and directors, choose a site for the Southern Jersey Shore USBC Annual Tournament and all other tournaments for the year.
7. Required to be at all squads as much as possible
8. Responsible for the ordering of special awards
9. Preparation of schedule book. The schedule book shall include:
 - A. Squad time and schedule for all the bowling events with the listing of entrant prize list
 - B. Any other information authorized by the board of directors
 - C. Schedule book will be given to each team captain
10. Receive all money from chairpersons at tournament site for deposit
11. Collect mileage expense reports from assigned Tournament workers if working a non-Championship tournament

12. Pay Board members for working the tournament
13. Prepare a final tournament financial report
14. Prepare checks for bowlers whose final standings place them in the prize list:
 - A. Include class, place and event
 - B. Include statement "void after 60 days"
 - C. Distribute checks within 30 days of close of tournament

Vice Presidents

1. In the line of command, substitute for the President as needed
2. Sign-In upon arrival to the tournament
3. Serve at tournament as needed
4. Required to be at as many squads as necessary
5. Submit mileage expense report to the Tournament Manager if working a non-Championship tournament
6. Become a goodwill ambassador for the sport of bowling (helping out as needed)

Sergeant At Arms

1. Make sure that an American flag is at bowling center
2. Sign-In upon arrival to the Tournament site
3. Serves at tournament as needed
4. Brings any equipment needed (tickets, mileage reimbursement forms, etc.)
5. Maintains and stores scoreboard supplies for standings
6. Responsible for sign in book for tournament workers
7. Submit mileage expense report to the Tournament Manager if working a non-Championship tournament
8. Become a goodwill ambassador for the sport of bowling

Directors

1. Promote tournament participation in every way possible
2. Suggest changes in tournament rules and policies for consideration
3. Establish entry fees
4. Formally adopt tournament rules
5. Assist tournament as much as possible
6. Sign-In upon arrival to the Tournament site
7. Promote harmony and good public relations in all contacts with bowlers
8. If keeping score while on duty, does not accept scorekeeper pay
9. Required to be present at all squads as necessary
10. Submit mileage expense report to the Tournament Manager if working a non-Championship tournament
11. Become a goodwill ambassador of the tournament (helping out as needed)

Committees Responsibilities

Publicity

1. A general publicity chairperson and co-chairperson is appointed by the Association Manager
2. The chairperson shall notify newspapers and social media of upcoming tournaments, all tournament results and any tournament news, each week
3. All pictures and clippings should be put in a scrapbook and maintained on the web-site and social media
4. Solicit names of all bowlers who shoot 200 games and 700 series and have scores announced

Score Checkers

1. Appointed personnel will check all score sheets in the event of a computer failure
2. All corrections shall be made in red ink and initialed
3. Score checkers must sign in as auditor for each score checked
4. Anything unusual or irregular should be reported immediately to either the President, Association Manager, or the tournament director
5. Scores are checked at the end of each squad and return score sheets and materials to the designated area

Score Sheets

1. The Tournament Manager shall appoint a score sheet chairperson to collect and verify that all sheets are handed in after each squad. This must be done prior to audit.
2. Score sheets must be kept in lane order and by squad.
3. Chairperson will give copies of scores to the bowler as requested, with remaining copies shall be given to the Tournament Manager.

Sign in Desk

1. The Tournament Manager shall assign personnel for the sign in desk
2. Only officers or board members may function at the sign in desk.
3. Red pen should be used for all changes and additions
4. Only the President, Association Manager or Tournament Manager may make corrections or substitutions as participants sign in.
5. Sign in desk personnel must check all USBC Membership Cards to verify that all bowlers are a member of the Southern Jersey Shore USBC. In the event bowler is not a member, then the sign in desk personnel shall collect the appropriate fees and remit all monies and bowler information to the Tournament Manager.
6. Sign in personnel shall place all score sheets on lanes and distribute schedules to the lanes as well.
7. All committee personnel are required to be at the bowling center one hour prior to squad starting times.

Special Projects

1. This committee is to be at the bowling center at least 1 hour prior to the first scheduled bowling event.
2. Tickets are cut into 15 ticket strips to be sold at \$5.00 per strip.
3. The winning tickets are kept and the winners must sign to receive prizes.
4. If a winning ticket goes unclaimed for 5 minutes, a second ticket shall be drawn
5. In the event the winner need not be present to win, the winner shall be notified by phone and the Special Project Chairperson will make all arrangements for prize to be distributed.
6. For Special Projects drawings, money is counted by the chairperson, divided and verified by the chairperson and 1/2 is turned over to the Association Manager and the other half is to be paid to the winner(s).

Awards

1. The host lanes will be asked to donate 200 game and 700 awards for the tournament.
2. Bowler can only receive one high game and one high series award per tournament from the host regardless of how many 200 games or 700 series are bowled.
3. Entrants name and scores shall be recorded in a book.
4. The entrant must present their score sheet for verification.
5. The entrant shall sign for their award to receive the award.

Clean Game Awards

1. An award of one dollar will be paid for each clean game bowled. A bowler may receive as many clean game awards as clean games bowled.
2. Entrants name and scores shall be recorded in a book.
3. The entrant must present their score sheet for verification.
4. The entrant shall sign for their award to receive the award.

Beat Your Average Award

1. Entries are strictly optional. The cost is one dollar per event, paid prior to bowling.
2. All entry monies shall be kept separate from tournament monies and will be verified prior to distribution
3. The chairperson is to have ample blank forms available for each squad. All forms must be numbered with consecutive numbers so that the numbers are not duplicated on successive squads.
4. The bowler must sign the beat your average form in ink at the time of purchase in view of the person in charge.
5. The form contains a space for the entrant's name, average, and high game score.
6. The following statement is to appear on each form: "To be eligible for payment, the bowler must submit the completed signed form to the designated area"
7. No entries shall be accepted after bowling has commenced
8. The cash award is based on most pins bowled over the entrant's tournament average for a single game_ Scratch games only, in doubles, singles and team events
9. Monies collected are divided in half. One half is paid to the winner of the squad and the other half is turned over to the Tournament Manager.
10. The chairperson must complete a record of all money collected and paid out.
11. This is to be done separately for each squad. The chairperson is to submit the record to the tournament manager at the close of the tournament

Brackets

1. Entries are strictly optional. The cost is five dollars per bracket, paid prior to bowling.
2. Chairperson will decide whether to have 'Scratch' brackets in addition to standard 'Handicap' brackets.
3. Chairperson is to have ample blank forms available at each squad.
4. The form contains a space for the entrant's name, average, starting lane, number of brackets applying for and a space for the Chairperson to sign how many dollars were received from the entrant.
5. Forms are to be maintained throughout the Tournament in the event entrants have questions about their entry.
6. No entries are to be accepted after bowling commences.

7. A standard eight person line-up per bracket will be used along with other optional brackets if requested.
8. Chairperson will try to solicit as many entrants as possible to eliminate any 'buys allowed' within the Brackets.
9. Chairperson will post Bracket Sheets after each bowled game and will announce winners at the end of the squad.
10. Handicap percentage used in the Brackets will be the same as in the Tournament.
11. 1st place payout is \$25.⁰⁰, 2nd place payout is \$10.⁰⁰ and the Association collects \$5.⁰⁰ per bracket.
12. All entry monies shall be kept separate from tournament monies and will be verified and distributed to the Tournament Manager

Workers Compensation

1. The officers and directors of the Southern Jersey Shore USBC working at the Championship Tournament shall be paid at the rate of \$25.00 per day. Assigned Board members to work other tournaments and those attending Board meetings will be compensated at current IRS mileage rates based on the commute to and from their home to the meeting/tournament site.
2. All assigned and volunteer workers must sign in and out to receive pay.
3. All bills and mileage reimbursement forms shall be submitted to the Association Manager for reimbursement.
4. The Sergeant At Arms will be responsible for keeping time sheets for the workers.
5. In the event scorekeepers are needed, they shall be paid a flat rate of \$5.00 for team and \$3.00 for singles and doubles. The score keepers shall be paid after each squad.
6. If the Board member is unable to work in a tournament, a notice must be sent to the Tournament Director at least 2 weeks prior to the tournament date.

Miscellaneous

1. Automatic scorers will be utilized whenever possible; a brief lesson regarding scorers will be given by the host center's staff.
2. Funds collected from all committees shall be turned over to the Tournament Manager prior to the end of the last squad of the day.
3. A meeting of the board of directors will be scheduled prior to the tournament to go over policy and any special circumstances as necessary.

Complaints and Appeals

A complaint against a USBC member and any ensuing action must follow the rules of procedure established by the USBC Board of Directors. These procedures appear in the suspension, reinstatement and rerate procedures chapter.

Salaries and Expenses

1. The Association Manager shall receive \$1,500.00 annually
2. The President shall receive \$300.00 annually
3. Lane inspection committee members will be paid for the number of lanes they inspect plus an additional \$20.00 for travel reimbursement
4. The Southern Jersey Shore USBC shall pay for up to 2 representatives for the annual USBC jamboree. Delegates representing the Southern Jersey Shore USBC shall be compensated for Dinner and Travel reimbursement (IRS current rate) for those driving a vehicle to the site.
5. The Southern Jersey Shore USBC shall pay for delegates to attend the quarterly state association meetings. Reimbursement shall include mileage (IRS current rate) for those driving a vehicle to the site.