



Policy Manual

2025-2026 Season

USBC Mission Statement

The USBC is the National Governing Body for bowling. Our mission is to provide services, resources and standards for the sport.

USBC Vision

Our vision is to continue to be the leading authority to the sport, servicing the needs of bowling.

Our Promise

Our promise is to celebrate the past, be mindful of the present and ensure bowling's future through thoughtful research, planning and delivery.

GOVERNANCE

Section A. USBC Board of Directors

Eligibility. The board composition and eligibility for the directors elected by the delegates is outlined in the Huntsville USBC Bylaws. **Must be Safesport Trained and RVP before election into office. If not, they have 2 weeks to get the process done. If at anytime a board member lets their RVP or Safesport Training fall behind Nationals will revoke their position immediately. They will have to reapply for a position on the board and be voted in.**

Section B. Committees

Huntsville USBC will have the following Committees:

Financial Publicity Hall of Fame/Annual Meeting Awards Nominating
Tournaments Youth

Section C. Amendment Procedures

1. Board Authority. The board has the authority to make changes to the following as needed.

- a. Local City Open & Woman Tournaments
- b. Youth Tournament
- c. Award rules
- d. New committees

Items a-d may be amended at any duly called meeting of the Board. Youth changes must first be considered by the Youth Committee and submitted to the Board with a recommendation.

All amendments/resolutions approved by the Board become effective immediately, unless otherwise specified.

- 2. Submission Date.** To be considered at the next USBC Annual Meeting, a proposed amendment must be submitted by a:
- Member or chartered association, in writing, to Huntsville USBC Association Manager no later than 60 days prior to the Annual Huntsville USBC Meeting.
 - Huntsville USBC Board, in writing, to Huntsville USBC Association Manager or President no less than 30 days prior to the date of the next USBC Annual Meeting.

3. Withdrawal of Proposed Amendments. A proposed amendment may be withdrawn by the proposer prior to being presented at the USBC Annual Meeting delegates' session.

CHARTER REQUIREMENTS

Section A. Charter Requirements

To obtain/maintain a charter, an association must:

- Adopt and adhere to the bylaws provided by USBC and not enact any bylaws or rules inconsistent with **USBC Bylaws, National Supplement, USBC Association Policy Manual**, or the USBC Board of Directors.
- Comply with the 501(c)(3) status and adhere to federal, state and local laws as well as the filing of required tax forms. Every USBC association will be under the national group exemption and classified as tax exempt under Section 501(c)(3) of the Internal Revenue Code and must comply with IRS requirements.
- Obtain and comply with their state's corporate statutes.
- Provide the appropriate championship tournament(s).
- Conduct an annual meeting.
- Conduct an annual audit with an outside provider.
Note: An outside provider is comprised of anyone that is not a member of the board of directors or a family member. A committee can still be appointed if they meet the requirements stated above. In no way does this mean the association must hire a certified public accountant or must pay for the financial review if it can't afford one.
- Transmit membership/dues, tournament scores (if applicable), awards and association board data to USBC via WinLABS and/or as required by USBC. All associations must indicate the number of board members, current vacancies and the directors representing youth.
 - Transmit membership and dues, including state dues, to USBC within 20 days of receipt. (Local)
 - Apply for all USBC awards within seven days of receipt.
 - Transmit (Local) or forward (State) all board information within 20 days of election and within 48 hours of appointments/resignations and maintain the accuracy of the information.
- Establish and comply with sound financial policies including, but not limited to:
 - Verification by the president monthly of all association accounts.
 - Two signatures for withdrawals.
 - An annual examination of the association's finances. (It is recommended the financial examinations be done on a quarterly basis.)
- Membership and Awards processing. At the local level this includes the distribution of awards and supplies to the leagues, as well as, the education of league secretaries.

10. All use of USBC, and any USBC logo (the “USBC trademarks”), by the association shall be pursuant to a non-exclusive royalty free license from USBC granted pursuant to the bylaws. All use of the USBC trademarks shall insure to the benefit of USBC, and USBC shall have the right to inspect and approve all such use of the USBC trademarks by the association.

Revocation

USBC shall have the power to revoke the charter of any state or local association at any time USBC determines the association is not meeting the requirements of chartering or for violating USBC rules. The revocation may be appealed to the USBC Legal and Legislative Committee.

Section B. Business Guidelines

The Business Model is to assist the board in managing the association in a business-like manner. The procedures are stated as **required** and **recommended**.

Required

1. Support the purpose of the organization as stated in Article III of the USBC Bylaws.
2. Conduct association championship tournament(s). These tournaments should be self-sufficient.
3. Examination of financial documents/procedures. Additional information in regard to guidance on an audit may be found in Chapter Eight.
 - a. Deposits: made within seven days of receipt.
 - b. Disbursements: checks, credit cards, transfer of funds.
 - c. Tax forms filed to appropriate agency and on time.
 - d. Dual signatures for withdrawals.
 - e. President verifies all accounts monthly. If statements are issued quarterly the president must verify quarterly.
 - f. Provide needed recommendations.
4. Transmit membership, tournament scores (if applicable), awards and association board data to USBC via WinLABS and/or as required by USBC. Associations must indicate the number of board members, current vacancies and who their Directors Representing Youth are.
 - a. Transmit membership and dues, including state dues, to USBC within 20 days of receipt. (Local)
 - b. Apply for all USBC awards within seven days of receipt.
 - c. Transmit all board member information within 20 days of election and maintain the accuracy of the information. Update (Local) changes in the board, (i.e., resignations, newly appointed board members) within 48 hours of the change.
5. Provide full financial disclosure to membership annually. (Income, disbursement, salaries, assets, reserves, etc.)
6. Maintain industry standard recommended reserves of 6-9 months, not to exceed 2 years of fixed costs. (Reserves are listed on line 21 of the Form 990-EZ.)
 - a. Tournament lineage, prize fund and state and national dues are not calculated in this dollar amount because they are flow-through amounts.
 - b. Utilizing excess reserves through planned, structured programs can increase member services, proprietor satisfaction, industry awareness, and more.
7. Protect the tax-exempt status of its association and USBC National as described by Michael Best & Friedrich, LLP, USBC’s legal counsel.

8. File all required corporate forms, tax returns and IRS forms as appropriate. Examples include but are not limited to: IRS Forms (990, Schedule A and Schedule B if applicable), Payroll Taxes, State Corporate Statutes and State Workers Compensation. This would include recording and filing meeting minutes as required by state law. The IRS has a Form 990 that all associations will need to submit. Form 990 has 3 versions: 990-N, 990-EZ, and 990. See Form 990 series at the end of this chapter to determine the correct form for your association and see IRS.gov for the forms.

9. Follow all local, state, and federal laws.

ASSOCIATION STRUCTURE

Section A. Association Purpose

The purpose of the association is to:

1. Provide equal opportunity for all in the sport of bowling without regard to race, religion, age, sex, sexual orientation, disability or national origin.
2. Promote the game of American Tenpins.
3. Conduct and support bowling competition.
4. Engage in other activities permitted by an organization classified as tax exempt under Section 501(c)(3) of the Internal Revenue Code.
5. Provide services and benefits to its members.
6. Enforce the playing rules.
7. Promote the growth of youth activities.
8. Maintain or increase membership.
9. Foster programs to increase bowling skills among its membership.

Section B. Incorporation

Every USBC association (excluding affiliate associations) will incorporate. Associations must comply with state requirements and maintain their corporate status. This could include yearly filings and fees

Section C. Name

The Association Name submitted to Nationals is **Huntsville USBC.**

Section D. Jurisdiction/Location

1. The Huntsville USBC shall cover the area of Huntsville, Madison, Madison County, Decatur and Hartselle.
2. The local centers are as follows: AMF Pin Palace, Madison Bowling Center, Redstone Lanes, Stars & Strikes, AMF River City and Family Lanes.
3. We are affiliated with the **Alabama State USBC.**
4. USBC-Association Development shall:
 - a. Approve

- 1) Jurisdictional boundary and any changes.
 - 2) Multiple states/local may merge into one state/local association.
- b. Decide all questions of jurisdiction. The association(s) involved in a jurisdictional boundary dispute shall submit their recommendation(s) to USBC – Association Development. Any appeal of the decision shall be submitted to USBC - Rules.

Section E. Association Dissolution

Associations who no longer have a charter with USBC include, but are not limited to, those that:

1. Have merged with another association.
2. No longer have an active USBC certified center within its jurisdiction.
3. Had its charter revoked by USBC.
4. Chose to dissolve.

Once USBC has terminated an association charter, all assets, including trusts and escrow accounts, must be transferred within 30 days to the association(s) serving its members. If the association does not have an active USBC certified center, the assets will be transferred to the state association(s).

Merging associations/no active USBC certified center

Prior to merging/dissolving and after payment of all bills, lawful obligations and liabilities, the association has the right to assign up to 25% of their funds to:

1. A nationally approved 501(c)(3) organization.
2. The new association to benefit the membership, such as for the women's or open championship tournaments or for scholarships. When earmarking funds to benefit the membership, it cannot be for more than a three-year period.

For information on merging contact your Regional Manager.

Charter revoked/other

Within 30 days of the date of USBC's letter notifying the association of their charter being revoked, an association must:

1. Pay all outstanding bills.
2. Discharge all lawful obligations and liabilities.
3. Transfer all remaining assets to the association that is serving the membership.

USBC has the authority to enforce any/all distributions as stated above.

MEMBERSHIP AND DUES

Section A. Membership

Membership in Huntsville USBC is composed of adults and youth who have paid the appropriate USBC, and if applicable, state and local association dues. Valid membership entitles the bowler to participate in all Huntsville USBC competition for which they are otherwise qualified.

Upon obtaining membership in USBC, each member agrees to be bound by USBC's final decisions involving the interpretation, application, and/or enforcement of the USBC Bylaws, USBC Playing Rules, and all matters concerning bowling as governed by the USBC, and each member further agrees that such final decisions of USBC shall be conclusive.

How Obtained

Adult membership may be obtained through a league, tournament, chartered local association, or via the Join USBC page on BOWL.com.

Youth membership may be obtained through a bowling center, league or tournament.

When Paid

Annual USBC membership dues shall be paid before:

1. **Adult:** Completion of the bowler's first series in league competition. (See Rule 101 in the USBC Playing Rules Book.)
2. **Youth:** The bowler's third session of league competition. (See Rule 101 in the USBC Playing Rules Book.)
3. **Tournament:** Prior to participation. (See Effective Date Below and Rule 300c in the USBC Playing Rules Book.)

Effective Date

Upon receipt of a membership application and the appropriate dues, membership will be valid:

1. For the season starting August 1 through July 31.
2. Through October 1 of the following season for summer leagues and tournaments. Any youth members who turns 18 during the season:
 - a. Can complete a summer league that goes beyond July 31.
 - b. Are not granted the Oct. 1 extension for tournament play.

For membership to be effective as of the date purchased in a league, the league secretary/bowling center must forward the league membership dues, application cards and league application to the local association or league processor (youth) within 30 days. Otherwise, membership benefits are not effective until the date received at the local association office or league processor (youth).

Processing

Membership must be processed to USBC within 20 days of receipt.

When upgrading from basic to standard membership the association would void the basic membership and process as standard.

Youth will be processed through the Association.

Special Olympic bowlers who are participating in a youth or Special Olympics league are processed using the Youth Processing System. Those who are participating in an adult league are processed through WinLABS.

Adult state dues will be distributed by USBC.

Section B. Types of Membership

Youth Standard

USBC youth membership is available to individuals who have not reached their 18th birthday prior to Aug. 1 of the current bowling season. USBC youth membership dues may only be changed by the USBC Board based on recommendations from the IBC Youth Committee. State/local associations are not allowed to charge youth dues. For association championship tournament participation see the USBC Association Policy Manual, Chapter Seven, Section B. For individuals authorized as mentally challenged, the age requirement is waived to bowl in the league. The individual can have youth membership, but please see Special Olympics section for details on our Special Olympic Membership. The annual USBC Youth Standard membership dues are \$4, state/local association dues are not allowed.

Adult Standard

The maximum standard national and state membership dues may only be changed by the USBC Delegation. When a bowler joins a local association, he/she shall join the state association. National dues are only paid once regardless of the number of state and local associations in which an individual join.

Standard membership dues paid annually and are:

National:	\$15.00
State:	\$ 4.00 (Not to exceed \$5.00)
Local:	\$ 9.00

An adult bowler must pay dues in each association in which he/she applies for membership and/or bowls, except:

- As stated in Rule 100e, Traveling Leagues in the USBC Playing Rules Book.
- As stated in Rule 100l, Mail-o-Graphic Leagues in the USBC Playing Rules Book.
- If associations have a reciprocal agreement to waive dues.

Each local association will determine the amount of state/local adult dues will be determined by the members. In addition:

1. Dues for men and women must be the same.
2. Associations will accept payment of annual membership dues in any form approved by USBC.

Adult Basic

Basic membership is offered year around and is available to leagues that bowl 16 sessions or less, including position rounds and playoffs. **Basic membership is \$10.00 (\$7 national, \$3 local) for each short season league joined.**

Special Olympics

Special Olympics membership is available for youth and adults with intellectual disabilities. Special Olympics memberships may be purchased using the Special Olympics membership application.

Section C. Membership Upgrades

The following are membership upgrades to USBC Youth Standard membership. A bowler who applies for the upgrades below must have current USBC Youth Standard membership.

Junior Gold - Youth

The USBC Junior Gold membership will be available to all youth who have a current season youth Standard membership and maintain compliance with Rule 400. An upgrade can be purchased by paying an additional fee.

Junior Gold membership is valid:

1. For the season starting Aug. 1 through July 31.
2. Through Oct. 1 of the following season for summer leagues.

Junior Gold membership must be purchased prior to entry into a qualifying event for the Junior Gold Championships.

Section D. Optional Benefits

Huntsville USBC Associations

1. May offer additional optional benefits for members at cost reflective of the value of services/products provided by the association.

- a. Huntsville USBC offers an awards program to its bowlers covered in local fee.
 - b. Huntsville USBC offers an awards program for the youth bowlers at a cost of \$2.00 processing and \$9.00 cost of awards and Bowler of The Year Scholarship.
2. Forms at back of Manual.

Section E. Youth Membership Eligibility – Rule 400

USBC Youth membership is available to individuals who have not reached their 18th birthday prior to Aug. 1 of the current bowling season and have maintained compliance with “Item a” below. Individuals who purchase Youth membership in a summer league and turn 18 prior to Aug. 1 will be allowed to complete the summer league. The age limitation is waived for those authorized as mentally challenged.

1. A youth may not bowl, substitute or pace in any bowling activity which offers any of the following as prizes: Cash or bonds. Merchandise exceeding \$500 in value.

2. Youth may bowl in singles competitions, including side competitions/brackets, offering such prizes, provided, prior to bowling:

- a. The competition agrees to award the youth’s prize in the form of a scholarship.
- b. In youth competition, youth members may participate in side competitions/brackets provided all entries are returned 100% in the form of scholarships only and awards comply with “Item a”, above.

Buying or selling of earned prizes is prohibited. Any youth bowler deemed in violation of this rule is subject to disciplinary action including the potential loss of youth membership.

Note: There are no limits on scholarship amounts. Entry fees must be paid directly to the tournament director/manager. For reimbursement of actual travel expenses into the next higher level of competition, tournament or event you must provide receipts upon request. The prizes authorized by a state high school athletic association or a collegiate athletic association recognized by USBC and USBC Collegiate are not subject to the limitations of this rule.

BOARD OF DIRECTORS

Section A. Structure

1. The officers and directors constitute the board of directors.
 - a. The association manager is not a member of the board of directors, unless elected/appointed to a director position.
 - b. The association manager may not be elected/appointed as an officer.
2. No individual may be elected or appointed to more than one voting position on the board.
3. Additional individuals may be selected/appointed to assist; however, those individuals will not be considered members of the board. (i.e., assistant office manager, committee and auxiliary members, etc.)
4. Life or other honorary members are not members of the board, unless elected or appointed as an officer or director.
5. A minimum of 20% of the board must consist of directors representing youth. USBC shall have the authority to suspend, expel, or otherwise discipline for cause, officers or directors of the association.

Section B. Authority and Duties

The management and governance of the association is vested in the board of directors. The board's duties include but are not limited to:

1. Enforce the bylaws and comply with the USBC Association Policy Manual.

2. Select/appoint the association manager and approve committee and auxiliary members.
3. Ensure the association has an active e-mail account, to be maintained and regularly monitored.
4. Implement USBC programs as requested.
5. Provide reports as required by USBC.
6. Be aware of bonding, burglary, and hold-up insurance from USBC, as well as the need for liability insurance.
7. Establish partnership with proprietors.

Events

1. Conduct Championship Tournaments for Youth, Woman and Open. Location and Dates listed.

Financial

The association board is responsible for establishing procedures for handling funds. It is the association manager that predominately handles the day-to-day financial operations of the association based on the established procedures. It is important to ensure all financial activities and record keeping are kept current. In addition, meticulously recording all transactions is a necessity in allowing for thorough verifications and audits.

Board responsibility

1. Establish annual local dues up to the amount set by the membership/delegates.
2. Establish a procedure for the handling of funds which includes:
 - a. All association accounts must be maintained at an insured bank or credit institution, in the name of the association. Associations are not permitted to use in-house banking.
 - b. Comply with bonding requirements.
 - c. Signatures on bank are the Association Manager, President and Vice President. At least 2 signatures are required.
 - d. Ensure all money is deposited within seven days.
 - 1) Electronic transfers and routine bills only need initial authorization.
 - a. Payment of Youth upgrades through USBC
 - b. Payment of Jr Gold entry fee
 - c. Payment of awards supplies
 - e. Payment of SMART money

The Association Manager will send monthly bank statements to the President and both Vice Presidents as they are published. The Association Manager will provide an account over view of the transactions to the board at all meetings.

Communicating Changes in Expenditures

The Association Manager will inform the Board of any changes that need to be handled on payments for the Association.

Records and Property

1. Huntsville USBC will keep a copy of records electronically and physical of Honor scores and tournaments.
2. Oversee the transfer of association records and property to the:
 - a. Successors to a position, or employee, no later than the first day of their term or employment.
 - b. Board within two weeks from the date of vacancy.

Averages

Final averages, including scores from playoffs and sweepers, must be submitted at the end of league competition. Averages must be entered for the season in which the league is certified. Bowlers in leagues that cross over seasons will not have an average for the season in which the league starts until the league is completed.

1. Provide each league secretary with the USBC ID number of each participant in the league prior to the end of each league's schedule.
2. Regardless of the number of games, process all averages, including pin total and number of games bowled in WinLABS or a system approved by USBC.

Note: Associations cannot set an average cutoff date. All league scores, including those bowled in playoffs and roll-offs, must be included in a league average

Procedures

1. Re-rate the league average of an association member when there is evidence the bowler's average does not represent the bowler's true ability. (Local).
2. Conduct suspension and reinstatement hearings if requested by USBC - Rules.
3. Render a final decision on all protests and disputes within the association, unless appealed to USBC - Rules.

Section C. Board Eligibility

1. A candidate for the board (elected or appointed) must be:
 - a. Have RVP and Safesport training per bylaws.
2. The association manager may be elected as a director, NOT an officer.
3. A maximum of three bowling center proprietors may serve on the board at one time. A proprietor is defined as an individual who is the owner, partner, or corporate officer of a bowling center or group of bowling centers.
5. Huntsville USBC will send delegates to the Annual AL State meeting. Number of delegates is determined by the state.
 - a. An officer or director who changes residence shall not be required to relinquish office until the term expires unless:
 - 1) A written resignation is received.
 - 2) Disciplinary action or the removal procedures are instituted in accordance with the procedures in Chapter Sixteen.
 - 3) Membership is not renewed by Oct. 1. Before a vacancy can be declared, the individual has the opportunity to appear before the board to explain the reasons for not renewing his/her membership.
6. Being an auxiliary board member may not be used as an eligibility requirement for election to the board.

Section D. Elections

In addition to the election requirements in the Huntsville USBC Bylaws, the following applies:

1. Board members remain in office until their term is up or they step down prior to end of term by notification.
2. Terms of office begin Aug. 1 following the election.

3. The president, and vice president(s), positions shall be voted on separately and consecutively beginning with the highest office to be filled.
4. When only one candidate has been nominated for a position, they may be elected by acclamation.
5. An officer or director may accept a nomination and run for election for another office on the board without resigning the present office. If defeated, the individual completes his/her term. If elected, the old position would be considered a vacancy.

Section E. Election Protest

Protests should be voiced during the meeting at the time of the infraction (i.e., during the election process). If a protest is voiced during the meeting and no action is taken by the presiding officer/board, then a protest may be filed, in writing, to USBC - Rules within 15 days of the meeting.

Directions on protests during the meeting are announced at the meeting. An appropriate venue would be in the opening remarks or the Rules of the Meeting and/or again by the chairman prior to the elections. If there is no timely protest, the election stands.

Section F. Resignation, Removal and Vacancies

In addition to the USBC Bylaws and Chapter Sixteen Association Suspension Procedures the following applies: No vacancy, except by death, can be filled unless:

1. A written resignation is received.
2. Disciplinary action or the removal procedure is instituted in accordance with the procedures in the USBC Bylaws and Chapter Sixteen.
3. Membership is not renewed by Oct. 1. Before a vacancy can be declared, the individual has the opportunity to appear before the board to explain the reasons for not renewing the membership.

Section G. Hierarchy of Governing Documents

Associations are governed by the documents in the following order. Should a higher-ranking document contradict with a lower-ranking document, the higher-ranking document should be adhered to.

1. Federal Laws
2. State Laws
3. Local Laws
4. Articles of Incorporation
5. USBC Bylaws
6. USBC Association Policy Manual
7. Association's Operations Manual
8. Robert's Rules of Order, Newly Revised, 11th edition or newer

Section H. Diversity

1. USBC will provide equal opportunity for all in the sport of bowling without regard to race, religion, age, sex, sexual orientation, disability, or national origin.
2. All associations should make every effort to ensure its board and committees are representative of its membership.

Section I Conflict of Interest

Board members have a legal responsibility to the association and its members and may be held responsible for failing to honor those obligations. A board member must:

1. Look out for the associations and member's best interest, not his/her own.
2. Not experience personal gain from his/her position as a member of the board.
3. Not participate in the decision-making process if the decision affects that individual. Example: If voting on a host center for the association tournament, any interested board member(s), especially a proprietor member of the board, should not vote and should excuse themselves from the discussions.
4. Maintain confidentiality in all matters of the board.

Section J. Expenses

Legitimate business expenses can be reimbursed, with board approval. Such expenses must be documented, including receipts.

Section K. Auxiliary Members

For the purpose of training and educating a potential board member, the association board may implement an auxiliary board member program. The auxiliary members perform specific duties for the association, as determined by the board, and:

1. Are appointed by the president with board approval. An association may not use being an auxiliary board member as an eligibility requirement for election to the board.
2. Attend board meetings with voice only and no vote. The auxiliary member(s) must be excused from the board meeting when confidential or legal business is discussed (i.e., hearings, performance reviews, etc.)
3. Auxiliary Members should:
 - a. Serve on committees.
 - b. Provide special reports at the request of the board.
 - c. Participate in league training.
 - d. Serve as an association representative and distribute awards.
 - e. Participate in running tournaments and events for the association.

Section L. Other Requirements

1. Registered Volunteer Program

The United States Bowling Congress' Registered Volunteer Program was created in 2006 to protect the youth who participate in USBC Youth programs. Providing a safe environment for youth bowlers is USBC's highest priority.

Anyone who currently holds RVP certification will need to complete the required online SafeSport training by Jan. 1, 2019. There is no cost for the online training and it can be accessed 24 hours a day. USBC members and USBC-certified coaches should go through BOWL.com/RVP to access the SafeSport training and to provide their USBC national ID when registering for training.

2. Supply Distribution

Association Manager will have yearly meeting with League Officials to distribute all league information. This meeting is mandatory. If a league official is unable to attend, a special one on one meeting will take place. This is so the league official has all of the needed information for the season.

ELECTED OFFICERS

Section A. President

The President is the leader of the association and has additional roles/duties in comparison to other board members but does not have any additional authority. These duties are centered on the principles of overseeing association activities and providing guidance in helping the association meet its goals. Authority and duties:

1. Presides at all meetings.
2. Acts as spokesperson for the association.
3. Obtains financial records from the association manager and verifies all association accounts monthly.
 - a. If already reconciled, the president would check to see the reconciliation is correct.
 - b. Compares itemized deposits and receipts.
 - c. Verifies
 - 1) That all deposits are made within 7 days of receipt.
 - 2) All checking, savings, CD, etc. accounts.
 - 3) SMART account.
 - 4) Checks book entries including voids and cancelled checks.
 - 5) That all checks and/or receipts have two authorization signatures.
4. Appoints and/or removes committee members and chairman with board approval. If a replacement is needed, appoints a person, with board approval.
5. Appoints two adult board members, at least 18 years of age, as adult advisors to the Youth Leaders Chapter (if there is a chapter in the jurisdiction) with approval of the association board and youth leaders' board.
- . Provides an agenda to the association manager within one week in advance of the meeting.
7. May attend president-appointed committee meetings in ex-officio, non-voting capacity, unless the Board directs otherwise.

Section B. Vice President

Authority and duties:

1. Presides at all meetings when the president is absent.
2. Performs other duties as prescribed by the board or requested by the president.
3. Should be prepared to serve as presiding officer by:
 - a. Having a copy of the next meeting's agenda before the meeting
 - b. Having a good understanding of parliamentary procedure
 - c. Being familiar with the association's governing documents (bylaws, USBC Association Policy Manual, association operations manual, etc.)

ASSOCIATION OPERATIONS

Section A. Association Manager

1. Acts as the ex officio, non-voting secretary/treasurer of the board.
2. Has voice only, does not count towards the quorum and cannot make or second motions at board meetings, unless he/she is also a director. He/she may be excused from board meetings based on the issue/discussion at hand.
3. Has voice and vote at membership meetings, if a current member of the association.
4. Is selected/appointed by, and accountable to, the board and USBC.
5. Must be a minimum age of 18, unless state laws mandate a specific age, and be USBC bondable. For more see Bonding Chapter Fourteen.
6. Is not required to be a member of the association; however, it is strongly suggested.
7. Is not eligible to serve concurrently as an officer of the association. 8. Is eligible to serve as a director. (Not recommended due to possible conflicts of interest.)

Finances

The association manager is responsible for the day-to-day accounting of the association, reporting to the membership and board, and is responsible for filing of taxes.

He/she must comply with established bookkeeping procedures and accounting of assets and disbursements, as approved by the board, which must include:

1. Receive and issue a receipt for all funds paid to the association within 10 days, i.e., a local association would send a receipt to league secretaries for receipt of dues.
2. Deposit association funds, and if applicable, Youth Leaders Chapter funds in the association's account, in a financial institution which must be federally insured or its equivalent, within seven days of receipt. Non-board members are not bonded through USBC.
3. Ensure all withdrawals have two signatures. (Two members of an immediate family cannot cosign for withdrawals.)
4. Pay all bills authorized by the board, including but not limited to:
 - a. Youth funds
 - b. Youth Leaders Chapter funds
 - c. Tournaments
 - d. SMART
 - e. Membership dues to USBC via WINLABS/Youth Process and/or as required by USBC. Must ensure there are two signatures on the invoice/warrant.
5. Provide:
 - a. The president with all records for monthly verifications.
 - b. All documentation for the examination of the organization's financial documents.
 - c. A report of financial transactions as requested by the board or USBC Headquarters.
 - d. A financial report, in writing, at every board and delegate/youth representative/ membership meeting.
 - e. A written year-end financial report at a board and the delegate/youth representative/ membership meeting.
6. Ensure all required financial reports are filed. See Tax Requirements on the Association Resource Center (ARC).
7. Prepare a budget for board approval, if required.
8. Maintain the operating costs within the approved budget. If additional funds are needed make a request to the board for their approval.
9. Establish a procedure for retention of records that must include the financial records, to be approved by the board.

Meetings

1. Report to the board/delegates/youth representatives/members at every meeting and as needed.
2. Distribute meeting notifications, as designated in the bylaws.
3. Maintain the association's operations manual, if applicable.
4. Receive, compile and file committee reports.
5. Record and maintain meeting minutes.

Processing

1. Maintain a record of, verify and submit to USBC the pin fall and number of games for all members who have participated in a league, regardless of the number of games bowled. (Local)
2. Provide each league secretary a list of all league members and their National ID numbers for submission of averages. (Local)
3. Provide membership records and submit to USBC when requested and in a format specified by USBC.

4. Ensure Lane certification and dressing inspections are completed and submitted to USBC - Certifications in a timely manner. Lane certification may begin on April 1 each year and must be completed by Aug. 31. Lane dressing inspections may be done any time during the season.
5. Submit the association's delegates/alternates credentials to USBC - Associations and, in the case of the local associations, submitting delegates/youth delegates/alternates credentials to the state, within the specified formats and dates.
6. Process membership and remit USBC national and state dues (adult) to USBC within 20 days of receipt. (Local)
7. Transmit all board member information to USBC within 20 days of election and maintaining the accuracy of the information.
8. Within 7 days of receipt by the local association all USBC award applications must be processed using USBC's processing system. State associations would have an agreement for processing with one local association; or send all award applications to:
 - a. Each respective association.
 - b. USBC - Awards.
9. Run the appropriate reports in WinLABS to assist the association in managing member's awards.
 - a. Honor score awards that are sent to the association's mailing address, but have not been received in a timely manner, must be reported to USBC within: 1) 30 days of the date shipped for plaques and trophies. 2) 60 days of the date shipped for rings.
 - b. Honor score awards shown to have been shipped to the association, but not received, and not reported within the above timeframe will be charged to the association.
 - c. USBC will charge the association for replacements when the award is processed incorrectly by the association.
10. Enter Youth Leaders Chapter information (identifying youth leaders and their titles) in WinLABS within 20 days of receipt, if there is a Youth Leaders program in the association's jurisdiction. (Local).
11. Distribute/present all national awards within seven days of receipt of an award shipped to the association.

Section B. Tournaments

1. Manage the association championship tournament(s) and all other association tournaments. The association manager is the tournament manager, or acts as the supervisor of the tournament manager.
2. Maintain for at least one year, a prize list with the name and score of each prize winner, the prize issued and a financial statement listing all prize receipt disbursements for each tournament conducted.
3. Manage the State Pepsi USBC Youth Championships (and all associated qualifying levels, if applicable). The association manager is the tournament manager, or acts as the supervisor of the tournament manager. (State)
4. Distribute all prize funds within 30 days following the close of the tournament, except when USBC – Rules has authorized delay in payment.
5. Maintain a record of and submit tournament scores to USBC - Rules as specified.
6. Required Championship Tournaments
 - a. Open tournament (men and women).
 - b. Women's tournament.
 - c. Youth tournament.
 - d. State Association. State Pepsi USBC Youth Championships.
Associations shall encourage and assist coaches of USBC youth leagues to conduct qualifying levels of the State Pepsi USBC Youth Championships. The qualifying levels will be outlined in the State Pepsi USBC Youth Championships Tournament rules.

7. Format

- a. **Championship.** The association will have a woman, open champion event with the following events:
 - 1) Four-player teams.
 - 2) Two-player teams. (Doubles)

- 3) Singles events.
- 4) All-events.
- 5) All-events Sr

The Youth championship event will be in age division have the following:

- 1) Four-player teams
- 2) Two-player teams. (Doubles)
- 3) Singles event
- 4) All-events

8. Certification

- a. Association championship tournaments are certified through the Online Tournament Certification (OTC) system on BOWL.com.
- b. If the association conducts additional tournaments, they must be certified with USBC, using the OTC system, including modified formats and scholarship tournaments. Fund-raising events to benefit named charities do not have to be certified (Bowl for the Cure®, etc.).
- c. Scholarship funds must be submitted to SMART within 30 days of the end of the event.
- d. Submit financial report online within 30 days of the end of the event.

9. Rules

- a. The championship tournament shall be governed by the following:
 - 1) Huntsville USBC
- b. Tournament rules:
 - 1) Are adopted by the board. A majority vote is required to adopt or change the tournament rules.
 - 2) Shall not conflict with USBC rules. The following rules do not apply:
 - a) 300c, Item 1(b)
 - b) 301a
 - c) 303 Item e
 - d) Youth Rules 319a, 319d and 319e, unless adopted into the tournament rules.
 - 3) The following formats are not available for the annual association championship tournament:
 - a) Pro-Am Tournament. Rule 301e
 - b) Mail-o-Graphic. Rule 302
 - c) Modified Formats. Rule 3
 - 4) Can limit the number of players who are identified as professionals or who apply for membership in any professional bowling organization during the calendar year preceding the event and up through their dates of competition to two on a four or five-player team and one on a three-player or doubles team.
 - 5) Cannot require an average to have a minimum number of games in excess of 21 (adult), 12 (youth) games.

10. Entering Averages

- a. A member who competes in leagues in other associations must enter with his/her highest league average unless the tournament rules state that only averages established in leagues under its jurisdiction are to be used.
- b. An official USBC average includes averages established in winter and summer seasons. Unless tournament rules state otherwise, a bowler shall use his/her highest average regardless if established in winter or summer.

11. Average Adjustment (Rerating) – Rule 319c

The tournament manager or an authorized representative may adjust an entrant's average upward prior to bowling. Such adjustment may be appealed to USBC - Rules within 10 days of the date of bowling or prior to the payment of prizes, whichever comes first. If the entrant chooses not to bowl with the adjusted average, the entry fees shall be refunded. Report all rerates to USBC – Rules and follow-up with written notification to the bowler.

14. Eligibility

- a. Adults. Must be a member of the Huntsville Association and have paid current association dues, including National and state (if applicable).
- b. Youth. All USBC Youth members must be bowling in a Huntsville USBC Association league.

Section C – Other Duties

1. Order association supplies
 2. Handle association correspondence, including distributing information to and from USBC to the respective board, proprietors and members.
 3. Ensure board members have a current copy of the association's bylaws. Perform other duties as prescribed by the board, the USBC Bylaws, USBC Association Policy Manual, and the association's operations manual, as applicable
 4. Oversee volunteer activities.
 5. Select/appoint individuals for additional non-board positions, if these positions have been approved by the board. Positions could include, but are not limited to, office assistant, clerk, awards chairman, etc. In considering the possibility of authorizing additional positions (such as assistant association manager, office assistant, etc.) to assist in the day-to-day operations of the association, the board should take into account both the resources available, as well as whether there is a need for the position. The board:
 - a. Makes the decision if additional positions are necessary.
 - b. Determines salary maximum, if any.
- The Association Manager:
- a. Develops job descriptions(s) and includes in association Operations Manual.
 - b. Hires/selects the individual(s).
 - c. Determines salary, if any, up to the maximum set by the board.
 - d. Reports performance to the board.

BUDGET AND AUDIT

Section A. Budget

A Budget will be presented by the Association Manager to the Finance Committee then to the Board at the Annual Meeting. It will be based on the predicted number of members.

Financial Statements

Financial Statements are sent to the President and Vice Presidents every month. A full report is given to the Board at every meeting.

Reserves

They are kept in the general checking account, but marked as earmarked funds. To include Hall of Fame and the National meeting of which is set up for opposite years of each other.

Reserves should be built into the association's operating budget. It is best to have 1 (one) year financial budget available.

Management of the Budget

The association manager oversees the approved budget, as applicable, by ensuring the actual income and expenditures stay in line with the approved budget. In addition, the finance committee monitors the budget throughout the year.

In monitoring the budget, the finance committee could recommend to the board that funds be reallocated during the season in the event a certain area has excess funds, or a special need arises. Any reallocation in the budget while it is in use must be approved by the board.

Section C. Audit

The board is required to establish a procedure for a yearly examination and verification of all the organization's financial documents and accounts.

Audit Committee

An annual Audit has to be done to look over the financial of the Association.

MEETINGS

Section A. General Meeting Requirements

1. Meetings involving youth members may not involve the use of tobacco products or alcoholic beverages.
2. Minutes.
 - a. Minutes must be kept for all meetings of the association.
 - b. Minutes of the previous meeting shall:
 - 1) Emailed or a written copy provided to all attendees of the meeting.
 - 2) Be approved at the next meeting.
 - 3) Be filed (paper or electronic) permanently.
3. Mail, absentee and proxy voting are not permitted.
4. An association may not hold separate meetings of members and youth representatives.

Section B. Local Annual Meeting

To conduct business at a local annual meeting, the combined number of adult members, and the number of youth representatives, as determined in the association's bylaws, must be present. **(11)**

Section C. Youth Representation at Annual Meetings

1. Youth Representatives

- a. Youth representatives consist of the following:
 - 1) All youth members of the association, at least 14 years of age.
 - 2) One adult representative, who is a USBC member, from each certified youth or adult/youth league.
 - 3) One representative, who is a USBC member, from each center in which there is at least one certified youth league.
- b. League and center representatives serving as youth representatives shall serve for one year.
- c. Vacancies
 - 1) A league or center representative serving as a youth representative, who is unable to attend an association annual meeting, may appoint an alternate, who meets the eligibility requirements, from the league or center represented.
 - 2) A league representative chosen to represent more than one league may appoint an alternate from the league represented.

Section D. Board Meetings

1. Quorum:

- a. To conduct business at a board meeting, the number of board members as determined in the association's bylaws must be present. USBC requires a specific number be adopted, not a percentage. **(11)**
- b. The association manager has voice only and does not count towards the quorum, unless the association manager also is a director.

2. Excused from Meetings.

A board member, including the association manager, may be excused from any portion of a board meeting based on a conflict of interest.

3. Entitled to Vote.

All members of the board of directors are entitled to voice and vote with the exception of the association manager, who acts as the ex officio non-voting secretary/treasurer of the board and has voice only. The association manager may have vote if also elected as a director.

Section E. Teleconference, E-mail and Mail Voting

In accordance with Huntsville USBC bylaws, we allow e-mail voting by our board of directors and officers.

We do not have teleconference or voting by mail set up in our bylaws.

COMMITTEES

The following are committee as set by Huntsville USBC.

1. Finance to include audit
2. Nominating
3. Hall of Fame
4. Annual Meeting
5. Youth Committee – Youth Directors and youth from centers
6. Other such as awards and tournament or any other committee as needed and set by President

DELEGATES NATIONAL

Section A. Delegates

1. Representation for USBC Annual Meeting

Delegates will be voted on at a board meeting. The number to attend the meeting will be determined by Nationals and posted in Winlabs. Huntsville USBC will send delegates in odd numbered years this will be to help finance the delegates attendance to meeting. If members attend any other year, it will be at their cost not the association.

Delegates will be voted on at board meeting for the Annual State meeting the attending number will be given to the Association Manager by the State of Alabama. The names of attendees will be turned in to the State of AL. No expense money is given for this meeting unless voted on at board meeting for that year.

2. Responsibilities

- a. A USBC national delegate has the authority to vote on:
 - 1) USBC bylaws, except with respect to:
 - a) Provisions for compliance with United States Olympic Committee (USOC) rules and regulations.
 - b) Provisions related to athletes and youth.
 - c) Provisions mandated by the articles of incorporation or applicable law.
 - 2) Adult league rules

- 3) Adult tournament rules
 - 4) Electing directors to the USBC Board as outlined in the bylaws.
- b. A state delegate has the authority to vote on:
- 1) Legislation (applicable state association bylaw amendments).
 - 2) Electing the state board of directors.
 - 3) Electing the delegate(s) to represent the state association at the USBC Annual Meeting.

3. Reimbursing Business Expenses

Individuals attending the National USBC meeting will be reimbursed for expense to include transportation, and room provided total expenses does not exceed budgeted amount for that year of travel.

Receipts are required to show purchase to be paid. Association Manager may set up flights and rooms thus having the cost records.

If a delegate does not wish to receive funds for the trip, they may use the expenses as a donation to the Association on their personal tax return per USBC.

Section B. Credentials

1. USBC: Credentials for delegates/alternates to the USBC Annual Meeting shall be submitted in a format and by the deadline, as specified by USBC.
2. States: Credentials for delegates/youth delegates/alternates to the state annual meeting shall be submitted in a format and by the deadline, as specified by the state association's bylaws and policies.

FORMS AND SPECIAL POLICIES

The following are the current forms used by Huntsville USBC. As they are updated a new copy will be provided.

Special Policies

1. Holding office on a NONCERTIFIED League

A member of the Huntsville USBC Association Board of Directors will at no time while in office, as an officer or director, hold the position of officer in a non-certified league. As this association considers this a conflict of interest, the affected person(s) will be asked to resign from the Board. The President will fill vacancies according to USBC Policy. Effective August 1, 2018.

2. Awards Policy for Adult and Youth

Awards are given to our local bowlers based on average and after 12 games bowled in the season. The league secretary will receive a form with the awards at the annual secretary meeting. They will then forward form, or processing from league program to the Association Manager. This can be done by email, mailing or leaving at the center for pick up. Bowlers will only be able to receive 1 of any given awards per season.

Honor scores of 300, 800, 900, and 11 in a row will receive a plaque at the Annual Meeting with a list of all accomplishments on it. If the 300, 800, or 900 is a life time first, they will not receive a plaque for this award as they get recognition from Nationals.

3. Bowler of the Year Adult

Bowler of the Year for Adults is a point system. A copy is attached.

Bowlers receive points for high average in the center(s), All City Team, Honor Scores, and tournament participation. Bowler must have a minimum of 60 games required. Bowler of the Year for the Senior Division is the high average.

4. Bowler of the Year Youth

Bowler of the Year for Youth is a point system.

Huntsville USBC Youth Bowler of the Year will be the bowler with the highest points. All points must be submitted by June 30. An award will be presented to the outstanding Male and Female in each Division, of which contains the following: U8, U10, U12, U15 and U18. In the case of a tie a duplicate award will be given.

Only scores bowled by members of the Huntsville USBC will be recognized and accepted.

Points will be awarded for the achievement as listed above.

A bowler must have bowled 2/3 or more of his/her scheduled league games for the winter leagues only, no summer leagues will be counted.

If a bowler bowls in more than one league (only points from leagues he/she has highest points in will be counted.) When a league runs 15 weeks (Sept-Dec) and (Jan-May) these two sessions will be counted as one league. A bowler would have to bowl 2/3 games of the two sessions combined.

Each league will turn in the male and female bowler in each division who has the highest total points. The Association Manager will give a list of the High Average Bowlers to the Chair Person of the Youth Committee.

Huntsville Youth Bowler of the Year Point System

All City Team 1 st Place	5
All City Team 2 nd Place	4
All City Team 3 rd Place	3
All City Team 4 th Place	2
All City Team 5 th Place	2
League High Average	5
Tournament Singles 1 st Place (scratch &/or Handicap)	5
Tournament Singles 2 nd Place (scratch &/or Handicap)	3
Tournament Singles 3 rd Place (scratch &/or handicap)	1
Tournament All Events 1 st Place (same as above)	5
Tournament All Events 2 nd Place (same as above)	3
Tournament All Events 3 rd Place (same as above)	1
80 Game or better (Bantam only) count each	1
200 Series or better (Bantam only) count each	2
200 Game count each	1
300 Game count each	2
600 – 699 series count each	1
700 - 799 Series count each	2
800 Series count each	3
Triplicate – Big 4 – All Spare Game – Clean Series count each	1

5. Huntsville Youth City Tournament

The Huntsville USBC will host a youth city tournament every year in January. Held during the middle two weekends. This tournament will be held on a rotation basis as follows in the houses that have youth programs:

Pin Palace	2025 – 2026 Season
Redstone	2026 – 2027 Season
Madison	2027 – 2028 Season

Any center that no longer has a program will be dropped and will be added to the end of the rotation if they have a youth program at a later date. This is how we will add a new center that forms a youth program.

The following divisions will be used: Age as of August 1

Team Divisions	Doubles Division	Singles Division	
Division 1 – U18	Any Combination	Boys	Girls
Division 2 – U16	Div 1 U18	Div 1 U18	Div 7 U18
Division 3 – U14	Div 2 U16	Div 2 U16	Div 8 U16
Division 4 – U12	Div 3 U14	Div 3 U14	Div 9 U14
Division 5 – U8-U10	Div 4 U12	Div 4 U12	Div 10 U12
	Div 5 U8-10	Div 5 U8-10	Div 11 U8-10
		Div 6 Bumper	Div 12 Bumper

The handicap will be 100% of 200. Doubles and Team events will be age of oldest bowler for division placement.

Places will be given at a rate of 1 out of 5 entries. The awards will be Scholarship and Certificates to winners.

In Respect of USBC Policy of the Registered Volunteer only those members will be allowed to work the tournament. The house will use the **white** oil pattern for the tournament.

The Tournament Director of these tournaments will be paid \$0.10 per bowler per event for the process and work of the tournaments.

6. All City Team Youth

The Huntsville USBC Youth All City Team is picked by the highest top 5 averages in each average division. A bowler must have bowled 2/3 or more of his/her scheduled league games for the winter leagues only, no summer leagues will be counted.

Awards are certificates presented to each bowler. Averages are furnished from the Association Manager. Top 5 Averages from the following Divisions: Boy and Girl in U8, U10, U12, U14, U16, U18.

All information must be turned into the Youth Committee Chairperson by April 30.

7. Pepsi Sectional

The Pepsi Sectional will be held in only houses certified by USBC as BPAA members and eligible to host the sectional. A current Huntsville has 2 Pin Palace and Madison. Our region for this is as follows:

**MUSCLE SHOALS / ATHENS / CULLMAN / DECATUR/ HUNTSVILLE / MADISON /
NORTHEAST AL / DEKALB COUNTY**

The current rotation is as follows:

Madison 2025-2026 Season

Pin Palace 2026-2027 Season

This event is held on the 1st Saturday in February each year.

8. Hall of Fame Youth

Youth Hall of Fame Policy effective 8/1/2024.

The Youth HOF may induct one boy and one girl from each graduating High School Class.

The candidate must have earned the following during their bowling career within the Huntsville USBC Association.

1. At least one Bowler of the Year title.
2. At least two All City Team any position.
3. Participate in Huntsville Youth League with a minimum of 30 games and have bowled a minimum of 4 years.

Other factors considered is Local Pepsi Sectional must list place and State Pepsi Sectional must list place. Local City Tournament Singles and All Events must list place. The board will also consider sportsmanship.

The Huntsville Youth Committee may also induct one additional boy and/or girl candidate from the preceding two High School classes that meets all criteria and the board deems worthy of Hall of Fame.

Names will be submitted and history will be gathered. The **Youth Directors** will choose the winners. They will receive a plaque and certificate. There is a form that parents can also keep history on.

9. Hall of Fame Adult

The purpose of the Hall of Fame (HOF) is to recognize, honor and perpetuate the names of those who have contributed to the growth, status and welfare of the game of bowling by their ability and/or through their meritorious services in or to the Huntsville Association. Previously inducted HWBA and HBA HOF members are automatically recognized as HUSBC HOF members since the HUSBC is merely a continuation of the HWBA AND HBA HOF.

The HUSBC board of directors shall be fully responsible for the operation of the HOF committee.

The Committee:

The President of the HUSBC shall appoint a HOF committee as soon after the Annual meeting as possible, and it will consist of (4) female members and (4) male members. The committee members will serve for 2 years, but can be reappointed. The committee will elect from their members, a Chairman and Vice Chairman (one a female and the other a male). The committee shall administer the HOF in such a manner as to assure an active organization serving the purpose for which it was created.

Membership:

Membership in the HOF shall be determined by semiannual selection as here after described.

Qualifications:

- Participation in organized WIBC/ABC/HBA/HWBA/USBC certified bowling for 15 years.
- Must be at least 40 years of age for female and 40 years of age for male, except in case of death.
- Achievements as well as leadership, personality, bowling reputé and sportsmanship will be considered.
- Distinguished service in promotion of the game of bowling.

- Must be a member, past and/or present of the HWBA/HBA/HUSBC in good standing.

Nominees:

- Any current member of the HUSBC may submit the name nominee(s) along with their qualifications and achievements to the HOF committee. No more than 2 nominees per years may be submitted by the same individual.
- All nominee applications shall be on an official HOF nominee application form or reasonable facsimile thereof. The form must be marked either Superior Bowling Ability and/or Meritorious Service. Forms shall be furnished by the HUSBC Administrator.

Selection:

- All nominee applications should be received by the committee Chairman by January 15th. Late applications will be accepted with the desecration of the committee.
- The HOF committee will receive a copy of each application and prepare to review and discuss the applications as soon after February 15th. The Chairperson will notify each committee member of the date, time and location for the meeting. The Chairman will present the committee's selections to the HUSBC Board of Directors.
- The HOF Committee shall submit no more than two (2) Superior, Meritorious (2) and one (1) Posthumous for each gender per year to the Board of Directors.
- Any nominee that has not been selected in one (2) year carry over, shall have their resume returned to the submitter. Resumes maybe updated as needed by submitter.

Awards:

Individual plaques, name badges shall be presented to those elected at the annual HOF Dinner. In the case of posthumous awards, presentation shall be made to the nearest kin available. Names of the Hall of Fame Members shall be inscribed on the HBA/HWBA/HUSBC Honor Roll Plaque. The plaque may be displayed as determined by the HOF committee, and be available for display at the annual meeting, city tournament and any other appropriate association function.

10. Adult Tournaments

The Open/Woman City Tournaments bowled at same time in November will be set up with a multiyear bid request. All centers agree to a lineage of x amount to be given to all centers in a rotation period.