



GREATER DES MOINES USBC OPERATIONS MANUAL



Table of Contents

Chapter I – Association Structure.....3

Chapter II – Membership Processing.....5

Chapter III – Board of Directors.....6

Chapter IV – Officer Authority and Duty.....9

Chapter V – Meetings.....16

Chapter VI – Committees.....17

Chapter VII – Delegates.....21

Chapter VIII – Association Tournaments.....22

Chapter IX – Awards and Recognition.....27

Chapter X – Other Requirements.....31

Forms.....33

Chapter I – Association Structure

A. Association purpose - The Greater Des Moines USBC, in its constant desire to serve the bowlers, has commitments and plans that will assist bowlers and bowling in the Association Jurisdiction. At present, the Association provides the following:

1. Assign a Director(s) to each bowling center to assist with league operations and to present both USBC and GDMUSBC Awards.
2. Process all league sanction applications and forward to USBC.
3. Distribute supplies that are required to properly operate a league to the league officers of each league.
4. Recommend approval for sanctioned tournaments.
5. Promote and conduct Local Association Championship tournaments (Open, Women's, and Youth) each year. These tournaments are open to every sanctioned bowler in the jurisdiction. Tournaments will not be hosted when Greater Des Moines USBC is hosting the State or National Level Championships.
6. Interpret rules and furnish guidance to assist members and leagues to settle disputes.
7. Conducts hearings relative to infractions of USBC rules.
8. Promotes participation in the respective Iowa State Championships.
9. Maintains individual records for all bowlers in all leagues.
10. Publishes an annual yearbook of all members bowling 21 games or more in league play. The averages are established as of July 31st.
11. Provide proper recognition of Greater Des Moines USBC bowlers with sponsorship or the Greater Des Moines USBC Hall of Fame.

B. Tax Exemption — The Greater Des Moines USBC is a 501(c)3 non-profit organization according to the US Government.

- C. Incorporation – The Greater Des Moines USBC, also known as GDMUSBC, was incorporated by the State of Iowa on May 14th, 2012.
- D. Jurisdictional Boundaries – Adel Family Fun Center, Air Lanes, Bowlerama, Great Escape, Game Day Lanes, Val Lanes and Warrior Lanes
- E. Bylaws – The Greater Des Moines USBC is governed by the USBC National, State and Local Association By-Laws. The Greater Des Moines USBC By-Laws can be found online at www.iowabowl.com/grdesmoines.

Chapter II – Membership Processing

A. Dues – Membership is comprised of individuals who pay dues to the GDMUSBC. Membership is from August 1st through July 31st.

1. Each individual will pay National, State, and Local dues as stated in the Greater Des Moines USBC By-Laws.
2. The Association may, by Board action, waive some dues in accordance with USBC rules. The Association may not charge any Non-Dues assessments.

B. Winlabs – Winlabs is the official program for maintaining all membership records for the Association, including averages and awards. Youth Processing will be completed through the USBC online membership program.

C. Membership Application Processing

1. The Association Manager and Assistant Association Manager are responsible for collecting league applications and membership cards from league secretaries. League and Membership applications will be transmitted to USBC National Headquarters in a timely manner.
2. Manager and Assistant Manager will provide receipt of league roster to league secretaries after submission of application through mailings.

Chapter III – Board of Directors

A. Application for Board Position – The following application will be required to be filled out and submitted to the nominating committee by all parties wishing to be considered for a position on the Greater Des Moines USBC Board of Directors. This applies to current members of the board and members desiring to join the Board of Directors.

1. Applications for Position on the Board of Directors is due to the Nominating Committee no later than 24 Hours prior to the start of the Annual Membership Meeting to be included on the printed slate.
2. A Member may be nominated from the floor of the Annual Membership Meeting provided they have filed their Application for Board Position with the Nominating Committee no later than one hour prior to the start of the meeting.
3. Any Persons running for Officer Position that is not elected is automatically added to the Director Slate provided they accept the nomination.

B. Authority and Duties of the Board and Directors –

Each Board of Director Member has been elected by the Association bowlers to represent them at meetings of the Board of Directors. It is the responsibility of Board members to attend the meetings and vote to reflect the wishes of bowlers in the association. Regular attendance is mandatory unless excused by the President or Association Manager. The excused board member must be able to function with full knowledge of the proceedings of the Board. In addition to the duties outlined in the Association By-Laws and the USBC Policy Manual, the Board Members must perform the following:

1. Attend Meetings and actively participate in Association affairs.
2. Work with others for the progress and success of the Association.
3. Give assistance to secretaries, league officers, and members in the centers they are assigned to.

4. Serve on and be active on the committees they are assigned to.
5. Personally present honor score awards to achieving bowlers in the center or centers to which the director is assigned to.
6. Participate in any Association Tournaments and enlist participation of bowlers in the center to which they are assigned to.
7. Assist and work at Association functions. This includes tournaments, Association meetings, or any special events.
8. May call special board meetings if a majority of the Board approves.
9. In the case of extreme circumstances, as determined by the President of the Association, actions can be taken without a board meeting. Such actions can be taken by mail, email, or teleconference.
10. Failure to perform the above stated duties, could lead to discipline up to and including dismissal from the Board of Directors. All absences will be reviewed by the hearings committee.

C. Association Leader Commitment Form – The following Association Leader commitment form will be filled out and signed by every Board Member and Volunteer for the Association.

D. Leadership Code of Ethics – The following Leadership Code of Ethics will be filled out and signed by every Board Member and Volunteer.

E. Association Manager Performance Reviews – The Association Manager reports to and is accountable to the Board and the USBC Headquarters.

1. The President will do quarterly reviews and report to the board as to the proficiency of the Manager.
2. The Board will do a yearly evaluation and recommend retention or dismissal.
3. The following form from USBC will be used for evaluation of the Association Manager. Record of the review will be retained by the Association.

F. Board Protocol and Reimbursement Policy – Legitimate business expenses can be reimbursed, with board approval. Such Expenses must be documented and include receipts.

Chapter IV – Officers Authority and Duty – Term Limits

A. President

1. Acts as spokesman for the Association
2. Presides over all Board and Association Meetings
3. Obtains financial records from the Association Manager and verifies the Association accounts monthly.
4. Appoints committees, including standing committees, with Board Approval. Has the authority to remove committee members. If a replacement is needed, appoint a person with Board approval.
5. May attend president appointed committee meeting in an ex officio, non-voting capacity. Can be a voting member of the committee if the Board approves.
6. Shall call, at a minimum, quarterly board meetings and any special meetings needed.
7. With the Association Manager, sets the date and location of the Annual Meeting for the Association Members.
8. Presents the President's report at all Board meetings and Membership meetings.
9. Is familiar with Parliamentary procedures.
10. Is familiar with the operations and procedures of the Association.
11. Approves requisitions if required and sends payments for approved requisitions.
12. Appoints new board members in the case of a vacancy in Director or Youth Director Position.
13. Create Yearly calendar by the first meeting to distribute to Board Members.
14. The President shall be 51% owner of all Association bank accounts.

B. Vice President – The Association shall have four (4) Vice Presidents.

1. The 1st Vice President is familiar with the duties of the president and is prepared to preside at any meetings when the president is absent.
2. 2nd, 3rd, and 4th Vice Presidents are to be familiar with the duties of the President and is prepared to preside at any meetings when the President and 1st Vice president are absent.
3. Oversees the Association activities at bowling centers assigned by the President.
4. Perform other duties as prescribed by the Board or requested by the President.
5. The 1st Vice President will be an authorized signer for all bank accounts.

C. Association Manager

1. Appointed by and accountable to the Board.
2. Acts as the ex officio secretary of the board. May NOT be a Director/Officer on the Board. (Voice, No Vote)
3. Responsible for implementation of USBC Performance Standards.
4. Has voice and vote at the Annual Membership meeting provided he/she is a current member of the Association.
5. Reports to the USBC Headquarters.
6. Reports to the Board/members at every meeting and as needed.
7. Handles all Association correspondence, including distribution of information to and from USBC Headquarters to the respective Board, Proprietors, and Members.
8. Ensures Board Members have a copy of the current Association By-Laws.
9. Distributes the Association Operations Manual to the board.
10. Receives, compiles, and files committee reports.
11. Records and maintains all meeting minutes.

12. Manages all Association ran tournaments (except Youth Championships). The Association Manager is the Tournament Manager and is responsible for setting up the tournament, print entry forms, assigning Board members to work, and any other duties as it relates to the Association tournaments.
13. Distributes all prize funds within the 30 days following the close, except when USBC Headquarters has authorized a delay.
14. Notifies tournament winners who have not cashed their prize checks within 6 months of issuance that their prize will be returned to the GDMUSBC Tournament account if not cashed within a year from the date of original issuance. This will require communication and assistance from the Financial Manager.
15. Maintains a record of and submits tournament scores to the USBC Headquarters.
16. Orders Association supplies and maintains proper inventory levels.
17. Maintains a record of and submit to USBC Headquarters the pin fall and number of games for all members who have participated in a local Association league.
18. Provides each league secretary a list of all league members and their National ID numbers for submission of local Association averages.
19. Provides membership records and submits to USBC Headquarters when requested and in a format specified by USBC Headquarters.
20. Submits the Association's delegates/alternates credentials to USBC Headquarters and, in the case of the local Association, submits delegates/alternates credentials to the state within the specified formats and dates.
21. Process membership and remitting USBC national and state dues to USBC Headquarters within 20 days of receipt.
22. Perform an update of Win LABS and youth data base twice per year. The first one must be completed after starting a new season.
23. Transmit all board member information to USBC Headquarters within 20 days of election and maintain the accuracy of this information.

24. Ensure members' honor scores are fulfilled within seven days of receipt.
25. Provide written notice of an Association Annual meeting to Board Members and League Secretaries 15 days prior to the Annual meeting.
26. Provide written notice of Association Board meetings to Board Members, active Past Presidents, and active Life Members 15 days prior to the meeting.
27. Receives and issues a receipt for all funds paid to the Association within 10 days to league secretaries for receipt of dues.
28. Deposits Association funds in the Association's account, in a financial institution which must be federally insured or its equivalent, within seven days of receipt.
29. Ensures all withdrawals have two signatures.
30. All deposits must have a summary of origin detailing who it is from and what it is for. This summary shall be submitted to the finance manager within seven (7) days of the deposit.
31. All expenses written out of an association account or debit card must have a receipt along with a voucher signed by two (2) officers. The receipts and vouchers shall be submitted to the financial manager within seven (7) days.
32. Provides the President with all records for monthly verification.
33. Ensures all required financial reports are filed to Federal and State agencies.
34. Creates and distributes an annual average book to all proprietors and Board Members. This book shall contain the following information: Association telephone number, physical address, Association Managers email address, the association's certification_number, a list of current officers and phone numbers, a list of centers along with phone number, address and certification number, a list of all directors that includes the center they are assigned along with their phone number, a list of honor scores shot in the previous year, the names of the Greater Des Moines USBC Open and Women's tournament

- winner's, a list of HOF Members and a list of our Member's previous season's final league averages including the bowlers sanction number.
35. See Budget for Association Manger compensation.

D. Assistant Association Manager (Youth Manager)

1. Appointed by and accountable to the Board. (May be a Youth Director/Officer on the Board)
2. Works closely with the Association Manager pertaining to Association matters by being informed as to Association procedures.
3. Has knowledge of Association Manager's duties and responsibilities and is ready to fulfill Association Manager's obligations, if necessary.
4. Chairman of the Youth Committee.
5. Assist Association Manager to set up and supervise all Association Tournaments.
6. Tournament Manager for all Youth Association Tournaments.
7. Know how to run Win LABS/ Youth database and assist Association Manager with reporting to USBC National Headquarters.
8. Supervise the Association Web Site with the Web Master.
9. Have monthly meetings with the Association Manager to keep updated on Association matters.
10. If Association Manger unavailable for a Board Meeting, Assistant Manager will sit in for the Manager as Secretary to the meeting.
11. All deposits must have a summary of origin detailing who it is from and what it is for. This summary shall be submitted to the financial manager within seven (7) days of the deposit.
12. See Budget for Assistant Association Managers compensation.

E. Financial Manager (Treasurer)

1. Complies with established bookkeeping procedures and accounting of assets and disbursements, as approved by the Board.
2. Provides financial updates at every Board meeting.
3. Provides Association financial data to Audit Committee for end of year reporting.

4. Receive bank statements, account register and deposit slips from the Association Manager, monthly.
5. Enter cancelled checks and deposit slips into the account register.
6. Balance bank statement ending amount and balance the Association funds.
7. All deposits must have a summary of origin detailing who it is from and what it is for.
8. All expenses written out of an association account or debit card must have a receipt along with a voucher signed by two (2) officers.
9. See Budget for Financial Officer Compensation.

F. Web Master – Responsible to maintaining and updating Association Web Site as needed. Items on the website should include:

1. Association By-Laws, USBC Policy Manual, and Association Operations Manual.
2. List of Board Members: President, Vice-presidents, Association Manager, Assistant Association Manager, Finance Manager, Web Master, Directors, and Past Presidents.
3. Bowling Centers in the Association: Name of Center, City, Address and Phone Number.
4. Events
 - a. Board Meetings, Annual Meeting, State Meetings, National Meetings including location, date, and time.
 - b. Association Tournaments, Jamboree, Youth Tournament, Senior Tournament, State Tournament, National Tournament.
5. Tournament Results for all City Association Tournaments.
6. Hall of Fame: Members inducted by year. Date, Time and location for Hall of Fame Ceremony. Criteria for members to be selected into Hall.
7. Other items on the Web Site as determined by the Board or Officers.
8. See Budget for Web Master Compensation.

G. Term Limits

1. There are no term limits for Directors
2. There are no term limits for Vice Presidents
3. The President may not serve more than two (2) consecutive terms.

Chapter V – Meetings

A. Meeting Types

1. Annual Membership Meeting (Open to all members.)
2. Board of Directors Meeting (Only Members, Past Presidents and Life Members may attend.)
3. Special Meetings (As determined by the board.)
4. Committee Meetings (As determined by the board.)
5. Hearing Meetings (As determined by the board.)

Board Members and active Life Members will be notified as to the day, time, and location of all meetings for the Association. See By-Laws for detailed information concerning meeting requirements. Information pertaining to meetings will also be posted on the website.

Chapter VI - Committees

A. Nominating Committee

1. A Chairperson shall be appointed by the President with the Board's approval. The Nominating Chair shall not be running for election. The Nominating Chair shall present all candidates who have applied within the specified time frame. The Nominating Chair will contact Directors and Officers whose position is up for election and remind them of the need to submit a new application. The Nominating Chair could also inform members of the Association via the Web site and posters in the bowling centers announcing they are looking for members who would be interested in applying for a Board position. Application to be on the Board shall be provided to all bowling centers and posted on the website. A new Nominating Chair must be appointed by the President for future elections as a person serving as the Nominating Chair can only serve until elections are held. This Chairperson is normally made up of past Presidents, past Officers, or Life Members.

B. Audit and Finance Committee - The Finance and Audit

Committee is responsible for reviewing and monitoring the Association financial matters and assisting with the annual budget and audit when called upon to do so. This committee is appointed by the President with Board approval. The criteria are as follows.

1. There must be a minimum of three (3) Board members on the committee.
2. The committee is chaired by a Vice President of the Association.
3. This committee will meet at least twice a year to review and monitor the budget as presented by the Association Manager and finalize a final yearly audit completed prior to the Annual Membership Meeting.
4. Offer assistance in any other way that may assist the Association Manager and Financial Officer.

C. Youth Committee – The Youth Committee monitors and promotes USBC Youth Programs. It also makes recommendations regarding youth-specific benefits and youth-specific events. This committee also presents and recommends rule changes and youth dues to the Board.

1. Assistant Association Manager is the chair who presides at committee meetings.
2. Recommends youth dues/rules.
3. Monitors, promotes, and reviews youth programs and services.
4. Creates new programs as needed.

D. By-Laws Committee

1. Members of this committee will be appointed by the President of the Association. The function of this committee shall be to formulate guidelines in order that the business of the Association can be conducted efficiently. Any changes to the By-Laws or Operation Manual of the Association shall be funneled through this committee. The Committee shall study proposals and make recommendations to the Board on any matters pertaining to the By-Laws or Operation Manual. Any changes to the Association Operation Manual can be presented to the Board of Directors at any Board meeting. Changes to the By-Laws will be recommended by the By-Laws committee. These changes will be handled according to the USBC Policy Manual and the Association By-Laws.

E. Hearings Committee

1. The responsibility of this committee is to provide a venue to air grievances which have been filed or brought to the attention of the Board. Examples of grievances could be a violation of USBC rules, theft of league funds, and complaints of bowlers concerning league matters. The chair of the committee will be the current President of the Board. Committee members shall be the current Executive Committee. Under special circumstances the entire Board may be asked to be part of the committee.

F. Special Events - This committee plans and prepares social events for the year. These events may involve the Board only or maybe for the entire Association membership. Examples of special events are Golf Outing, Christmas Party, Jamboree, etc. Duties are as follows:

1. Find a suitable location.
2. Submit a report to the Board regarding information about the event.
3. Request appropriate funding from the Board.
4. Coordinate all aspects of each social event such as: Reservations, Mailings, Phone call, Notify participants with information at least two (2) weeks in advance.
5. Submit a follow-up report to the Board after the event.

G. Public Relations Committee

1. This committee is responsible for the Association Website. The Chair is the Web Master.

H. Executive Committee

The purpose of the committee is to conduct business under special circumstances. The committee shall be comprised of the President, the four (4) Vice-Presidents, the Association Manager, the Assistant Association Manager, and the Financial Manager.

I. Hall of Fame Committee

1. This committee is responsible for soliciting qualified candidates from the Association membership into the Hall of Fame.
2. Nominations received are screened to make sure candidates are eligible and further that the candidate is assigned to the proper category.
3. The committee reviews all eligible nominations and forwards them to the Hall of Fame Voting Committee for consideration and vote.
4. Nominations are to be received by the committee by May 31st to be considered for the current year's selection.
5. The immediate past President and the Vice Presidents on the Board make up this committee. In the event the immediate past President cannot serve as chair, the current Association President shall appoint a chair from a list of former past Presidents.

6. The Hall of Fame Committee must meet no later than June 15th to go over nominations and report eligible candidates to the Voting Committee
7. The Voting Committee shall be appointed by the President. This committee will be comprised of 9 voting members and 2 non-voting members. The committee make up will be as follows: Six (6) current HOF Members, Three (3) current Board Members, current President (non-voting) and the HOF Chairperson (non-voting).
8. Candidates can come from any of the four (4) categories.
9. See the AWARDS section of the manual for full rules and procedures concerning the Hall of Fame.

J. Tournament Committee – The Association Manager and Assistant Association Manager are Co-Chair of this committee and are responsible for preparing and operating any Association Tournaments.

1. All Board Members are responsible for helping by working the Association Tournaments.
2. Tournaments sponsored by the Association are: Open Championship, Women’s Championship, Youth Championship, Senior Championship, and The Bowlers Jamboree. The Association can add Tournaments as it sees the need.
3. Committee Chairs can assign Board Members shifts to work at Tournaments and any other duties they need carried out for the Tournaments.

Chapter VII – Delegates

A. USBC Convention – Number of Delegates decided by USBC.

1. Association President and Association Manager are automatically Delegates to the Annual USBC Convention. Additional Delegates will be voted on at the Annual Membership Meeting.
2. Funding and reimbursement for the Delegates will be determined by the Board prior to or at the Annual Membership Meeting.
3. Delegates will be charged to vote for proposals that will be favorable to our Association.
4. Delegates will be responsible for reporting back to the Board, within 20 days, information about the convention.

B. State Convention – Number of Delegates decided by Iowa State USBC

1. Association President and Association Manager are automatically Delegates to the Annual Iowa State USBC Convention. Additional Delegates will be voted on at the Annual Membership Meeting.
2. Funding and reimbursement for the Delegates will be determined by the Board prior to or at the Annual Membership Meeting.
3. Delegates will be charged to vote for proposals that will be favorable to our Association.
4. Delegates will be responsible for reporting back to the Board, within 20 days, information about the convention.

Chapter VIII – Association Tournaments

A. Tournament Manager Duties and Responsibilities –

The Association Manager and Assistant Association Manager shall act as Tournament Directors and are responsible for overseeing and operating the Tournaments with assistance from the entire board. Responsibilities include:

1. Set up a rotation with the centers so it is known where the tournaments will be held from year to year.
2. Contact the proprietors from the scheduled centers to verify tournament dates and times. Make certain sufficient lane space is available to conduct the tournament.
3. For all tournaments, a signed contract between the proprietor and the Greater Des Moines USBC must be obtained. The contract must be signed by the Tournament Director, the President of the Association, and the proprietor.
4. Develop, print, and distribute tournament entry forms.
5. Have Board Members distribute forms throughout leagues they bowl in and the houses they are Directors for.
6. Receive entries with Monies and deposit it in the tournament account.
7. Check entries received for proper averages.
8. Send verification letter to captains.
9. Print Schedules
10. Setup prize fund based on number of entries received.
11. Oversee and operate tournament. Assign board members to work the Tournament.
12. Print out tournament results, prepare prize winnings, and mail winners the checks.

B. Annual Championship Tournaments – In accordance with USBC rules, the Greater Des Moines USBC is required to host an Association Championship Tournament each year. (Except in the years where the Association is hosting the State USBC Championship or the Championship.) Only members of the Association are eligible to enter. Non-members living within the jurisdiction of the Association may enter after paying an unattached membership fee.

1. There will be an Open Tournament and separate Women's Tournament. The tournaments are conducted on a handicap basis. Handicap is 100% of the difference of the bowler's average minus 230. Bowler's average is the highest book average from the previous year.
2. If a bowler has no book average, the highest current average of at least 21 games by the closing date of tournament entry deadline will be used.
3. If a bowler does not have a book average from the previous year or has not bowled 21 games in the current year, that bowler will bowl scratch.
4. The tournament conducts competition for teams, singles, doubles, and all events.
5. In singles competition, a participant may enter an optional scratch singles event for an additional entry fee. The participants first three game series from the singles event is to be used to determine the scratch singles winner.
6. Bowlers may have multiple entries in the singles, doubles, and team events in accordance with the following rules:
 - i. Multiple team event entries must be comprised of at least two different individuals.
 - ii. Multiple doubles entries must be comprised of different individuals.
 - iii. When a participant enters multiple events, the first series bowled in each event shall count towards the participant all event total score.

C. The Bowler's Jamboree – The tournament site will be determined by the Board. The Jamboree date will be in late October or Early November and held on a Saturday.

1. Competition will consist of singles—three (3) games based on handicap which will be 100% of the bowler's average minus 230.
2. A dinner will be held after the competition where the tournament results and awards will be given to both the men and women in their respective competition.
3. Current Board Members and all HOF Members banquet tickets will be provided by the Association.
4. The Association and proprietors donate items for door prizes to be given out at the awards dinner.
5. Board members will donate at least one prize to be given away at the event. Board Members should spend a minimum of \$20 on prizes.

D. Association Senior Championship

1. Categories are Singles, Doubles, Mixed Doubles and Team
2. A team is defined as any four bowlers.
3. There are two (2) Age Divisions:
 - A: sixty-five (65) and above.
 - B: fifty (50) to (64)
4. The combined ages of the two bowlers will be calculated for the doubles event. The combined ages of the 4 bowlers will be calculated for the team event.
5. Handicap will be 100% of 220.
6. Entry Form will include details of the tournament.
7. All proceeds for the tournament will go to the Scholarship Fund.

E. Youth Association Championship – Any Youth bowler sanctioned in any youth league under the jurisdiction of the Association is eligible to participate in the Youth Championship Tournament. The Assistant Association Manager will be the Tournament Director.

1. Anyone 18 years of age or older who has REGULAR physical or verbal conduct with USBC youth bowlers, holds a position of authority or supervision over USBC youth programs is required to have a RVP Lanyard from USBC.
2. This tournament shall hold events in teams (4 person), doubles and singles.

3. The team must be composed of four bowlers and accompanied by at least one adult. Teams may consist of all boys or girls or a mix of any combination of and may include bowlers of all age levels provided that the bowler has not reached his/her 18th birthday before August 1st. Bowlers may enter more than once but must change at least one bowler.
4. There will be a singles only event, however, singles only will not be eligible for all events category. Doubles and singles events will be bowled consecutively. Doubles partners can be two boys or girls or a boy and a girl. Bowlers may enter doubles more than once but must have a different partner for each event. There will not be separate Singles and All Events for boys and girls.
5. No Absentee or blind scores will be permitted.
6. Individuals competing in singles, doubles and team events may enter all events at an additional cost. The first three games bowled in each event will be used for the total score in all events.
7. There will be two divisions determined by average in team, singles and doubles and all events as follows:
 - i. Team
 - a) 601 & over
 - b) 600 & under
 - ii. Doubles
 - a) 301 & over
 - b) 300 & under
 - iii. Singles & All Events
 - a) 151 & over
 - b) 150 & under
8. Handicap for all divisions will be based on 90% of the difference from the bowler's average and 220.
9. Averages for tournament will be the bowler's highest average from the previous year ending of at least 21 games. If there is no previous year average available, then that same year's summer average of a youth sanctioned league of 21 games will be used.
10. If no summer league or previous average is available, then a nine (9) game average of the current youth league will be used by the closing date of the tournament. If none of the above averages can be used, then the bowler will be assigned an average as follows:

- i. 8 years old and under 100
 - ii. 9-11 years old 130
 - iii. 12-14 years old 160
 - iv. 15 years and older 180
11. If this year's current average is 10 pins higher than last year's book, the higher average will be used.
12. Averages will be verified by the Tournament Director. No awards will be given out without verification of book/league average.
13. Youth Disqualification—Entrants must obey the USBC Youth Bowling Code. Use of tobacco, alcohol or illegal drugs during tournament competition or any youth bowler under the influence of any tobacco, alcohol or illegal drugs will result in the immediate disqualification from the tournament and all scores and any awards bowled at the time will be disallowed. Use of profane language as determined by the Tournament Director will result in immediate disqualification.

Chapter IX – Awards and Recognition

A. Association Awards – Greater Des Moines USBC sanctioned bowlers competing in leagues, sanctioned by the USBC, are eligible for awards from the Association.

1. 125 Game
2. 150 Game
3. 175 Game
4. 200 Game
5. 225 Game
6. 250 Game
7. 275 Game
8. 300 Game (One per Lifetime from USBC)
9. 400 Series
10. 500 Series
11. 600 Series
12. 700 Series
13. 800 Series (One per Lifetime from USBC)
14. 900 Series (One per Lifetime form USBC)
15. In addition to the standard USBC awards listed above, Greater Des Moines USBC awards the following special awards:
 - i. 10 strikes in a row bag tag
 - ii. 140 club towels
 - iii. 30 Frames Clean money clips
 - iv. 75 pins over game pin key chain
 - v. 140 pins over series key chain
 - vi. 11 in a row key ring
 - vii. 300 game key rings
 - viii. 800 series gold coin

B. Tournament Awards – Awards are given to entrants as determined by the Board. These awards can be Monetary, Plaques, Trophies, USBC Awards, etc.

C. Hall of Fame - The Hall of Fame is intended to perpetuate the names of those who have displayed outstanding bowling ability and/or have contributed, through meritorious service, to the general welfare of the game of American Tenpins in the jurisdiction of the Greater Des Moines USBC. The Association shall serve as the Board of the GDMUSBC Hall of Fame. The Board shall oversee the Hall of Fame in a manner to ensure an active organization.

1. Eligibility

- i. For consideration into the Hall of Fame shall be a combination of accumulated points totaling 50. Points are accumulated based upon a candidate's age and time bowling in leagues sanctioned by the Association. One point is awarded for each year of age and one for each year bowling in sanctioned leagues in the Association. Time spent in Youth Bowling leagues is also awarded a point for each year.
- ii. Once eligibility requirements have been met, a bowler may be considered in one of the following categories:
 - a) **BOWLING ABILITY:** Any candidate in this category must have demonstrated outstanding achievements in league play and/or tournament play in the Association. They may also have made contributions through meritorious service to the game of American Tenpins.
 - b) **METERITORIOUS SERVICE:** Any candidate considered in this category has generally contributed to the advancement of bowling through administrative or organizational work. Such work may include substantial time as a league officer of leagues and other volunteer work in assisting with leagues, tournaments, or other duties.
 - c) **SENIOR:** This category is intended to provide an avenue for consideration of those persons who may have been an outstanding bowler in the years prior to the current era of very high averages and numerous honor scores. Such candidates may have

also served bowling in other ways such as a league officer.

- d) POSTHUMOUS: A candidate in this category is deceased but could have been considered in any one of the other categories, if still living.

2. Nominations

- i. Nominations for candidates are solicited by the Hall of Fame Committee, from any league member of the Association or from the spouse or family of such member. Each nomination shall be in letter form outlining the merits of the person under consideration. Such information should be as detailed as possible, outlining special accomplishments, or longevity in officer capacity, and containing corresponding dates, if available. Candidates may be submitted for posthumous consideration, giving a full account of the candidates post bowling accomplishments.

3. Election

- i. The Association Hall of Fame Voting Committee must consider the nominations submitted by the nominating committee and vote after considering the merits of each nomination. To be eligible for election to the Hall of Fame, a candidate must receive 75% affirmative vote of the Voting Committee votes cast. The Voting Committee shall present the selected candidates individually to the Board for a majority vote. If a letter of nomination is not approved for nomination into the Hall of Fame in its' initial year, such letter is held over for consideration the next year. After consideration the second year, and if not approved, a new letter of nomination must be submitted to receive further consideration. The President shall notify the nominators of the results of the election. The Association Manager shall notify the Inductee via mail with the time and date of the induction ceremony. Each Inductee will receive 6 additional banquet tickets for the induction ceremony.

4. Awards

- i. Suitable awards shall be presented to candidates elected to the Hall of Fame and such awards shall be presented with fitting ceremony by the chairman of the Hall of Fame committee at the Jamboree in November of each year. In the case of posthumous awards, such awards shall be presented to the nearest of kin at the ceremony.

D. Life Members - Prior to USBC, there were a few life membership awards. Such awards were granted to those who held the office of President, or to others who had given their time and service for Board responsibilities for a considerable length of time. This award allowed Life Members to continue Association Boards in a voting capacity. With the emergence of USBC, only officers and directors who are voted into office and currently serving on USBC local Association Boards, are to be voting members of such boards. Concerns of life members on matters coming before the Board may be voiced in Association meetings, but Life Membership does not extend voting rights to such Life Members.

1. The Association will continue to recognize long time Board members as well as Past Presidents for their contributions to Association success, so the Association will continue to award Life Membership. Life membership recipients can attend Board meetings however, Life Members cannot vote on voting matters coming before the Board.
2. Upon merger all past Life Members of the prior Associations will be awarded Life Membership in the merged Association
3. New Life Memberships will be awarded to the following:
 - i. Past Presidents
 - ii. Others have given their time for Board responsibilities, as recommended by the Board.
4. The Association will make a memorial donation of \$100 to a charity of their family's choice upon passing. If no charity is specified by the family, the Board will choose a charity for the donation.

Chapter X – Other Requirements

A. Registered Volunteer Program

1. All members of the Greater Des Moines USBC Board of Directors will go through the USBC Registered Volunteer Program. This includes all adult members of the Youth Committee. Newly elected board members must pass Safe Sport and be enrolled in RVP before December 31st or be replaced.
 - i. The cost for the RVP Program background check will be reimbursed after passing the background check.

B. Badges, Board Attire

1. The Greater Des Moines USBC shall provide identification badges for the Board Officers, Directors, Association Manager, Financial Manager, Youth Directors, Past Presidents, and Life Members.
 - i. Badges are to be worn on the right side of the Board shirts when officially representing the Greater Des Moines.
2. The Greater Des Moines USBC shall provide Board Officers, Directors, Association Manager, Financial Manager, Youth Directors, Past Presidents, and Life Members with official Board shirts.
 - i. Board Members shall wear the designated shirt and badges (identification and RVP) during official activities.

C. Scholarship

1. Greater Des Moines USBC will use USBC SMART program for all scholarships awarded.
 - i. The Association will promote SMART to all bowling centers in its Jurisdiction.

D. Equipment Inventory

1. An Equipment Inventory is to be kept by the Association Manager and to be reviewed by the Board annually.
 - i. Recommendations for replacement of the inventory shall come from the Board of Directors.

E. Insurance

1. Insurance will be provided by the Association in accordance with USBC Policy.

F. Records Retention

All record retention policies will be followed, according to USBC Policy, USBC

Application for Use of GDMBA Gambling License for 50/50 Raffle

Name of Applicant: _____ Phone Number: _____ Email: _____

Names of 2 GDMBA Board Members willing to sell tickets at event: (Applicant is responsible for finding.)

GDMBA Board Member

GDMBA Board Member

Event Details:

Event Name: _____

Date of Event: ___/___/___ Time of Event: _____ a.m./p.m. Location: _____

Description of Event: _____

Why Should GDMBA approve this: _____

Charitable Organization (must be a non-profit) to which the Funds will be donated:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date Submitted to Board: ___/___/___ **Form must be submitted at least 60 days prior to the date of the event.**

----- For use by the Greater Des Moines Bowling Association -----

Date Discussed: ___/___/___

Denied: _____ Rationale: _____

Approved: _____ Date: ___/___/_____

----- **For use day of event by the GDMBA Board Members** -----

(They will ensure the appropriate funds reach the Charitable Organization after appropriate taxes are allocated)

GDMBA Board Member Present Signature - Printed

GDMBA Board Member Present Signature - Printed

Total Raised: _____

Total Taxes (7%): - _____

Total After Taxes _____ (divided by 2)

Total Donated to Non-Profit : _____ Total to Winner & Name: _____

**Applicant is responsible
for providing tickets for
50/50 sales.**

Coordinator Signature

Event

Submit form to the Association Manager: gdbowlingmanager@gmail.com or Finance Manager: gdbowlingfinancial@gmail.com

NOMINATION FORM FOR GREATER DES MOINES USBC BOARD OF DIRECTORS

NAME _____ EMAIL _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
HOME PHONE _____ CELL PHONE _____
USBC Membership # _____ (required)

Office to be nominated for (please check one): All people on the board must be CERTIFIED BOWLERS!

- _____ President, Even Years (must have served as a Vice-President or be current President)
_____ 1st Vice-President, Even Years (Must have served as a director for four years)
_____ 2nd Vice-President, Odd Years (Must have served as a director for four years)
_____ 3rd Vice-President, Even Years (Must have served as a director for four years)
_____ 4th Vice President, Odd Years (Must have served as a director for four years)
_____ Director (9 Even Years, 9 Odd Years)

Local bowling involvement. Why do you want to be on the board? _____

Are you a current Board Member? Yes _____ No _____ # of years. _____
Have you ever served on the Board? Yes _____ No _____ # of years _____

Have you served on local USBC Committees? (Please list years & committees): _____

Other information about yourself: _____

Have you ever been convicted of a felony? Yes _____ No _____

Deadline Date: _____

Send to: Association Manager

gdm bowlingmanager@gmail.com

Signature: _____

COMMITMENT TO SERVE THE ASSOCIATION

I pledge my commitment to the Greater Des Moines USBC association to serve, along with other members of the board, the bowlers of our association

I commit myself to the goals and purpose of our association. These goals will be our members' needs.

I will seek our members' responses with regard to the successes of our programs and services.

I commit myself to cooperate and willingly put forth the effort to establish and maintain good working relationships with other board members.

I commit myself to participate and help to resolve conflict that may arise among board members.

I commit myself to maintain a professional demeanor when serving as an officer or director of our association.

I commit myself to fulfill the responsibilities of my position on the board of directors to the best of my abilities.

If I cannot meet my commitment, I will set a deadline for improvements. If I cannot meet that deadline, I will work to find a replacement person who is willing to meet these commitments.

Signature: _____

Name: _____

Title: _____

Date: _____

CODE OF ETHICS

Board members have an obligation to meet moral as well as legal standards. That's why many boards are adopting a code of ethics for members. Below is one you can use for your board.

As a member of this board I will:

- Represent the interests of all people served by this organization, and not favor special interests inside or outside of this association.
- Not use my service on this board for my own personal advantage or for the advantage of my friends or supporters.
- Keep board and sensitive information confidential.
- Approach all board issues with an open mind, prepared to make the best decisions for everyone involved.
- Do nothing to violate the trust of those who elected or appointed me to the board or of those we serve.
- Focus my efforts on the mission of the association and not on my personal goals.
- Never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the board.

Signature: _____

Name: _____

Title: _____

Date: _____

ASSOCIATION MANAGER PERFORMANCE REVIEW

ADMINISTRATIVE

1. Were the amendments/bylaws revised and given to each board member? Yes No

If no, please explain _____

2. Were responsibilities delegated to someone else? Yes No

If yes, to whom : Explanation: _____

3. Were the agenda, minutes and financial statements distributed prior to the meetings? Yes No

If no, please explain: _____

Comments: _____

AWARDS

1. Were all awards processed and distributed to association representatives in a timely manner? Yes No

If no, please explain: _____

2. Were Hall of Fame certificates printed and ready prior to the banquet? Yes No

If no, please explain: _____

Comments: _____

FINANCES

1. If required, were the annual incorporation fees paid to the Secretary of State? Yes No

If no, please explain: _____

2. If applicable, were the proper tax forms filed with the Internal Revenue Service? Yes No

If no, please explain: _____

- 990 and Schedule A (annual information return) or 990 EZ or 990N
- 990T (if gross revenues on unrelated business income was \$1,000 or more)
- 1099 (independent contractors or tournament winners who earned over \$600)
- 941 (if wages of \$100 or more are paid to an employee annually)
- Other

3. Was the annual audit conducted? Yes No

If no, please explain: _____

4. How often were deposits made? Within 7 days Longer than 7 days

5. Were the finances reviewed quarterly? Yes No

If no, please explain: _____

6. Were all scholarship monies issued through the association deposited with SMART within 30 days?
Yes No

If no, please explain: _____

Comments: _____

PROCESSING

1. Were memberships/leagues processed and transmitted? _____ How often? _____

2. How often are the membership data base backups done? _____

Comments: _____

TOURNAMENTS

1. Were the entries for the championship tournament(s) distributed to the members according to the approved time frame? Yes No

If no, please explain: _____

2. Were the championship tournament prizes paid within 30 days? Yes No

If no, please explain: _____

3. Were members notified regarding qualifying for the national events? Yes No

If no, please explain: _____

(Team USA Trials; USBC Junior Gold Championships; USBC Senior Championships; Pepsi USBC Youth Championships, etc.)

TRAINING/EDUCATION

1. Were all leagues notified when workshops were held? Yes No

2. Was the board provided tools/training/mentoring? Yes No

If yes, how and what: _____

Comments: _____

REVIEW COMMITTEE QUESTIONS

Customer Service

1. Does the Association Manager return telephone calls within 24 hours? Yes No

Reason: _____

2. Does the association provide an answering machine and if so is there a recording giving direction as to when to expect a return call? Yes No

3. Does the center(s) know how to contact the Association Manager? Yes No

4. Have there been any complaints regarding the Association Manager handling problems, questions, etc.? Yes No

Comments: _____

Leadership

1. Is the Association Manager prepared and organized for all meetings? Yes No

2. Were meeting notices sent as required? Yes No

3. Does the Association Manager delegate duties? Yes No To whom? _____

4. Did/does the Association Manager train a backup in case of an emergency? Yes No

Comments: _____