

Ames Area USBC Association

Committee Handbook

*Containing Rules, functions and important dates for standing committees
appointed by the Ames Area USBC Association president*

This booklet is a part of the Policy Manual of the Ames Area USBC Association

Board Member Duties

Each board member has been elected by the bowlers to represent them at meetings of the Board of Directors. It is the responsibility as a board member to attend the meetings and vote to reflect the wishes of the bowlers, as well as to serve on various committees as appointed by the AABA USBC Association president.

Board membership carries both responsibility and commitment, and regular attendance is mandatory if an officer is to be able to function with full knowledge of the proceedings of the board

The specific duties of the association officers are found in Chapter 4 of the USBC Bylaws & Association Policy Manual.

Listed on the pages following are the various standing committees of the Ames Area USBC. These committees are appointed annually by the president. Along with the committee is a listing of the basic duties of each committee as well as a time line for the committee to follow to be functional.

Each committee may be assigned additional duties, as determined by the president, from time to time as needed.

ASSOCIATION TOURNAMENT COMMITTEE (ALL BOARD MEMBERS)

This committee's main function is supervising the running of the annual association tournament each year. The committee determines the rules by which the tournament will be conducted, selects the dates, sets the fees and selects the house(s) that will host the tournament, subject to board approval. Currently by board policy the tournament dates are the first two weekends of February.

When all dates and rules are set up, the committee shall provide to the association manager the necessary information needed to sanction the tournament. This committee should also get the information needed to the publicity committee and work with them on fliers to publicize the tournament. The committee is also responsible for obtaining sponsors for the tournament.

Timeline:

Committee should start the process of planning early in the bowling season, no later than October. Letters should go out to potential sponsors around the middle of November and follow-ups should be concluded by mid December.

Sponsor information must be forwarded to the tournament director or Association Manager by the end of December so that he or she can draw up entry blanks including sponsor names and all other pertinent information and have them printed and ready for distribution to the bowlers no later than January 10.

When the tournament begins, each committee member is expected to work at least two shifts, helping with checking in bowlers, scorekeeping, selling of raffle tickets, checking recaps and all other duties associated with the smooth running of the tournament. They should also be aware of awards the bowlers might qualify for, including Instant Cash awards.

Committee members are encouraged to wear their Ames Area USBC shirts when assisting with the tournament so that bowlers know they are board members and can seek answers to questions they might have.

AUDIT COMMITTEE

This committee is charged with the duty of conducting an audit of the association manager's books at least once a year. Because his or her input is necessary, the association manager is automatically a member of the committee.

Committee members may not be members of the Ames Area USBC board of directors.

The audit requires an inspection of all income and expense transactions, comparing bank balances with receipts and disbursements and comparing league rosters with income statements.

The audit should be completed in August each year, since the association's fiscal year runs from Aug. 1 through July 31.

BUDGET AND FINANCE COMMITTEE

This committee normally meets once per year (in August) to set up a budget for the upcoming year. The committee must project income from all sources for the year and decide how the money is to be distributed.

The budget, once prepared, is presented to the board for approval.

The association manager and at least one of the top vice-presidents should be members of this committee. The committee shall be composed of at least three board members and is appointed by the president with board approval.

Once the budget is approved, this committee's work is finished for the season.

BYLAWS AND POLICY MANUAL COMMITTEE

The primary function of this committee shall be to formulate guidelines in order that the business of the association can be conducted efficiently and consistently. Any changes in the constitution, bylaws or procedures of the Ames Area USBC should be funneled through this committee, which shall study proposals and make recommendations to the board on any matters involving rules, other than tournament rules.

The committee should meet at least a couple times during the year to reviews the bylaws and policy manual. They should make recommendations to the board to change any board policies contained in the policy manual, and should make recommendations to those attending the annual membership committee if changes are needed in the association's bylaws.

Members of the committee are urged to stay abreast with any changes dictated by the national USBC convention delegates, making sure that any such mandated changes are actually made in our bylaws or policy manual. The association's delegate to the national convention should be a member of this committee for this reason.

It is recommended that the committee meet in August or September each year, shortly after the national convention, to review information coming from the convention, then meet again in February so that any changes needed can be discussed and voted on at the annual membership meeting.

HALL OF FAME COMMITTEE

This committee is made up of all members of the Hall of Fame. Their job is to screen all nominations and pick no more than one person in each category to present to the board for election into the Hall of Fame. As they screen the nominations, they must make sure that each nominee meets the minimum requirements for election, as outlined in the association's Policy Manual.

The committee shall meet each year in November just prior to the Hall of Fame dinner in which Hall of Fame members are honored.

The chairman of the Hall of Fame committee shall work with the association manager in organizing the nominations so that Hall of Fame members have ample time to review the nominations and check for eligibility.

LANE CERTIFICATION COMMITTEE

This committee shall be responsible for certifying all lanes within the association's jurisdiction each year.

They shall also be available to check the lanes between 10 and 30 days prior to an association-sponsored tournament in any association house. If a lane condition exists that is contrary to the board's and/or USBC's rules regarding oil dressing, committee members shall return prior to the start of the tournament to re-check the lanes to make sure they are in compliance.

Lane dressing checks may be made more often at the discretion of the association manager and the board.

It is the association's rule that the "white" pattern be put down for association tournaments, as defined by USBC guidelines.

All lanes should be certified and inspected prior to August 15 each year. All committee members are expected to help with the inspections in at least one, and preferably two, of the houses due to the time and work involved so that the workload can be distributed among all.

The committee chairman shall be responsible for working with the proprietor of each house to set the time for the inspection, and following up with reports to the proprietor and the board and association manager of the findings.

SCHOLARSHIP COMMITTEE

The Scholarship Committee, appointed by the president, shall review applications to make sure they qualify for a scholarship from the association.

To qualify, students must be either a junior or a senior in high school and be AAUSBC members.

Scholarship committee members must distribute scholarship applications to the bowling centers by January 1 each year. Applications are to be submitted to the committee from bowlers no later than April 1. The committee shall then review the applications and select the appropriate winners prior to the end of the school year.

MEMBERSHIP MEETING (ANNUAL MEETING) COMMITTEE

The membership meeting should be held within 30 days of the end of the association tournament so that we may hand out the checks and trophies. The meeting must also give the tournament director ample time to write prize checks to be presented at the meeting.

The committee should have a room reserved by January 1 to hold the meeting and should notify the board and the publicity committee of the exact location and date so that the board can approve the date and location.

The committee will decide if there is to be a theme for the meeting and purchase supplies to decorate the room if needed. The committee will also decide on the menu, and with board approval order what needs to be ordered.

Once the meeting place and date have been established, the committee should meet periodically as needed to make sure food will be available at the right time. The committee also must work with the publicity committee to make sure all bowlers know of the meeting, know that checks and awards will be handed out at the meeting and that there will be an election of officers at the meeting.

It is recommended that all plans be in place no later than Feb. 1, including publicity so that the publicity can be available at the association's annual tournament.

COMMITTEE FOR OTHER TOURNAMENTS

Formerly called the 9-pin tournament committee, we have combined the 9-pin committee with a new mixed doubles committee to coordinate both tournaments.

The committee is responsible for scheduling and conducting both tournaments. It shall, with board approval, set the fee schedule for the tournaments and approve a format for each tournament, with board approval. The tournaments are to be held in the houses within the association's jurisdiction that are not hosts for the annual association tournament.

The committee should be active by late August or early September to nail down dates at the houses that will be hosts, then set up the formats and work with the association manager to get entry blanks out to the houses at least 30 days prior to the start of the tournaments.

It is important to work with the publicity committee to advertise dates and locations of the tournaments. If non-Ames Area USBC bowlers are to be eligible to participate, fliers should be circulated to outside centers by the publicity committee.

PUBLICITY COMMITTEE

As indicated by its title, this committee has the responsibility of getting information out to each community as it pertains to the association. This includes information on the annual association tournament, the mixed doubles tournament, the 9-pin tournament(s) and the annual membership meeting, as well as information to non-USBC members about the start of the bowling season.

The committee should begin its work in July each year, working with the houses in the association to create interest in league bowling in each center.

In August, the committee should work with the "other tournaments" committee, particularly if the mixed doubles and/or 9-pin tournaments are going to be held in the fall. Information about dates, time, format, costs, needs to be communicated to the bowlers.

The committee should also meet again later in the fall when they receive information on the annual tournament so that posters, fliers, etc., can be distributed to the centers in the association. If possible, assist the tournament manager with getting entry blanks distributed to the centers.

The committee then needs to work with the membership meeting committee to publicize the annual meeting. Publicity for the meeting should be in the hands of bowlers no later than Feb. 1, when the annual tournament starts.

At the request of the board, the committee may be asked to get the word out to the bowlers about any other activity the board may approve during the course of the season.

YOUTH COMMITTEE

The Youth Committee monitors, promotes, reviews and recommends youth programs and services by the association. See Chapter 6: Committees in the USBC Bylaws and Association Policy Manual for the complete details on this committee's responsibilities and criteria for the committee.

NOMINATING COMMITTEE

As stated in the Policy Manual, this committee is appointed by the president to come up with names to be listed on the ballot for each of the offices that are up for election each year at the annual meeting.

The committee's job is to present the best slate of officers possible to the membership committee while attempting to maintain a balance of representation of the Board of Directors from each association community as defined in the bylaws.

Committee members shall contact current officers whose term expires to see if they want to run for re-election. At the discretion of the committee, additional candidates for the position may also be listed on the ballot, but only if the person whose name is listed has indicated an interest to be on the ballot.

The committee shall also make sure that potential board members know the expectations and responsibilities associated with being on the board before placing their name in nomination and must make sure that the candidates qualify for a board position.

The committee should begin its duties no later than January 1 and have a ballot to the association manager no later than Feb. 15.

500/600/700 CLUB COMMITTEE

This committee is in charge of keeping track of members to the 500/600/700 Clubs. These are women-only clubs. The committee needs to inform members when tournaments are held.

Prior to the beginning of each season, the committee shall review the letter to prospective members and assign a person to receive membership money from the members. This committee shall receive monies from members and turn it over to the association manager.