



League Quick-Start Checklist

League Name: _____ Certification #: _____

Bowling Center Name: _____ Certification #: _____

Telephone: _____

This checklist is a quick review of the league's operational duties. The details of each officer's duties can be found in the Playing Rules book and in the following pages of this manual.

The basics of getting your league up and rolling...

- ☐ Have a meeting to adopt rules before the first session of bowling.
- ☐ Establish the league account with two signatures for withdrawals and statements sent to the president.
- ☐ Post a league schedule in center or distribute to each team captain.
- ☐ Have all bowlers complete membership applications and pay fees in accordance with USBC Rule 101.
- ☐ Send completed USBC league application and fees to your local association(s) within 30 days from the start of the schedule.
- ☐ Adopt a prize/awards list within five (5) weeks of the start of the schedule.
- ☐ If your league includes bowlers under age 20, discuss Youth Membership Eligibility Rule 400 with league members.
- ☐ If your league includes unmarried grade or high school students under the age of 18, a parental consent form must be completed and submitted.

The basics of keeping your league rolling...

- ☐ Post or distribute current standing sheet. You can also upload the standing sheet on BOWL.com.
- ☐ Distribute recap sheets and pay envelopes.
- ☐ Collect all fees and pay bowling center fees.
- ☐ Deposit money into the league account within seven days.
- ☐ Collect recap sheets and calculate the league records.
- ☐ Check if any awards were earned and process within 20 days of the score bowled. A complete list of USBC awards can be found on BOWL.com.
- ☐ Have new bowlers complete membership applications and pay fees in accordance with USBC Rule 101.
- ☐ President or Youth league supervisor must verify league account balance monthly.



Parental Consent Form

I, _____, am the parent or legal guardian of _____, an unmarried grade school or high school student under the age of 18. By signing this form I am authorizing my child to bowl or substitute in the _____ a league/tournament that offers merchandise over \$500, cash or bonds.

I verify I have read and reviewed USBC Rule 400 (see below) and understand the competition I have authorized my child to participate in violates the rule jeopardizing his/her USBC Youth eligibility.

I recognize that by bowling or substituting in competition which violated Rule 400, his/her amateur status may be jeopardized. I understand that to ensure compliance with high school and collegiate rules I should check with a compliance officer and/or academic counselor at his/her school.

Parental/Guardian Signature: _____ **Date:** _____

Rule 400: Youth Membership Eligibility

USBC Youth membership is available to individuals who have not reached their 20th birthday prior to August 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 20 prior to August 1 will be allowed to complete the summer league. The age limitation is waived for those authorized as mentally challenged.

- a. Except as provided in Item b, a youth may not bowl, substitute or pace in any bowling activity which offers any of the following as prizes:
 1. Cash or bonds.
 2. Merchandise exceeding \$500 in value.
- b. Youth may bowl in singles competitions (including side competitions/brackets) offering such prizes, provided, prior to bowling:
 1. The competition agrees to award the youth's prize in the form of a scholarship; or
 2. The youth signs the USBC Singles Competition Prize Waiver waiving his/her rights to any prize in violation of this rule.

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 or entry fees (must be paid directly to the tournament director/manager) and reimbursement of actual travel expenses into the next higher level of competition or any tournament or event. (Receipts must be provided 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.





The Musts of League Funds

The following topics discuss things that **must** be done to comply with USBC Rules and Bonding Procedures and safeguard the league funds. Please remember, as you read on, that "must" is the key word in each of these topics.

League Account

The league must have an account in a bank or credit institution that is a member of the Federal Deposit Insurance Corporation (FDIC) or equivalent, or use in-center banking. The account must be in the name of the league, not an officer's name. Two officers must sign for any withdrawals. Signers on the account cannot be immediate family members.

The league decides if a banking institution or in-center banking will be used. Consider conveniences and safety for the officers, who will be depositing and withdrawing league funds. Also, consider the institution's hours and location, as well as any fees that may be charged, before making a decision.

When using a banking institution, the account should be opened using an Employee Identification Number (EIN) - not an officer's social security number. The EIN is provided by the Internal Revenue Service (IRS) and, if done online, the number is assigned immediately upon completing the form. Click [here](#) for instructions specific to getting an EIN for a league.

In-center banking is convenient for deposits but there are drawbacks. First, the league must be aware that USBC bonding insurance does not cover losses incurred because of center insolvency. We have heard of leagues having to wait to withdraw league funds for payment of membership dues, league expenses and the league prize fund. Be sure to address these items with center management if the league chooses in-center banking.

The center must provide the president with a monthly statement of the league deposits and withdrawals, and it is important to address with the center. USBC has a step-by-step procedure to assist you in setting up an in-center banking agreement. Click [here](#) for details.

Deposits

League funds must be deposited in the league account within seven (7) days of receipt. This includes funds collected for membership dues. Membership dues must be deposited in the league account or a money order purchased within seven (7) days of receipt and forwarded to the local association.

Failure to deposit within seven (7) days negates full bonding insurance coverage. Click [here](#) for Bonding information.

Verification

The league account statement must be sent to the league president. The president must do the arithmetic necessary to verify the account monthly. Click [here](#) for a verification form to assist in verifying the account.

Withdrawals

Whether you use a checking account, savings account or an in-center banking account, all withdrawals must have two signatures. Other than ordinary expenses such as center lineage, expenses must be approved by the board or stated in the league rules prior to payment.





The Bonding Program covers up to \$10,000 at the end of the bowling season, when money is withdrawn for prize/award distribution. For prize/award funds of more than \$10,000, USBC recommends payments are made with checks or money orders. Leagues must distribute league prizes/awards within seven (7) days after withdrawal for Bonding coverage.

Audit

The league president must appoint an audit committee. The audit committee must complete at least one audit within the last 30 days of the league schedule. Click [here](#) for detailed audit committee procedures. We also have created a worksheet to assist the committee; click [here](#) for a copy.

Financial Statements

The treasurer or secretary/treasurer must complete a financial statement and provide a copy to each team captain. The financial statement discloses all money collected by the league, including membership dues and league fundraisers, and discloses all expenditures.

The financial statement must include a detail of the prizes paid to each team and individual. Click [here](#) for a sample financial statement.



Seacoast New Hampshire USBC Association
League Dues Worksheet 2014-2015 Season

This form is used to help you determine the total amount of dues that should be collected and forwarded to the Seacoast New Hampshire USBC for all bowlers in your league. Forward one copy of this form together with the league application, dues and individual applications. Seacoast New Hampshire USBC is a merged local association servicing all adults and youths.

State Membership

New Hampshire State USBC is a merged state association servicing all adults and youths.

Name of center:	
Name of league:	Sanction number:

<u>Product Category</u>	<u>Product Name</u>	<u>Members</u>	X	<u>Dues Each</u>	=	<u>Ext Amount</u>
National	Standard	<input type="text"/>	X	\$19.00	=	<input type="text"/>
	Senior Standard (65 yrs and older)	<input type="text"/>	X	\$17.00	=	<input type="text"/>
Lifetime Members	Local Life Member	<input type="text"/>	X	\$0.00	=	<input type="text"/>
Local/State	Local Only	<input type="text"/>	X	\$8.00	=	<input type="text"/>
	Senior Local Only (65 yrs and older)	<input type="text"/>	X	\$6.00	=	<input type="text"/>
	State + Local	<input type="text"/>	X	\$9.00	=	<input type="text"/>
	Senior State + Local (65 yrs and older)	<input type="text"/>	X	\$7.00	=	<input type="text"/>
	Standard	<input type="text"/>	X	\$4.00	=	<input type="text"/>
	BOWLOPOLIS	<input type="text"/>	X	\$3.50	=	<input type="text"/>
	JUNIOR GOLD U12	<input type="text"/>	X	\$10.00	=	<input type="text"/>
	JUNIOR GOLD U15 U20	<input type="text"/>	X	\$30.00	=	<input type="text"/>
	Processing fee only	<input type="text"/>	X	\$2.00	=	<input type="text"/>
	Processing fee plus state only	<input type="text"/>	X	\$2.50	=	<input type="text"/>
	Total members paying dues through this league (add column):	<input type="text"/>		Total dues*:		<input type="text"/>
	Plus total members NOT paying dues through this league	<input type="text"/>				
Total members:		<input type="text"/>				

* Please make check for this amount payable to the "Seacoast NH USBC". We do not accept credit card payments.



Sample Financial Statement

8 Team League

This statement can be used to determine your league's estimated budget, estimated total prize fund, for verification of the league's account and as the end of the season financial statement.

INCOME

Beginning Balance		\$50.00
League Fees	\$15.00/wk x 40 bowlers = \$600.00 x 34 wk =	\$20,400.00
Substitute Fees	\$2.00/bowler x 24 bowlers =	\$48.00
Secretary Fees	\$42.50/team x 8 teams =	\$340.00
USBC Adult Fees	\$21.00/bowler x 40 bowlers	\$840.00
Franchise Fees	\$25.00/team x 8 teams =	\$200.00
Sweeper fees	\$5.00/bowler x 40 bowlers	\$200.00
TOTAL INCOME		\$22,078.00

EXPENSES

Lineage paid to center	\$10.00/wk x 40 bowlers = \$400.00 x 34 weeks =	\$13,600.00
Secretary's Salary	\$42.50/team x 8 teams =	\$340.00
Sweeper prizes		\$250.00
USBC Dues Paid		\$840.00
Trophies		\$150.00
Miscellaneous – Supplies (paper, ink, postage)		\$58.00
TOTAL EXPENSES		\$15,238.00

AMOUNT AVAILABLE FOR LEAGUE PRIZE FUND

Total income minus Total expenses **\$6,840.00**

Prize fund breakdown

Team Awards/Prizes.....\$5,200.00

Individual Awards/Prizes\$1,590.00

ENDING LEAGUE BALANCE (to be carried over to next season).....\$50.00

A complete listing of team and individual prizes must accompany this statement





Rules to Consider

Every league must have rules. This task can be simplified by using the "USBC Adult or Youth League Rules" found on BOWL.com. In adult leagues, the league board of directors or members must vote on each rule. Pay particular attention to rules covering the following items:

Absentee scores (Rule 105) - An absentee score is used when a player on the roster is absent from league and a substitute is not obtained. The absentee score shall be the absent member's current average minus 10 pins, unless otherwise provided by league rule.

Entering averages (Rule 118c) - A complete and adequate average rule is essential for any handicap or classified league. Averages from the previous season are recommended to be used for a bowler's first night of competition because they are easily verified and they represent the bowler's true ability. Bowlers who do not have a qualifying average will then establish their average the first session they bowl, unless league rules state otherwise.

In youth leagues, a bowler using a two-hand delivery will establish an average with two hands. When the bowler changes to a one-hand delivery, they must establish a new average using that hand. (Rule 118b, Item 4)

Handicaps (Rule 100g) - Handicapping is a means of placing bowlers and teams with varying degree of skill on as equitable a basis as possible for their competition against each other.

A handicap league must decide if individual or team handicapping will be used. We recommend the individual handicap method for leagues offering individual handicap prizes.

A handicap league must also decide what percentage and base will be used. Without a rule, a handicap league must use 100%. USBC recommends higher handicap percentages such as 100% be used for more equalized matches. The scratch base handicap is figured from should be greater than the highest team or individual entering average. For example, if the highest entering individual average is 218, handicap should be 100% of 220.

Another option is to adopt a rule that provides a negative handicap for all bowlers with an average above the base figure. For example, 100% handicap of 200, average is 220, bowler receives -20 handicap. Be advised that some secretarial systems do not support this option.

League fees (Rule 120) - While prize/award funds are important, avoid pricing yourself out of members. Large prize/award funds require larger payments by individual members, and can discourage new members and increase league dropouts.

League fee arrearages (Rule 110a) - Insist all bowlers pay full fees every session. Team captains are responsible for collecting fees, but are not liable for teammates' payments. To encourage prompt payment, leagues can adopt a rule that a team forfeits any games when a bowler is present and bowling and not current in paying fees. If adopted, the league arrearage rule must be enforced consistently throughout the season.





Legal lineups (Rule 109a) – The minimum legal lineup must be present prior to the completion of the first frame unless the league adopts another frame. The league cannot require the legal lineup to be present at the start of the game. Leagues may adopt a rule allowing one eligible bowler as the legal lineup. Leagues decide whether substitutes count toward a legal lineup. Rule 109a, Item 2 states substitutes count, unless league rules specify otherwise.

Playoffs (Rule 113) - A playoff is a scheduled competition conducted by leagues. The playoff may be conducted in one session to determine a champion when the league bowls a split season, or across multiple sessions such as a bracketed playoff system.

Unless the league adopts another format teams involved in a playoff must bowl the same number of games normally bowled during regular league play using the same handicapping and point system.

Acceptable formats for championship playoff a league may adopt into the rules include, but are not limited to:

- One or more frames
- A point for each game, but none for series
- Total pins of a three-game playoff series
- Best-of-three games (If a team wins the first two games, the third game need not be bowled.)
- Stepladder finals (Teams are seeded the lowest seed bowls the second lowest seed, the winner advances.)
- Single or double elimination (Set up like a bracket.)
- Round Robin (Each team bowls each team the highest point winner or pinfall determines the winner.)

Postponements (Rule 111a- 111f) – Postponements may be requested up to the league start time, unless an emergency existed. A league's board of directors, specific committee, or a youth league supervisor/official decides requests for postponements. Leagues must grant postponements for emergencies.

Minimize postponement problems by:

- Discussing postponements at the organizational meeting for special situations such as hunting seasons, holidays or local/national events.
- Consider lowering the legal lineup requirement.
- Allowing teams to carry extra team members on the team roster or keeping a list of roving or designated substitutes, including contact information.
- Appointing a committee of one or more people to handle postponement requests and cancellations because of severe weather.

Prize/Award Fund (Rule 117b) – To be eligible for individual prizes, a member must have bowled at least two-thirds of the scheduled games, unless the league adopts another percentage or number of games.

Roll-offs (Rule 113) – A roll-off is a separate competition conducted to break ties.

Total pins for the season, segment or team average cannot break position standing ties at the conclusion of the season, or at the end of any segment of a split season schedule.

If the league rules are silent, teams tied for first place at the end of a segment or end of the season must bowl the same number of games normally bowled during regular league play using the same handicapping and





point system. If the points are tied after the roll-off is complete, the teams bowl an extra frame scored like a tenth frame to break this tie. A league may break other ties in the standings with a roll-off.

Some roll-off formats a league may adopt into the rules are:

- Bowl one game (or two games)
- Best two of three games
- One or more frames
- A point for each game, but none for series
- Total pins of a three-game playoff series

Substitutes (Rule 107c) – Every league needs extra players to minimize absentee and vacancy scores. Do this by keeping an ongoing list of substitutes. Substitutes are not rostered players.

Tardy players (Rule 109c) – A tardy player uses one-tenth of the absentee score for each frame missed, unless otherwise provided for by league rules.

Team rosters (Rule 104b) – Leagues specify how many players are allowed on each team's roster. Team captains submit names before the league starts play or by a time designated by the league. Only additional players and replacements are listed on the roster.

Vacancy scores (Rule 105) – Teams without full rosters receive a vacancy score.

In adult leagues, unless league rules state otherwise, the vacancy score is 120.

In youth leagues, unless league rules state otherwise, the vacancy score shall be the average of the lowest average bowler on the opposing team's roster. If two or more vacancy scores are required, the average of the next-to-the-lowest bowler on the opposing team's roster shall be used for the second vacancy score. Youth leagues also may set their own vacancy score.





League Prize Lists

Prize lists are estimated. The amount available to create proposals is based on the league's estimated income less estimated expenses.

When to adopt

The prize list must be adopted within five (5) weeks of the start of the league schedule ([Rule 117a](#)). The president appoints a committee ([Rule 102c](#)) of one or more league members to prepare one or more prize list proposals for the league to choose from. The committee must abide by any league rules when creating a prize list. It is acceptable to adopt a prize list at the league organizational meeting.

What to consider

A prize list should be fair and consider all teams and bowlers. Remember, everyone is contributing to the prize fund and should receive a reasonable amount in return. Some prize lists pay team prizes only while others pay team prizes and special individual/team prizes. Popular prize lists are the drop down, in which the dollar amount decreases with the standings, or base amount for each team plus point money, or just point money.

USBC [Rule 117b](#) allows a bowler or team to win once in each special prize category. This means a bowler can win a prize for each accomplishment but only once in a category. For example, a bowler bowls the highest scratch and handicap game in the league and also the third highest scratch game in the league. The bowler, according to Rule 117b, is eligible for the first place prize for both the high scratch game and high handicap game categories, but not the third place prize in the high scratch game category.

Leagues often adopt rules to limit one prize per bowler to allow more bowlers to earn prize money for accomplishments. In this case, the league should adopt a rule to determine what category takes precedence; scratch or handicap, game or series.

How to vote

A meeting should be held to discuss and vote on prize list proposals. This gives league members or the board (whichever has the authority to vote on the prize list) the opportunity to discuss and possibly amend the prize lists presented prior to voting.

Prize lists are adopted by a majority of the votes cast, not the most votes. A majority is one more than half the votes cast. In instances where a league passes prize lists during bowling with directions to vote for one, the voting members should be told to vote no if none of the proposals are satisfactory. A lower number of votes cast creates a lower majority, which could result in adoption of a prize list favored by a minority of the league.

For example, there are 22 members on the league board. If all 22 members cast a vote, one proposal must receive 12 yes votes to be adopted. However, if half of the board members do not like the prize list and do not vote, they have abstained and only 11 votes are cast reducing the majority vote needed to approve the prize list to 6. If the 11 captains who abstained voted no, the majority remains 12 to pass or defeat a proposal.



Bowling Etiquette and Lingo



There are some unwritten rules that your league mates will expect you to know. Follow these and you won't make any rookie mistakes.

- Street shoes are not allowed
- First one on the approach goes first and, when in doubt, the person to the right goes first
- Keep your post-shot celebration (or anger) to your own lane
- Be ready when it's your turn to bowl
- Do not eat or drink in the bowling area
- Do not linger on the approach
- Have fun with your team, but be respectful of your opponents



Every sport has its own language and bowling is no different. Learn the lingo and you'll be ready to join the conversation.

- **180:** When the pin sweep gets stuck in the back position
- **7-10 split:** Typically referred to as the toughest split
- **Arrows:** The triangles on the lane used to aid in aiming
- **Baby Split:** The 2-7 or 3-10
- **Big Four:** The 4-6-7-10
- **Blind score:** The score assigned to a bowler who is absent
- **Brooklyn:** Getting a strike hitting the other pocket
- **Deadwood:** A pin that is not able to be swept into the back
- **Foul line:** The line that separates the approach and the lane
- **Greek Church:** The 4-6-7-8-10 or 4-6-7-9-10
- **Handicap:** The number of pins received to equalize the competition
- **Pocket:** Between the 1-3 for right handers and 1-2 for left handers
- **Scratch:** The score before any handicap is applied
- **Turkey:** Three strikes in a row