

UNITED STATES BOWLING CONGRESS (USBC) Local Merged Association Operations Manual

Monmouth County USBC

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05-01. ASSOCIATION MANAGER (AM) DUTIES

- A. The Association Manager may request an individual be appointed an assistant association manager to share duties of the office. The candidate to hold this office must be
 - 1. A current member of the board.
 - 2. Approved to hold the office by a plurality vote of the Board of Directors.
- B. The Association Manager shall perform those duties as assigned by the President, members, and the Board of Directors in addition to those described in the MC USBC Association Operations Manual and USBC Policy Manual.
- C. This Association requires the AM to perform specifically the following:
 - 1. Each Board member and League Secretary a meeting shall be notified and sent a copy of the agenda. The preparation of an agenda will show all known business planned for discussion and / or action.
 - 2. The list of nominees for election to each office shall be sent to all voting members of this associations' governing body well in advance of the annual meeting.
 - 3. A list of all chairpersons and committee members shall be sent to each Board Member.
 - 4. Each bank account of Association Funds, including tournaments, shall be subject to withdrawal by those authorized by the president. Each account shall require the signatures of any two (2) of three officers so authorized except when electronic transfers are approved in advance by the Board of directors
 - 5. When funds are needed for what the majority of officers feel is a justifiable reason and the urgency for spending the money cannot be immediately approved by the Board, those authorized to withdraw on the account may make only one withdrawal, without the Boards approval, but not exceed \$200.00.
 - 6. Complete financial reports, including details or breakdowns where it is felt necessary, of the associations' transactions should be completed as soon as possible following the end of the fiscal year. Each board member shall receive a copy of this financial report. Each member present at the Annual meeting would also receive a copy of the full financial disclosure.
 - 7. The minutes of this association shall be accurate and concise. The subject matter should be contained with points of view held in context. Each member of the board shall receive a copy of the minutes of each meeting not later than thirty (30) days after such meeting.

05-02. PRESIDENTIAL APPOINTMENTS

- A. Committees:
 - 1. The President shall appoint all committees, except the nominating committee, and unless instructed to the contrary, the committee chairperson may select others to serve on the committee.

05-02. PRESIDENTIAL APPOINTMENTS (CONTINUED)

2. The President will appoint the following committees:
 - a. Audit
 - b. Finance
 - c. Policies and Bylaws
 - d. Hall of Fame Ceremony / President Party
 - e. Awards
 - f. Hall of Fame Selection (appointed at the October Board meeting)
 - g. Monmouth County USBC Youth
 - h. Scholarship

B. Lane Representatives

The President will assign one or more Lane Representative(s) to each Bowling establishment to carry out specific duties in servicing each league and the house Proprietor.

05-03. PARLIAMENTARIAN

- A. The Parliamentarian shall not be an elected office.
- B. The principle duty of the Parliamentarian is to advise the President.
- C. A President shall be free to appoint one, in whose abilities they have confidence. Such person shall be seated at the side of the President at all meetings of the Association.

05-04. LOCAL ASSOCIATION ANNUAL MEETING

- A. Will be held during the month of March beginning in 2012.
- B. An alternate period may be approved by the Board of Directors.

05-05. BOARD MEETINGS

- A. Board of Director meetings will be held five times each year.
- B. Meeting will be scheduled during the months of August, October, December, March and June.
- C. Scheduled Board of Director meetings will follow meeting notice requirements as stated in the Monmouth County USBC Association Bylaws in addition to being prominently posted:
 1. In each Bowling center within the Association jurisdiction.
 2. On the association Website.
- D. Refreshments for each regular Board of Directors meeting will be limited to \$150. (Added 2008)

05-06A. OFFICE OF DIRECTOR

Duties: the director shall:

1. Become thoroughly familiar with the "USBC Bylaws, specifications & rules" book, the association's bylaws and the Association Operations Manual.
2. Attend all regular meetings of this association or notify the association office when possible of the reason you cannot attend. Unexcused absence from three (3) consecutive meetings shall be cause for the association's board of directors to consider removal from office.
3. Attend all special and/or committee meetings of this association that you may be requested to attend or notify the individual requesting the meeting when possible of the reason you cannot attend.
4. Actively serve as the association's "contact" with the bowlers, bowling leagues, and bowling center management. He/she shall let them know that you are there to assist in the promotion of the game of bowling, to encourage sportsmanship and fair play, to enforce the playing rules, and to provide assistance with any problems they might have.
5. Strive to present yourself in a professional manner at all times so as not to bring discredit upon yourself, this association, the United States Bowling Congress or the game of bowling. However, he/she shall not be:
 - a) Meddlesome or too dutiful.
 - b) Too demanding.
 - c) Argumentative.
6. Be courteous, cooperative, and provide helpful guidance to bowlers, bowling leagues, and bowling center management. (Remember: the function of USBC and this association is service and our character is fraternal. With that in mind, you should:
 - a). Attend league officer's workshops, as directed.
 - b). Where mixed leagues are involved, coordinate your activities with the house director of the women's bowling association on all matters that would affect their membership.
 - c). Attend league formation meetings to act as an advisor.
 - d). Sit in on league meetings to act as an advisor when requested by the league.
 - e). Visit each league before the expiration of the grace period for certifying (30 days after league starts).
 - f). Help league secretary's complete league applications, if needed.
 - g). Contact league officers, when a league is not certified and the grace period is due to expire, and explain the importance of the league certifying. Contact league officers, of certified leagues, to ensure each league is complying with the terms of the bonding program. Ask each league president, personally, how he/she is checking the account of the league. Also, ensure that league officers are informed that the depositing of league funds in personal accounts is prohibited.
Service new leagues and/or those leagues needing supplies.
 - h). Help league secretaries in the completion of high score claims and/or award forms within the 20 days allowed.
 - i). Answer routine questions and handle league problems and protests promptly.
 - j). Obtain league supplies from the association office, when ready, and take to bowling center for distribution to the league secretary or league president when possible.
(Remember: the association does not provide league supplies for bowling center use.)
 - k). When directed by the house representative or other officer of the association, obtain membership fees and application cards for uncertified bowlers.

05-06A. OFFICE OF DIRECTOR (CONTINUED)

- l). Inform each league secretary of their obligation to submit final averages for their bowlers to the association office in the manner and by the deadline prescribed by the bylaws of the association.
- m) Contact members and obtain their commitment to attend the annual membership meeting.
7. Comply with the dress code of the association while performing official duties and/or attending official functions.
8. Advise bowlers, leagues, and bowling center management of upcoming events and assist in posting of banners or posters announcing such events. In addition, ensure entry forms are available and assist in the completion of entry forms when requested. Maintain contact with the Association Manager to find out which leagues in his/her center have not certified and make follow-up visits to those leagues, as needed.
9. Present high score awards to recipients when vice president or other officer of the association is not available to do so.
10. Maintain regular contact with the house representative to ensure he/she is informed of your activities and/or advised of any problems occurring in the bowling center. If there is a problem and the house representative cannot be reached, contact one of the following officers:
 - a). President
 - b). Vice presidents
 - c) Association manager

05-06B. OFFICE OF AUXILIARY DIRECTOR

- A. Eligibility: to be eligible for appointment and to continue to serve after being appointed, the candidate must satisfy the requirements outlined in article **5(b)** of the local association constitution.
- B. Term of office: the president will make appointment to this position on the recommendation of the nominating committee. The applicant is subject to approval by the association's board of directors and is acceptable to the bowling center management. The term of office shall be for 12 months to commence on the day of appointment.

(Note: an auxiliary director has no vote on the board of directors, unless appointed by the president to fill a vacancy as director created by a resignation or death.)
- C. Responsibility: he/she shall be responsible to the director assigned and this association's board of directors to provide the best possible service to our members, bowling leagues, and bowling centers within the area of assignment he/she shall be responsible for the completion of all duties assigned by a director or officer of this association.

05-07. OTHER TOURNAMENTS

A. Optional Tournaments

1. Bahr Trophy Event Tournament
2. Masters Tournament
3. Mixed Doubles Tournament
4. Men's Seniors Tournament
5. Youth King and Queen
6. Junior Masters
7. Women's Seniors Tournament
8. Grandmother's Tournament
9. Annual Meeting Tournament
10. League Officers Tournament
11. Adult / Youth Classic Tournament
12. Over and Under Tournament
13. Youth Holiday Tournament
14. Junior County Championship
15. Women's Queens Tournament

B. The Masters Tournament Champion will be entitled to represent Monmouth County by accepting a reserved space in the National USBC Masters Tournament. This Association will pay the total entry fee. All other expenses shall be the entrant's responsibility.

D. In each case the President shall appoint the necessary personnel to make the proper arrangements for these events to function within the control of the Board of Directors.

D. The Queens Tournament Champion will be entitled to represent Monmouth County by accepting a reserved space in the National USBC Queens Tournament or the NJ State USBC WBA Queens Tournament. This Association will pay the total entry fee. All other expenses shall be the entrant's responsibility. (Added 2008)

E. All adult tournaments will add an additional line for \$1 for the youth as part of the entry fee. (Added 2008)

F. All adult tournaments will allot to the County Association the following apportionment of 50/50, lottery and bracket money: 50% to MC USBC, 25% to Youth, and 25% to tournament operations. (Added 2008)

05-08. SCHOLARSHIP AWARD PROGRAM

A. The Monmouth County USBC will underwrite a Scholarship Award Program in accordance with the terms and conditions set forth as follows:

1. *Eligibility* - The Scholarship Award Program is open to male and female members of the Monmouth County USBC. Applicants must be seniors in high school, maintaining a C average or better, graduating in the current year, who are planning to further their education at an accredited college or trade school. Applicants must be members in good standing with the MC USBC. Applicants must have bowled at least 21 games in Monmouth County and be certified in Monmouth County USBC. (Revised 2009)
2. The Scholarship Award shall be made available on an annual basis, in the amount of \$1000.00 to a male recipient and \$1000.00 to a female recipient, a one-time award for each winner.
3. The Scholarship Award winners will receive the award after enrolling as a full-time student in college, trade school, or as a full-time night student. Award funds will be put in the winner's name at the school of their choice.
3. The Program will derive its financial support from funds budgeted. Award funds must be used in the school year of September to June following announcement of the winner (the previous June) or funds are to be forfeited to the MC USBC.
4. Forms are in Appendix 4.

B. Award Selection Procedures:

1. The president shall appoint a Scholarship Award committee from members of the Board who have good evaluating abilities. It shall consist of four members with two additional members appointed as stand-by alternates.
2. The committee will review each applicant's résumé in order to weigh their contributions to bowling and their academic standings. Winners need to be selected by the 2nd week of May.
3. Only those applicants determined to be considered worthy of the award will be voted upon.
4. The selection of a winner is solely the responsibility of this committee.
5. A secret ballot method will be used unless the committee chairperson chooses another method.
6. If it should happen that, a member of the committee is related to any of the applicants being considered that said member shall notify the president and request a qualified replacement.
7. The Scholarship winners will be announced at the annual Monmouth County USBC meeting, which is scheduled for the first Sunday in June of each year.
8. The scholarship Awards shall be presented to the winners at the annual banquet of the past president's dinner during August.
9. A sample application shall be included herein.

05-09. MC USBC HALL OF FAME SELECTION PROCESS

A. Purpose

The Monmouth County Hall of Fame is a sponsored function of the Monmouth County USBC. Its purpose is to perpetuate the names of bowlers of Monmouth County who have displayed outstanding achievements in the game of American Ten Pins and have contributed through meritorious service to the general welfare and progress of the game in Monmouth County, State of New Jersey.

B. Governance

A Hall of Fame Committee, consisting of Monmouth County USBC members, shall have full control over the Hall of Fame. It shall supervise the Hall of Fame in such a manner as to assure a living, active organization, serving the purpose for which it was organized. The Hall of Fame Committee shall select candidates to be considered for membership in the Hall of Fame. Members of the HOF Committee shall consist of the Senior Past President of the MC USBC, who shall chair the committee, the current President, the Association Manager, and any active members of the Board of Directors who are also Hall of Fame members.

C. Hall of Fame Committee

The Senior Past President of the MC USBC will serve as Chairman of the Committee. The Chairman has the power to add individual committee members as deemed necessary for a successful committee, but the pool of members must meet the requirements detailed under Governance. The Hall of Fame Committee shall hold as many meetings as deemed necessary by the Chairman, but MUST hold one meeting in January where candidates will be presented, reviewed and selected. The results will be submitted at the March Board of Directors Meeting for discussion and vote.

It shall be the duty of the Hall of Fame Committee to accept applications for nomination to the Hall of Fame. Each application must have a supporting cover letter and must contain information pertinent to qualify the candidate.

If a situation arises where a member of the Hall of Fame Committee is also a candidate for HOF consideration, that member must immediately step down as a Committee member for the remainder of the year and not permitted to attend HOF meetings.

If the Hall of Fame Committee fails to conduct its January meeting, it is the duty of the President of the MC USBC to call a special meeting no later than one week prior to the Annual Meeting in June for the purpose of considering and voting on Hall of Fame candidates.

D. Hall of Fame Selection Process

1. Requirements

- a. To be eligible for consideration in the Bowling Achievement Category, the candidate must have been a member of the MC USBC for a minimum of ten years, and have participated in at least twenty Monmouth County USBC Tournaments.

To be eligible for the Meritorious Achievement Category, a candidate's service must have been accrued over a minimum of fifteen years.

05-09. MC USBC HALL OF FAME SELECTION PROCESS (CONTINUED)

- b. The MC USBC utilizes a point system to objectively quantify candidates qualifications for consideration. The point system is designed for use as an aid in the compilation of the candidate’s biography, and as a guide for the Hall of Fame Committee when conducting the review process. See Appendix 1
- c. Biographies must be prepared in a structured format, listing credentials chronologically within national, state and local levels. Information that may be pertinent, but not included in the events detailed on Figure A, may be included in the Comments section at the bottom of the form.
- d. It is the duty of the sponsor submitting the biography to insure that the following point totals have been satisfied:

For Bowling Achievement Category	<u>100</u> Points
For Meritorious Service Category	<u>60</u> Points

2. Initializing the Process

- a. League delegates, Board members in good standing, and any MC USBC Life member may recommend, in writing to The Hall of Fame Committee, one candidate for Achievement and one candidate for Meritorious Service each year. Supporting signatures, which should appear on the cover letter submitted, are also required as follows:

League Delegates	3 additional League officers
Board Members	2 additional past presidents
MC USBC Life Members	2 additional Life members

3. Deadlines

- a. Applications may be submitted to any member of the MC USBC Hall of Fame Committee. Applications MUST be submitted before December 31st to be considered for the current season.
- b. The Hall of Fame Committee will present candidates at the Board of Directors Meeting in March. Each candidate will have their name announced and their biography recited by the candidate’s sponsor. At the end of the presentations and subsequent discussions, the Sergeant at Arms will conduct a closed vote using written ballots. The Sergeant at Arms will count the votes and the results presented to the Board. Any Hall of Fame candidate who is present at the Board meeting must exit the meeting room before the discussions ensue and ballots are distributed. Election to the Hall of Fame will require 75% of the votes cast to be in favor of election.

G. Hall of Fame Award

- 1. A congratulatory letter shall be sent to each successful candidate.
- 2. A suitable award, not to exceed \$100.00 in cost, shall be presented to each recipient upon

05-08. MC USBC HALL OF FAME SELECTION PROCESS (CONTINUED)

3. induction into the Hall of Fame. In the case of posthumous awards, the presentation will be made to the nearest of kin. The induction will be held at the annual Presidents Dinner during the month of August.
4. A permanent panel, listing all of the Hall of Fame members, is to be prominently displayed at the President's Dinner and all bowling tournaments sponsored by the Monmouth County USBC.

E. Hall of Fame Banquet Procedures

1. The Chairman of the Hall of Fame Committee is responsible for the Hall of Fame portion of the program.
2. The Chair will "call to order the Hall of Fame Ceremonies for the year _____"
3. The Chair reads the names of those who have passed away since the last induction ceremony and asks for a moment of silence.
4. The Chair asks each Hall of Fame member present to come forward when his or her name is called and stand in front of the podium. The members are then motioned to return to their seats after all are acknowledged and photos taken.
5. The Chair then introduces the inductee, the presenter and the escorts one at a time. Each inductee may choose two Hall of Fame members as escorts. The Chair (or chosen sponsor) will read the biography on each inductee and make the award presentation.

05-10. THE ANNUAL CHAMPIONSHIP TOURNAMENT GUIDELINES

- A. The Chairperson and Manager of the Tournament should meet with the management of the tournament site and firm up the dates and squad time no later than March of the year prior to the Tournament. By so doing, it will allow lane management time to advise those leagues whose schedules will be disrupted when said leagues are given their contracts for that season.
- B. Information on the Tournament should be provided to the Board of Directors no later than the December prior to the Tournament.
- C. Any rule changes must be voted on by the Board of Directors no later than the October meeting.
- D. The Chairperson and Secretary must open a bank account in the name of the Tournament with three (3) authorized signatures. Only two (2) signatures required for withdrawal.
- E. All preparation of bringing the entry forms and posters must be completed by January 1.
- F. The Chairperson and Committee will prepare a program book and shall solicit ads for it. Said program book will be required to provide the following information, at no cost to the County Association:
 1. County President's message and photo
 2. Line officers and directors listing
 3. Hall of Fame Members

05-09. THE ANNUAL CHAMPIONSHIP TOURNAMENT GUIDELINES (CONTINUED)

- G. The Chairperson will be responsible for introducing the following on their first appearance in the Tournament:
 - 1. Line Officers
 - 2. Hall-of-Fame members
 - 3. Previous Year's Winners in all categories
- H. Brackets will be conducted during the team event squad of each tournament day.
- I. In conjunction with the operation of the Tournament, the committee will conduct a 50/50 drawing. The Tournament Committee will keep 25% of the Tournament's half of the 50/50 and turn back 75% of the tournaments half of the 50/50 to the Association.
- J. The Tournament Committee will maintain a scoreboard in a prominent place in the establishment and will keep it up to date for the benefit of the bowlers.
- K. The Tournament Committee will maintain a scoreboard in a prominent place in the establishment and will keep it up to date for the benefit of the bowlers.
- L. All entries which are proven to be in violation of USBC Rule 319a (averages - conditions that apply) must be declared invalid and removed from the prize list.
- M. The team captain of such an entry must be notified, in writing of the action of the Tournament Committee.
- N. Within 30 days after the close of the Tournament, the official prize list and the checks that are applicable must be mailed to the captains, plus the required USBC Financial Report and Official Prize List Standings must be sent to the USBC home office.
- O. The wrap-up report at the June Meeting at which time a copy of the Financial Report, plus Prize List, must be filed with the Association Manager.
- P. All first place winners, in each category, shall be invited to attend the June Annual Local Convention Meeting at which time the awards and checks are presented to the Champions.

05-11. LOCAL AWARDS PROGRAM

- A. There shall be annual award program whereby each league will receive the official Monmouth County USBC Bowling Association award(s) when the final average report is turned in o the appropriate association representative.
- B. Association Award recipients must meet Monmouth County USBC Bowling Association eligibility requirements. When ties exist, duplicate wards will be presented. Such awards are
- C. not subject to any league regulations. All Monmouth County USBC Bowling Association awards shall be appropriately inscribed.

05-11. LOCAL AWARDS PROGRAM (CONTINUED)

- D. The Board shall take into consideration proportionate budgetary balances of regular season leagues, summer season leagues and the USBC **certified** bowler playing strength of each league in order to determine possible alternatives of awards and comparative values where the Board decides a reasonable division can be justified.
- E. The Board may change the award to impact variety from time to time. However, the Board shall determine the selection and its designation. In addition, the Board reserves the option of providing one or more awards for each league within the categories listed herein.
 - 1. A High Average Award recipient must bowl at least two-thirds of the league a schedule.
 - 2. A High series Award (three game total scratch) recipient will be recognized regardless of the number of games bowled.
 - 3. The USBC Merit Award will be awarded based on a fiscal year starting July 1 and ending June 30.

05-12. APPOINTMENT OF AUXILIARY DIRECTORS

- A. Auxiliary Directors are appointed by the President on recommendations of the nominating committee.
- B. The applicant is subject to approval by the association's board of directors.

05-13. RESIGNATION, REMOVAL, AND VACANCIES

Vacancies.

Vacancies in positions on the board are filled for the un-expired portion of each term as follows:

- A. Vacancies in director positions should be filled from Auxiliary Director pool providing a suitable candidate is available.

05-14. Authority and Duties

President

- A. President shall be ex-officio member of all committee except nominating committee.

05-15. AMENDMENTS

Procedure

- A. Amendment and Bylaw changes will be considered at the Annual Local Association Convention held in June.

**05-16. Supplemental requirements for Tournaments held at Fort Monmouth Bowling Center
(Adopted 10/04)**

Attendee information:

- A. Collect a list of the full names of each individual attendee (bowler and non-bowlers) over the age of 16.
- B. Collect a list of the vehicle license plate numbers, which each individual who will be driving on the base, plans to take on base. No changes can be made after the application is received.
- C. Collected lists will be forwarded to the Fort Monmouth MWR in the following format: Alphabetically by last name:
 - John Adams / XXK-123/NJ
 - Jane Adams / XXK-123/NJ
 - Bill Clark / ARR-156/NJ
- D. This comprehensive list from above will be good for the entire tournament period (including multi week formats).

Tournament applications:

- A. All applications will need to be modified to accommodate collection of all above required attendee information.

Gate access:

- A. Tournament attendees on the list can enter the base from either the Oceanport gate or Route 35 gate.
- B. All attendees will be required to show a valid form of Government ID / picture ID (same as that used to board an airplane).
- C. Attendees on the list should arrive at either base gate a minimum of one hour prior to scheduled squad start time. No squad can or will be held past its scheduled start time for any late tournament bowler.

All other decisions relating to MC USBC Tournaments / Events held on Fort Monmouth military base, made by the Tournament Committee will be final. MC USBC will not be held responsible for changes in Tournament arrangements including but not limited to changes in venue, squad times or base access.

Fort Monmouth Liaison to Monmouth County Bowling Association:

**Acting Director, Morale, Welfare, and Recreation
732 532 6609**

05-17. Local Association Life Member Rights

Life Membership in this association may be granted to the following:

- 1. Past President
- 2. A Past Secretary, Assistant Secretary, Association Manager, Assistant Association Manager
- 3. Any person who has attended at least two meetings per year and has served 10 years on the board as a Director or 15 years as an alternate/Associate Director.

05-17. Local Association Life Member Rights (continued)

The Nominating Committee shall consider for Life Membership all who have the necessary service criteria.

All Life members will have voice.

Life Members will receive the following:

1. One paid in full dinner invitation to the Annual Local Presidents dinner ceremonies at which time the candidate receives their Life Membership status.
2. Recognition to be presented at the Annual Local President's dinner ceremonies will include:
 - a. Certificate of Recognition (Framed)
 - b. Permanent Life Membership Card (Wallet size format)
3. Lifetime paid Local portion and annual dues paid by the Local Association. Members will identify their status when they complete their annual certification card. The Association Manager will submit payment to the USBC on an Annual basis.

Note – Upon acceptance of this policy, all current life members will receive awards as described above in 2b and 3. All members awarded Life Membership status after adoption of this policy will receive awards as described above in 1, 2 and 3. (REVISED March 2006)

05-18. Honorary or Emeritus membership

- A. This association may, by two-thirds affirmative vote by the Board of Directors, select someone it wishes to honor, who has rendered valuable service to the bowling game.
- B. The Board of Directors may by similar action, select someone because of:
 1. Knowledge of the functions of this Association and his ability to act in an advisory capacity and/or
 2. Counsel in matters pertaining to policy and administration of a certain office.
- C. Such persons will hold the position titles Emeritus.
- D. Such persons shall not have the right to vote unless they hold an office/director position.

05-19. Lane Certification Inspection Fees

- A. The Association portion of the Lane Certification Fees for measuring lanes shall be up to \$5.00 per lane.
- B. Such fees shall be maintained by the Joint Lane Certification Committee, who in turn shall issue a check(s) to the inspector(s).

05-20. Average Record

This Association will publish an annual Yearbook with names listed alphabetically, exclusive of published summer leagues. Each League Secretary must submit a complete list of the following information to this Association no later than June 15 of the year just completed.

- A. Name of each USBC certified bowler that has bowled in the league.
- B. The number of games bowled.
- C. The average for the number of games bowled.
- D. The League secretary will supply this information on
 - 1. A form provided by the Local Association Manager and
 - 2. Will submit a final league average sheet

05-21. Assistant Association Manager Duties

- A. The Assistant Association Manager shall perform those duties as assigned by the President, Association Members, Board of Directors, and Association Manager to provide the fullest efficiency in operating the Association and to provide greater service to its members.

05-22. New Jersey State BA Delegates

- A. At the open meeting 4 delegates will be elected to attend the New Jersey State Bowling Association Open meeting, and the next 4 highest vote getters will be alternates.
- B. The Delegates to the New Jersey State Bowling Association shall attend and report on the Annual State Meeting.
- C. They shall represent this Association to pursue its best interests and functions.
- D. State Delegate, any State Officer of this Association, and eligible Life Members, shall be allotted \$15.00 for each meeting/ seminar that they attend, to defray expenses incurred in travel, auto expense and other fees paid to attend State business and related functions.

05-23. NJS USBC WBA Delegates

The Association will elect ten New Jersey State Women's Bowling Association Members to attend the Annual State Meeting in May and report back to the board.

State Delegate, any State Officer of this Association, and eligible Life Members, shall be allotted the cost of lunch for each meeting/ seminar that they attend, to defray expenses. (Added 2008)

05-24. USBC NATIONAL DELEGATES

The First Vice President and Association Manager shall be encouraged to bid for position as USBC National Delegates to represent this Association at the USBC National Annual Meeting. Upon return, the First Vice President if elected shall be primarily responsible for making a comprehensive report to the members and the board of all pertinent subject matter related to convention business. Otherwise, the Delegate receiving the most votes will assume this responsibility.

- A. The Association membership shall elect the remaining number of required Delegates and Alternates. They shall be elected by secret ballot with a term of office to be held for one year. The selection of elected Delegates and Alternates shall be determined by a plurality count. Any board member may nominate any member of this association for the office of Delegate.
- B. The association shall provide financial assistance to each delegate as defined herein. The amount budgeted each year shall be determined by the difference between the balance of unused funds from the previous year and the amount necessary to achieve a maximum ceiling limited to \$4,000.00.
- C. The First Vice President, Association Manager, and all other Elected Delegates and Alternates when serving as an USBC National Delegate shall be allotted the incurred cost of a round-trip air fare, not to exceed the prevailing tourist class **airfare** rate from the home airport to the convention city, plus an additional \$150.00 expense allowance per day to a maximum of three days or \$450.00.
- D. All Delegates shall be required to attend the USBC National Annual Meeting and one day of Pre or Post Annual Meeting Workshop Session (s) as scheduled. An amount of \$150.00 will be withheld from the delegates expense allowance for each day they fail to attend either the Annual Meeting or a minimum of one of the scheduled workshop session days as described above.
- E. Each Delegate shall have the option of using other means of transportation to the convention city, such as auto, bus, or the like. However, financial assistance shall remain based on the foregoing precept regardless of the mode of transportation taken.
- F. Each Delegate shall submit to the Association Manager, a voucher within thirty days of returning home, accounting for convention travel expenses incurred.

05-25. MC USBC Representatives To The Lanes

- A. Each Bowling Establishment shall have representative(s) assigned by the President to represent this Association in matters that will provide the fullest efficiency in rendering service to the members of each league.
- B. Each Lane Representative shall personally communicate directly with each league secretary

05-25. MC USBC Representatives To The Lanes (continued)

- C. Each Lane Representative shall also establish a good business-like relationship with the Bowling proprietor.
- D. Each Lane Representative will be furnished with a copy of specific responsibilities to carry out this Association's programs.
- E. Each Lane Representative shall be compensated at the rate of \$5.00 per league plus \$50.00 for expenses. (ADOPTED June 2004)

05-26. MC USBC Director's Duties

- It is mandatory for all directors and officers of the MC USBC BA to attend three of the five scheduled meetings per year.
- It is mandatory for all directors and officers of the MC USBC BA to sign up and work five of the nineteen scheduled tournaments per year.

05-27. Annual Youth Scholarships

Four Scholarships valued at \$250.00 each will be awarded at the Hall of Fame dinner to Youth bowlers.

- A. High Series – male and female: A high series award (three game total scratch) recipient must bowl a minimum of 65 games in a Monmouth County League.
- B. High Average – male and female: A high average award recipient must bowl a minimum of 65 games in a Monmouth County League.
- C. The scholarship money will be provided by the MC USBC Youth Account.

05-28. NJS Traveling League (Added 2008)

Monmouth County USBC members of the NJS Traveling League will be reimbursed \$100 for regular members. A disbursement of \$50 entry fee will be given for the full MC teams.

05-29. Inter-County Social Functions (Added 2008)

Monmouth County USBC board members and their guest will be reimbursed the cost of the dinner for each out of County Hall of Fame dinner they attend.

05-30. Registered Volunteer Program (Added 2009)

All Board members who are involved with coaching Junior Leagues, plus the Youth Committee, shall be reimbursed the USBC RVP fee.

05-31. Tournament Financial Report

The official tournament financial report will contain all income, including certifications, and all expenses. The format to be followed is:

Monmouth County USBC Bowling Association

Tournament Financial Report

For : _____ Date: / /

Income:

# of Pre-Paid Entries : _____ @ Entry Fee:\$_____	\$
# of Walk-In Entries : _____ @ Entry Fee:\$_____	\$
Sponsor Contribution	\$
Ad Book Revenue	\$
50/50 Revenue	\$
Bracket Income	\$
Other Revenue Source : _____	\$
Total Revenue:	\$_____

Expenses:

Prize Fee: # of Entries : _____ @ \$ _____ per entry	\$
Lineage Fee : # games bowled @ \$_____ per game	\$
Youth Support : (\$1 per entry)	\$
Bracket/50-50 Proceeds to MC USBC (75% of profit)	\$
Supplies (postage, labels, paper, etc)	\$
Printing Expense	\$
Other Expense Items:_____	\$
Total Expenses:	\$_____
Profit/Loss	\$_____

Workers Compensation \$

*** Balance to MC USBC : bracket + 50-50 proceeds + profit – seed money \$

APPENDIX 1.

Monmouth County USBC

Hall of Fame – Bowling Achievement Evaluation

1. Tournaments – Candidate **MUST** have earned at least one Title.

a. Titles – Major MC USBC, State, and National Tournaments, Actual Division Titles Only.

	Local	State	National
TEAM – Championship	4	6	10
DOUBLES – Championship	6	8	12
SINGLES – Championship	8	12	16
ALL EVENTS – Championship	12	16	24
MASTERS – Championship	12	16	24
SENIOR MASTERS – Championship	9	12	18
SENIOR DOUBLES – Championship	4	6	10
SENIOR ALL EVENTS – Championship	4	8	12
SENIOR SINGLES – Championship	4	8	12

b. Other Titles – Minor Association events, PBA, TNBA, other sanctioned Tournaments of note (Hoinke, BTM, etc) Actual Division Titles Only

Local Association Titles	2 points	TNBA Regional Title	4 points
PBA National Title	24 points	Other Titles/National	4 points
PBA Regional Title	12 points	Other Titles/Regional	4 points
TNBA National	8 points		

c. High Finishes – Placing 2nd thru 5th place in any of the Tournament Events listed under section a or b above.

Points awarded will be ½ the value indicated under the “Titles” category.

2. Scores

Games Bowled

300 Games	3 pts ea	Max 30
800 Series	4 pts ea	Max 40
299 Games	2 pts ea	Max 20
770-799 Series	2 pts ea	Max 20
298 Games	1 pt ea	Max 10
11 in a Row	1 pt ea	Max 10

3. Averages – Best 15 year composite

220 and Over	16 pts
211-219	12 pts
201-210	8 pts
191-200	4 pts

Hall of Fame – Bowling Achievement Evaluation (continued)

4. All Events Scores

Championship Tournaments	Local	State	National
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2200 and Over	6	8	12
2100 to 2199	4	6	8
2000 to 2099	2	4	6

5. Honors and Awards

a. Halls of Fame

National	30 Points
State	20 Points
Other Local	15 Points

b. Local Association Annual Awards

Bowler of the Year	6 Points
High Average	4 Points
High Series	2 Points

6. Other Career Highlights

A maximum of TEN discretionary points may be awarded, providing the candidate submits supporting documentation that may be considered pertinent to the evaluation process. Examples such as number of 700 series, league championships, other Titles not listed above, etc.

MINIMUM REQUIREMENT-----100 Points

7. Local Association Honors

At least 50% of the points earned must come from MC USBC play.

**Monmouth County USBC
Hall of Fame – Meritorious Service Evaluation**

Minimum of 60 points required

A. Offices Held

Office	Local	State	National
President	8	15	25
Line Office	6	10	20
Director	4	8	15
Board Secretary	2/yr (max 10)	8	15
Board Treasurer	1/yr (max 10)	4	8
League President 10 yrs	2		
League Secretary 10 yrs	3		
League Treasurer	2		
Lane Rep	4 (min 10 yrs)		

B. Tournament Participation

	Local	State	National
Annual Champ-20 yr	4	6	10
Seniors – 10 yr min	2	4	
Masters – 10 yr min	2	4	

C. National Convention

Delegate	2	4 pts per yr/max 12 yrs
Alternate	1	2 pts per yr/max 12 yrs

D. Media

	Local	State	National
TV, Radio, Newspaper	10	15	20

E. Tournament Manager

	Local	State
Annual Tournament Manager	6 (max 12 pts)	10 (max 20 pts)
Annual Tournament Staff	3	4
Other Tournament Manager	3 (once only each tourn)	6 (once only each tourn)
Other Tournament Staff	2 (once only each tourn)	3 (once only each tourn)

F. Bowling Council

	Local	State	National
Officer/Delegate	4/2	8/4	
Hall of Fame	15	25	
Board Life Member	4	8	15

G. Promotion: A maximum of 10 points will be awarded for the candidates' efforts at promoting the sport of Bowling. League activities, innovative ideas, new programs, etc. Will be considered in this narrative section.

APPENDIX 2.

Monmouth County Women's Bowling Association (Future USBC)
 Hall of Fame Criteria
Superior Performance Category
 (For Proposed on 10/12/05)

Initial Requirements that must be met for further consideration:

- 1) Current or past WIBC/USBC sanctioned member of MCWBA for a minimum of 10 years
- 2) Participation in MCWBA/USBC Annual Tournament for a minimum of 10 years
- 3) 185 average or better for a minimum of 10 years
- 4) A minimum of 5 titles across MCWBA Annual Championships, Queens, Mixed Doubles and MCW600 Club.
- 5) A minimum of 250 points based on scoring system outlined below.

Note: Only WIBC and USBC (Women's) scores will be recognized.

Points will be assigned for the following:

Achievement:	Points awarded per
1) MCWBA Bowler of the Year	15
2) MCWBA Season high average award	10
3) MCWBA Season high series award	5
4) MCWBA Season high game award	2
5) 200 average for complete winter season (66 games or more)	3
6) 800 series	10
7) 750 - 799 series	5
8) 700 – 749 series	3
9) 650 – 699 series	2
10) 300 game	5
11) 298 – 299 game	3
12) 265 – 297 game	1
13) MCWBA Championship All Events Scratch title	10
14) MCWBA Championship Singles Handicap/Scratch title	5
15) MCWBA Championship Doubles Handicap/Scratch title	2
16) MCWBA Championship Team Handicap/Scratch title	1
17) MCWBA Queens Championship	7
18) MCWBA 600 Club Singles/Doubles Handicap/Scratch title	2
19) Mixed Doubles Handicap/Scratch title	2
20) Participation in the Inter-county Tournament	2
21) NJSWBA titles (Annual Championship, Queens, 600 Club)	2

**MC USBC – Women’s
Hall of Fame Application**

All applications must be submitted to a member of the Monmouth County Board of Directors by the fifteenth of January of the current bowling season. Inductees will be announced at the Annual Championship Tournament.

All information will be verified by the Hall of Fame committee.

Name: *(Please list all names which you sanctioned under while a member)*

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

1. Are you a current or retired member of the MCWBA: _____

1a. Please list the YEAR you started bowling in the MCWBA: _____

2. Please list highest average in a Monmouth County (WIBC/USBC) league (for 66 games or more): _____

2a. How many years have you averaged above 185? _____

2b. What is your Career High Average: _____

2c. Have you ever participated in the Hi-5 (Inter-county Tournament) on behalf of Monmouth County?

_____ If yes, what year(s) did you participate: _____

3. Have you ever been named MCWBA Bowler of the Year? _____

3a. If yes, what years did you win this honor: _____

The following questions refer to honors that you may have won at the association level, not at the individual league level.

4. Have you ever won the MCWBA Season High Average Award: _____

4a. If yes, what year(s) and with what score(s) did you win this honor: _____

5. Have you ever won the MCWBA Season High Series Award: _____

5a. If yes, what year(s) and with what score(s) did you win this honor: _____

6. Have you ever won the MCWBA Season High Game Award: _____

6a. If yes, what year(s) and with what score(s) did you win this honor: _____

The following questions will provide us with a history of your tournament achievements throughout your bowling career in Monmouth County.

7. Have you ever won a MCWBA Championship All events title: _____

7a. If yes, what year(s) and with what score(s) did you win this honor: _____

8. Have you ever won the MCWBA Championship Singles title (*Scr. or Hdcp*)? _____

8a. If yes, what year(s) and with what score(s) did you win this honor: _____

9. Have you ever won the MCWBA Championship Doubles title (*Scr. or Hdcp*)? _____

9a. If yes, what year(s) and with what score(s) did you win this honor: _____

10. Have you ever won the MCWBA Championship Team title (*Scr. or Hdcp*)? _____

10a. If yes, what year(s) and with what score(s) did you win this honor: _____

11. Have you ever won the MCWBA Queens Championship title (*Scr. or Hdcp*)? _____

11a. If yes, what year(s) and with what score(s) did you win this honor: _____

12. Have you ever won the MCWBA 600 Club (Singles/Doubles) title (*Scr. or Hdcp*)? _____

12a. If yes, what year(s) and with what score(s) did you win this honor: _____

13. Have you ever won the Monmouth County Mixed Doubles title (*Scr. or Hdcp*)? _____

13a. If yes, what year(s) and with what score(s) did you win this honor: _____

14. Please list other titles have you won in or outside Monmouth County.

An important part of the criteria for induction into the Hall of Fame for superior performance are 3 game series of 650 or better and games of 265 or higher rolled during a Monmouth County Women's (WIBC/USBC) sanctioned league or event.

Please list any games of 265 or higher and series of 650 or higher, by year, if possible. All scores must be verified through our records or through league secretary.

15. Please list your highest series rolled in a Monmouth County (WIBC/USBC) league/event: _____

Career High Series: _____

16. Please list highest game rolled in a Monmouth County (WIBC/USBC) league/event: _____

Career High Game: *(If 300, how many)* _____

Now, please tell us a little more about yourself.

How did you become involved in the sport of bowling?

What leagues and bowling centers have you participated in within Monmouth County?

What other hobbies do you have?

Do you have any children? If so, what are their names and ages?

What is your occupation? _____

Please verify that the information you have submitted is accurate to the best of your knowledge by signing and dating this form below.

Name

Date

APPENDIX 3

BOWLER OF THE YEAR CRITERIA – MALE

CATEGORY	POINT VALUE
NATIONAL TEAM 1ST PL	10
NATIONAL SINGLES 1ST PL	30
NATIONAL DOUBLES 1ST PL	20
NATIONAL ALL EVENTS	40
NATIONAL MASTERS	50
STATE TEAM 1ST PL	7
STATE SINGLES 1ST PL	20
STATE DOUBLES 1ST PL	15
<u>STATE "A" ALL EVENTS</u>	30
STATE MASTERS	40
CTY TEAM 1ST PL	5
CTY SINGLES 1ST	15
CTY DOUBLES 1ST	10
"A" ALL EVENTS	20
MASTERS	30
BAHR	1
MIXED DOUBLES	2
800 SERIES	6
300 GAMES	4
11 IN A ROW	1
750-799 SERIES	3
(AVGS BASED ON 72 GAMES)	
HI AVG IN HOUSE 210+	10
ADDITIONAL 210+	4
HI AVG IN HOUSE 200-209	5
ADDITIONAL 200-209	2
MCBA HI AVERAGE	5
MCBA HI SERIES	3

EXTRA POINTS ***

TOTAL POINTS

*** TOP TOURNAMENT PLACEMENT OTHER THAN 1ST = 1 POINT (2nd or 3rd)

For information only

OTHER 700's

APPENDIX 3

BOWLER OF THE YEAR CRITERIA – FEMALE

**BOWLER OF THE YEAR
POINTS**

ALL BOWLERS MUST HAVE 66 GAMES IN MONMOUTH COUNTY LEAGUE PLAY TO BE ELIGIBLE. MUST HAVE BOWLED 2/3 OF THE LAST SIX (6) WEEKS OF BOWLING UNLESS PHYSICAL DISABILITY.

ALL GAMES MUST BE BOWLED DURING W.I.B.C. SANCTIONED LEAGUE OR TOURNAMENT COUNTY. (THIS INCLUDES THE HIGH 5 TOURNAMENT)

AVERAGE (200 UP)

220 & OVER 10
216 - 219 08
211 - 215 05
206 - 210 03
200 - 205 02

MONMOUTH COUNTY TOURNAMENT

SCRATCH OR HANDICAP
ALL EVENTS 05
SINGLES 03
DOUBLES 02
TEAM 01

SERIES (650 & OVER)

800 & OVER 15
776 - 799 10
751 - 775 08
726 - 750 06
700 - 725 05
675 - 699 03
650 - 674 02

**HIGHEST SERIES IN
TOURNAMENT 02**

QUEENS
CHAMPION 05
SECOND TO FIFTH 01

GAME (265 & OVER)

300 05
298 - 299 04
279 - 297 03
265 - 278 02

MIXED DOUBLES
SC/H CHAMPION 02
TOURNAMENT HI SERIES 02

600 TOURNAMENT
SINGLE CHAMPION S/H 05
DOUBLES CHAMPION W/H 02

TOP FIVE INTERCOUNTY TOURNAMENT PARTICIPATION 02

SCHOLARSHIP APPLICATION – BOY

Scholarship Award Eligibility and Requirements

1. ***Eligibility:*** *The award is open to all male members of Monmouth County Youth who meet the following criteria:*
 - a) *Applicant must be a member in good standing of MC Youth*
 - b) *Applicants must have bowled at least 21 games in Monmouth County and be certified in Monmouth County USBC.*
 - c) *Applicant must be in his senior year of high school, and will be graduating in the current year.*
 - d) *Applicant must be planning to further his education at an accredited college or trade school.*

2. ***Requirements:***
 - a) *Applicant must complete the Scholarship Award Application.*
 - b) *It is the responsibility of the applicant to obtain certification of school grades and bowling contributions.*
 - c) *Applicant must return completed application to the MC Youth Administrator no later than May 15th.*

MC Youth Award Procedures:

1. *MC Youth will select up to three candidates from the applications submitted. Any application that is incomplete or late will not be considered.*

2. *MC Youth will submit their candidates to the MCBA Scholarship Award Committee no later than May 15th.*

3. *The MC Youth Scholarship Award Committee will convene and select the winner from those submitted*

4. *The scholarship winner will be announced at the annual MC USBC Jamboree Meeting held on the first Sunday in June.*

5. *The amount of the award will be \$ 1000. A check in that amount will be made out to the school that the winner will attend.*

6. *The award will be presented to the winner at the annual MC USBC Hall of Fame Dinner in August.*

MONMOUTH COUNTY BOWLING ASSOCIATION

SCHOLARSHIP AWARD APPLICATION

Name: _____ **MC Youth Sanction#:** _____

Address _____ **Telephone #:** _____

City: _____, *New Jersey* **ZIP:** _____

Date of Birth: ___/___/___ **High School Name:** _____

Current Grade: _____ **Curriculum:** _____

1. Write a brief paragraph describing your goals and life expectations.

Applicants Signature: _____ **Date:** _____

2. Tell us about your bowling achievements. List awards, tournament scores, leagues, and bowling highlights.

Please list and describe your contributions to the sport of bowling – coaching, Fund raising, getting others involved, etc. Complete this section with a Youth bowling official who has worked with you in the past.

Youth Bowling Official's Signature: _____ **Date:** _____

APPENDIX 4

SCHOLARSHIP APPLICATION – GIRL

The Monmouth County USBC is pleased to announce that they will offer a \$1000.00 Scholarship Award to a young woman who is showing promise in her bowling career.

The following eligibility applies:

- a) Applicant must NOT be bowling in an ADULT league.
- b) Applicant must be a USBC Youth member in good standing.
- c) Applicant must be a HIGH SCHOOL SENIOR, graduating in the current year.
- d) Applicant must have maintained a “C” average or above in academic subjects.
- e) Applicant must be planning to further her education at an accredited college or trade school.
- f) Applicant must provide coach and teacher references.
- g) Applicants must have bowled at least 21 games in Monmouth County and be certified in Monmouth County USBC.

All completed applications must be returned no later than MAY 15th. Please note it is the applicant’s responsibility to obtain certification of grades. Any incomplete applications will not be considered.

The young woman selected by the committee will receive a \$1,000.00 Scholarship to be held in escrow. Payment will be made to the student and the school of her choice upon proof of enrollment and attendance. If the scholarship funds are not used within two years of high school graduation, it will be forfeited back to MC USBC.

Monmouth County USBC Women's Scholarship Nomination Application

Name: _____

Address: _____ Telephone# _____

City: _____ Zip: _____ Date of Birth _____

High School: _____ Grade: _____

Highest Bowling Averages Attained

Year _____

Average _____

Name of league which you are currently certified/sanctioned through

Highest Series and Games Bowled

Year	Series	Series	Game	Game	Game
------	--------	--------	------	------	------

_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
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Local/State Tournament Titles Won	Year	Score
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_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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