



# ***Operations Manual***

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# IOWA STATE USBC OPERATIONS MANUAL

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### GENERAL

#### **ADVERTISING**

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Advertising in Iowa State USBC (hereinafter "Iowa State USBC" or "ISUSBC") publications will be allowed at the discretion of the Board of Directors.

#### **BOARD OF DIRECTORS**

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##### **Board of Directors Meetings**

The Jamboree shall be held the first weekend in October. Committee and Board meetings will be held on Saturday and a workshop on Sunday afternoon; site to be approved by the Board of Directors.

Committee and Board meetings will be scheduled on Saturday of the Annual Meeting.

##### **Annual Meeting**

- A. The Annual Meeting will be held annually on the fourth weekend of March. The meeting will be held the third weekend of March when Easter falls on the fourth Sunday of March.

The Annual Meeting will be held in the Des Moines area at a location selected by the President and approved by the Board of Directors (commencing in 2021) and continuing at said venue until revised by the Board of Directors.

- B. Iowa State Officers, Directors, Association Manager, Youth Coordinator, Financial Manager, and Director of Web Services:
1. Lodging at meeting site, single room rate for 1 night. Exception to those who travel over 500 miles round trip to attend will be granted 2 nights lodging, at the discretion of the President.
  2. Per diem allowance of \$30.00 per day for each day in attendance. State Officer(s) and Board member(s) in host city do not need allowance other than one day's per diem.
  3. Travel allowance at 30¢ per mile (round trip) to driver only.
- C. Incoming Hall of Fame Members:
1. Lodging at meeting/induction site for one (1) night.
  2. Travel allowance at 30¢ per mile (round trip) to driver only. Mileage determined from the local association which nominated the inductee to the induction site, round trip.



## **IOWA STATE USBC OPERATIONS MANUAL**

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- D. Hall of Fame Members:
1. Lodging at meeting/induction site for one (1) night, attendance at the Annual Meeting required.
  2. No per diem allowance.
  3. No travel allowance.

### **Jamboree Meeting**

- A. Iowa State Officers, Directors, Association Manager, Youth Coordinator, Financial Manager, and Director of Web Services.
1. Lodging at meeting site, single room rate for 1 night. Those traveling in excess of 500 miles round trip will be allowed two (2) nights' lodging.
  2. State Officers, Directors, Association Manager, Youth Coordinator, Financial Manager and Director of Web Services residing in host city will be granted one day only per diem.
  3. Travel allowance at 30¢ per mile (round trip) to driver only.

All exceptions must be authorized by the President.

### **Badges, Board Attire**

The Iowa State USBC shall provide identification badges for the State Officers, Directors, Association Manager, Financial Manager, Director of Web Services, Youth Coordinator, Youth District Representatives, and Youth Tournament Managers. These badges are to be worn when officially representing the Iowa State USBC.

Board members shall wear designated board shirt and badges (identification and RVP) during official activities. The Iowa State USBC will provide the official Board shirts.

## ***CERTIFIED PUBLIC ACCOUNTANT REPORT***

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The Financial Report submitted by the Certified Public Accountant and accepted by the Board of Directors shall be submitted for approval to the delegates at the Annual Meeting.

## ***COMMITTEES AND COMMITTEE BUDGETS***

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The President shall appoint all committees prior to August 1. Each member of the Board of Directors shall receive a committee roster by August 10. Names of all committee chairs shall be published in the Annual Report Book.





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## IOWA STATE USBC OPERATIONS MANUAL

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### **Awards Committee**

Committee will annually review current awards programs and recommend changes as necessary.

### **Finance & Budget Committee (Standing Committee)**

The Finance & Budget Committee will be under the direction of the Financial Manager.

The Finance and Budget Committee shall prepare budgets for the general operations and Iowa State USBC governed tournaments. Tournament budgets shall be submitted and approved at the Jamboree. At year-end, the Finance & Budget Chair shall prepare a detailed report of income and expenses for both the general and tournament funds. The committee should receive the information before the Jamboree and they can complete the budget as a committee at the Jamboree, then the Board can approve the budget.

The Finance & Budget Committee shall review the expenditures and income of the General Operations account. The Chair will work closely with the Association Manager to compare and verify figures.

### **Hall of Fame Committee**

Committee will annually review current Hall of Fame procedures and recommend changes as necessary.

### **Hall of Fame Selection Committee**

Committee will annually review current procedures and recommend changes as necessary.

The Hall of Fame Selection Committee will consist of nine members (3 current Board members, 3 male Hall of Fame members, and 3 female Hall of Fame members) appointed by the President by August 1, and approved by the Board. Each member to serve a 3-year term, starting with a stagger 1, 2, 3 term, and Board members selected annually.

If at any time the President cannot fill any of the positions of the committee he/she shall have authority to select from the general membership with Board approval.

Anyone may submit a nomination of a candidate for election to the Hall of Fame. The nomination form must be signed by the local Association Manager. Nomination forms outlining the qualifications to be considered for induction to the Hall of Fame must be submitted to the State office by August 15, and be forwarded to the Selection Committee no later than September 1. The Association Manager will make copies of all nomination papers, as received, and mail to the Hall of Fame Selection Committee along with instructions and sample ballots no later than September 1 annually.

Committee members will review the information and attend a live meeting on Saturday of the annual Jamboree. Discussion of the nominations, voting, and selection of the nominees for recommendation to the Iowa State USBC Board of Directors will be the focus of the meeting. Communication between the committee members prior to the Jamboree is encouraged. The Hall of Fame Chair will be present at the meeting but will attend without voice or vote.



## **IOWA STATE USBC OPERATIONS MANUAL**

Compensation will be one-night motel and \$30.00 per day for non-Board members plus 30¢ per mile for round-trip mileage.

Nominations will be retained for three (3) years, and will qualify for another three (3) years when updated. If nominations are not updated, they will be dropped at the end of three (3) years. They must be resubmitted to be considered after they have been dropped.

Notifications will be done in the following manner:

Submitter:	Phone call from the President
Local Association:	Letter from the Iowa State USBC to the local office
Inductee:	Letter from the Iowa State USBC to the inductee
Submitter:	Letter from the Iowa State USBC to the submitter

For nominations not selected for induction, the submitter will receive communication (by who?).

A point system will be used to select a candidate to the Hall of Fame. Candidates may be selected for Superior Performance, Meritorious Service, Both (Performance/Service), and Ambassador. The Selection Committee (each of the nine members of the Hall of Fame committee) will vote by written ballot for as many as three nominees on each ballot, awarding five points to their first choice, three points to their second choice, and one point for their third choice. The voting process will be as follows:

- 1st Ballot – Superior Performance
- 2nd Ballot – Meritorious Service
- 3rd Ballot – Superior/Meritorious
- 4th Ballot – Ambassador

The Ambassador award shall be presented to those individuals who best exemplify the sport of bowling through their dedication and service to USBC members and the game of American Tenpins. The recipient may or may not be a member of the Iowa State USBC. The recipient is a person who has provided leadership, knowledge and cooperation in assisting the Iowa State USBC with its mission and goals in serving the bowlers of Iowa.

The committee will vote for up to three nominees in each category on the first ballot. A minimum of 27 points will be required for selection. Should no candidate receive the required 27 points, run-off ballot will be taken among the top three candidates including ties. A minimum of five yes votes from the committee will be needed for a second ballot to be conducted. If two candidates receive 27 or more points, only the candidate with the highest point total of the two will be selected.



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The Committee Chair will report the actions of the committee to the Board at the Jamboree for their consideration. The Board will vote to accept or reject the committee's recommendations with 2/3 written ballot for selection.

<b>Sample Ballot</b>			
<b>Nominee</b>	<b>5 Points</b>	<b>3 Points</b>	<b>1 Point</b>
Nominee #1	X		
Nominee #2		X	
Nominee #3			X

The Hall of Fame committee will induct the incoming nominees at a dinner the night prior to the Annual Meeting. The new inductees will be introduced to the delegates and guests during the Annual Meeting.

The Iowa State USBC will pay for the Inductee and guests (maximum of 6 total) for the Hall of Fame dinner.

Each inductee will be presented with a suitable jacket that will include the USBC logo, name and year inducted along with a plaque and a pin (to be determined by the Board). They will also receive any acknowledgement from USBC. The Association Manager shall obtain the Hall of Fame Certificate from USBC, jacket, plaque and pin in sufficient time for the Annual Spring Meeting. The Association Manager shall also submit the required information to the International Bowling Museum and Hall of Fame.

### **Legislative Committee**

The Legislative Committee shall receive and evaluate all proposed amendments to the Bylaws and may submit recommendations as they deem necessary.

At the discretion of the President and the Legislative Committee Chair, a meeting may be held via telephone conference call, mail or electronic mail. Said meeting shall be held no later than August 15. The Chair shall submit a report to the Association Manager by September 1, for distribution as outlined in the Bylaws.

### **Memorial Committee**

February 15 shall be the deadline for submitting names to be included in the Memorial Service at the Annual Meeting. Members eligible to be recognized in the Memorial Service shall have been members of local associations affiliated with the Iowa State USBC.

### **Nominating Committee**

The Nominating Committee is appointed by the President with Board approval, with consideration of one representative from each of five (5) local associations from different geographical areas.

Any Iowa State USBC member is eligible to submit to the Chair of the Nominating Committee or the Association Manager, on Iowa State USBC forms or facsimile, the names, and qualifications of eligible members to fill the expiring terms of officers and directors. These forms must be submitted no later than December 31 prior to the Annual Meeting.



## **IOWA STATE USBC OPERATIONS MANUAL**

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The Chair of the Nominating Committee shall contact each incumbent, advising him/her to return the qualification form by December 31 if he/she wishes to be considered for re-election.

At the discretion of the President and the Nominating Committee Chair, the meeting may be held via telephone conference call, mail, or by electronic mail. The Chair shall submit a report to the Association Manager no later than January 15.

The committee must evaluate the qualifications of candidates. They shall meet to prepare a slate to be sent to the Association Manager and President. Copies of this slate shall be mailed to each delegate by February 1. Printed qualifications will not be read unless there are additional nominations from the floor.

Nominations from the floor: Qualifications must be submitted to the Nominating Committee at least twenty-four (24) hours prior to the opening of the Annual Meeting.

The Chair of the Nominating Committee shall return all books and materials received to the President immediately following the close of the Annual Meeting.

Campaigning for office, by means of hospitality parties, souvenirs, etc., is not permitted, either before or during the Annual Meeting.

If the Chair of the Nominating Committee to the Annual Meeting is not a delegate, he/she shall be paid at the rate of 30¢ per mile for travel and per diem \$30.00 per day not to exceed two (2) days.

### **Operations Committee**

The Operations Committee shall receive and evaluate all proposed changes in the policies. The committee may submit recommendations as they deem necessary to the Board of Directors for their consideration and approval. All Board members should familiarize themselves with the policies.

### **Scholarship Committee**

The Iowa State USBC, through the USBC-managed SMART program, will offer scholarship(s) to deserving youth through an application process for up to four years of post-high school education.

### **Social Media Committee**

The social media committee will attend meetings, bring ideas, create, maintain, promote and enhance the Iowa State USBC social media pages, including Facebook, Twitter and Instagram. They will increase visibility to interested parties and relevant discussion topics that involve the bowling community and inviting others to become involved.

The social media committee is to build a team of supporters who agree to amplify messages on social networking sites and promises to regularly retweet messages, like updates, and post good news and links about the national, state and local bowling associations.



## **IOWA STATE USBC OPERATIONS MANUAL**

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### **State Tournaments Committee**

The State Tournaments Committee shall meet at the Jamboree and study all problems that arose during the previous season. The committee shall review all phases of the tournaments and present any recommendations to the Board of Directors.

## ***COMPENSATION, RENTS, SALARIES & ALLOWABLE EXPENSES***

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Refer to section on Committee and Committee Budgets in this manual for Committee member's expenses and Committee budgets.

### **Hotel/Motel**

When on official business, members of the Board of Directors, Association Manager, Financial Manager, Director of Web Services, Youth Coordinator, Youth District Supervisors, Youth Tournament Managers, and non-Board committee members on official business shall be allowed the hotel/motel single room rate, and are responsible for their own meals, with a per diem of \$30.00 per day.

Any minor receiving hotel/motel accommodations must have adult supervision and be accompanied by a parent or legal guardian.

### **Mileage**

The reimbursement rate for mileage shall be 30¢ per mile round trip per day. Exception: Association Manager and Youth Coordinator shall be allowed 40¢ per mile.

Other meetings, when trip is for official state association business, with prior approval of the President, shall be reimbursed for mileage.

### **USBC Delegates**

When attending the USBC convention the delegates shall receive hotel/motel charge plus normal airfare transportation, mileage to and from the airport, the cost of a rental car, if needed, and a per diem of \$50.00 per day for a maximum of two (2) travel days and a maximum of four (4) days of convention time. Transportation may be paid in advance.

The Iowa State USBC Board recommendation is the President and Association Manager be delegates and the Vice Presidents be the alternates, and this will be forwarded to the Nominating Committee.

To receive full compensation and allowances the delegates must attend a full schedule of seminars and workshops prior to the USBC Annual Meeting deemed beneficial to the Iowa State USBC membership. They should familiarize themselves with the proposed amendments and Board of Directors candidates and vote for the benefit of all Iowa State USBC members at the USBC Annual Meeting.

A report of the USBC convention shall be jointly prepared by the Iowa State USBC delegates. The Association Manager will send a copy to each member of the Board of Directors within thirty (30) days of the convention.



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## Hall of Fame

The Iowa State USBC will pay for the Inductee and guests (maximum of 6 total) for the Hall of Fame dinner.

## Registered Volunteer Program (RVP)

Per USBC policy, all State Officers, Directors, Association Manager, Financial Manager, Director of Web Services, Youth Coordinator, Youth District Supervisors, and Youth Tournament Managers must complete the required background check (RVP) and on-line training (SafeSport) and be current with their RVP badges. The Iowa State USBC will reimburse all State Officers, Directors, Association Manager, Director of Web Services, Financial Manager, Youth Coordinator, Youth District Supervisors, and Youth Tournament Managers to be RVP certified for any expense incurred with proof of payment, not covered by their local association. Those RVP certified must complete the SafeSport training. Both of these must be done within thirty (30) days of selection to serve the membership. Certificates must be forwarded to the Association Manager as proof of training.

## Expense Forms

All Iowa State USBC expense forms shall be submitted to the President or Association Manager no later than seven (7) days after the expenses are incurred. Receipts must be attached. The President and/or Association Manager shall approve all expense accounts.

## Salaries

Association Manager .....	monthly on the first
Youth Coordinator .....	monthly on the first
President .....	monthly on the first
Open Tournament Manager .....	monthly on the first
Women’s Tournament Manager .....	monthly on the first
Mixed Tournament Manager .....	payable at completion of tournament
Women’s Seniors Tournament Manager .....	payable at completion of tournament

## Casual Labor

Financial Manager.....	monthly on the first
Director of Web Services .....	monthly on the first
Others as needed .....	monthly on the first

## Medical

Association Manager .....	monthly on the first
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## Rent

Youth Coordinator .....	monthly	on	the	first
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# IOWA STATE USBC OPERATIONS MANUAL

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## Utilities

Association Manager ..... monthly on the first  
Financial Manager..... monthly on the first  
Youth Coordinator ..... monthly on the first

## **DISSOLUTION**

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Upon dissolution of the Iowa State USBC, the Board of Directors, after providing for the payment of all obligations, shall distribute any remaining assets to any non-profit and tax-exempt organizations, preferably the BVL Fund, or the International Bowling Museum & Hall of Fame, or Iowa State USBC youth scholarships (Smart Program).

## **FUNDS**

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The Board of Directors may, if it so desires, direct the President, a Vice President, Association Manager and Finance Chair to review the amount of money currently to the credit of the Iowa State USBC. If it is determined that the amount of this balance is above that required for normal operating procedures, this surplus may be invested in U.S. government bonds, treasury bills, money market accounts, or certificates of deposit.

All financial accounts shall be in the name of the Iowa State USBC as follows:

### **General Operations Account**

The Association Manager shall maintain a general operations account for deposit of all funds received from general operations and tournaments. The President, 1st Vice President, and Association Manager are authorized to sign checks; 2nd Vice President is authorized to sign checks only in case of an emergency. Withdrawals require signatures of two (2) of at least three (3) authorized officers.

When necessary, the President and Association Manager are authorized to spend up to \$100.00 of unbudgeted funds without Board approval.

### **Dues Account**

The Association Manager shall maintain a savings account for the purpose of receiving state dues remittals from USBC. The President, 1st Vice President, and Association Manager are authorized to sign for withdrawals; 2nd Vice President is authorized to sign for withdrawals only in case of an emergency. Withdrawals require signatures of two (2) of at least three (3) authorized officers.

### **Pepsi Tournament**

See Youth Section

### **Youth Coordinator**

See Youth Section



## **IOWA STATE USBC OPERATIONS MANUAL**

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### **Bowl for the Cure Mail-In Singles Tournament**

A financial account shall be maintained for the Iowa State USBC Bowl for the Cure Mail-in Singles Tournament Account for the deposit of all tournament entry fees and any interest earned. All income and expenses for the Iowa State USBC Bowl for the Cure Mail-in Singles Tournament will be processed through this account. The Tournament Director shall also be listed on the account, but not be an authorized signor.

The President and Association Manager are authorized to sign checks.

### **BVL Mail-In Singles Tournament**

A financial account shall be maintained for the Iowa State USBC BVL Mail-in Singles Tournament Account for the deposit of all tournament entry fees and any interest earned. All income and expenses for the Iowa State USBC BVL Mail-in Singles Tournament will be processed through this account. The Tournament Director shall also be listed on the account, but not be an authorized signor.

The President and Association Manager are authorized to sign checks.

### **Establishing and/or Moving Association Manager Office**

Funds, not to exceed \$1,000.00, shall be made available. Said funds shall be used for expenses incurred in establishing or moving the office. All funds not spent will be returned to the General Fund.

## ***INSURANCE***

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### **Health Insurance**

The Association Manager will be reimbursed per budget for health insurance costs if he/she is not covered by another policy. An expense form with proof of payment of amount to be reimbursed must be submitted.

### **Directors & Officers Liability**

Directors & Officers Liability Insurance for the individual board members for actions taken by the Board of Directors is provided under USBC, in a \$1,000,000 annual aggregate liability program, with a \$5,000 deductible per claim.

### **Automatic Bonding Program**

The USBC Automatic Bonding Program covers the Iowa State USBC bonding.





## **IOWA STATE USBC OPERATIONS MANUAL**

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### **Blanket Position Bond**

The President, the Vice Presidents, Association Manager, and Youth Coordinator [and all home office employees, if any,] shall be bonded under a blanket position bond; the Association Manager shall determine the amount of coverage needed with approval of the Board.

### ***IOWA BOWLING COUNCIL***

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The Association Manager, Youth Coordinator, and Youth Committee Chair shall be designated as the representatives to the Iowa Bowling Council.

### ***REPORTS***

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The following reports will be posted to the web site:

#### **Meeting Minutes**

A copy of the minutes of the previous Annual Meeting will not be mailed but will be included in the delegate packets.

#### **Financial Report**

A copy of the Financial Report shall be provided annually to all Board members, Annual Meeting delegates, and local association managers.

#### **President's and Manager's Reports**

Copies of the President's and Association Manager's Reports given at the Annual Meeting shall be posted on the web site.

#### **Prize Lists**

A complete record of all winners in all tournaments sponsored by the Iowa State USBC, and the amounts won, shall be kept in the Iowa State USBC office permanently. Complete prize lists will be posted on the web site.

#### **Proposed Amendments**

Copies of Proposed Amendments shall be mailed to all Board members, delegates, and local association presidents and association managers at least thirty (30) days prior to the Annual Meeting, and will be posted to the web site.



## **IOWA STATE USBC OPERATIONS MANUAL**

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### **Local Association President and Association Manager List**

Upon request, a copy will be mailed to any state Board member, local association president or manager, officers of the state 500, 600 and 700 Clubs, BVL and Bowl for the Cure Tournament Managers and other bowling-related organizations.

### ***MEMORIALS***

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In the event of the death of a member of the current Board of Directors or Hall of Fame member, email notification will be sent to the Officers, Directors, Association Manager, Financial Manager, Director of Web Services, Youth Coordinator, Youth District Supervisors, Youth Tournament Managers, Hall of Fame members, and Past Presidents.

### ***OFFICE POLICIES***

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#### **Office Hours**

Iowa State USBC office hours shall be 8:00 am to 5:00 pm., Monday thru Friday.

### ***PICTURES***

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A group picture of the Board of Directors for the ensuing year shall be taken after each Annual Meeting, at the expense of the Iowa State USBC. Any USBC representative may be included in the picture at the discretion of the President.

Iowa State USBC will absorb the cost for individual Board photographs, which may be taken at the Annual Meeting. These photographs are to be used for Iowa State USBC purposes.

### ***PROPERTY OF THE ASSOCIATION***

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A complete list of association property is on file with the President and Association Manager.

### ***PUBLIC RELATIONS AND PROMOTION***

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The following items will be considered Public Relations and Promotion and are to be considered a general operations expense:

- Board ID badges
- Pictures of the Board of Directors;
- Hall of Fame plaque, banners, jackets and awards; and
- Gifts to delegates, if any.



## **IOWA STATE USBC OPERATIONS MANUAL**

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Any other items not listed may be charged to the proper account at the discretion of the President and Association Manager.

### **Newsletter**

The *Iowa Bowler* newsletter will be discontinued but information/articles and budgeting will be continued on the social media sites (web site, Facebook).

### **News Releases**

The Association Manager or designated representative will send or fax a news story to the local newspapers for the following:

1. Newly-elected Board members provided the name and address of said newspaper is available.
2. Newly-selected Iowa State USBC Hall of Fame inductees.

## ***YOUTH AWARDS***

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See the Youth Section for a list of awards.



## RECORDS

### Record Retention Guide

**Association records may be kept electronically.** Any procedure involving the electronic retention of records must include a system of backups.

At a minimum, an association must adhere to the following; bearing in mind state laws may vary:

### Permanent Retention

#### **Legal Documents**

- Articles of Incorporation / Certificate of Incorporation
- Bylaws / Amendments
- Association Operations Manual
- Certificate of Association (Charter)
- Deeds / Mortgages
- Legal correspondence
- Merger / Acquisitions
- Patents / Trademarks / Copyrights

#### **Tax Documents**

- Tax returns and supporting documentation
- Tax correspondence
- Tax bills / statements
- Other tax reports (social security, unemployment, etc.)
- W2 and 1099 Forms
- IRS 990 filings

#### **Financing / Accounting**

- External audit reports
- Financial statements
- Fixed asset records
- General ledgers

#### **Personnel**

- Retirement and pension plans
- Employment / Employee records as mandated by the U.S. Fair Labor Standards Act

#### **Other**

- Final average lists / Average books
- All association run and/or sponsored tournaments lists of winners
- Team and individual game/series honor scores
- Hall of Fame inductees
- Annual Report books

### Other Items (Years to retain)

#### **2 Years**

- Membership applications (2)
- League applications (2)
- Association tournament entries
- Operational records (2)
- Lane certifications (2)
- Budgets (2)

#### **3 Years**

- Bank statements / reconciliations (3)

#### **5 Years**

- Accounts payable / receivable records (5)
- Insurance policies / claims / settlements (5)
- Weekly / Monthly payroll records (5)
- Contracts / leases that have expired (5)

#### **7 Years**

- Cancelled checks (7)
- Inventories (7)
- Employee withholding statements (7)

#### **Permanent**

- Minutes (unless open business remains, or there is foreseeable concern for old business beyond 7 years to reopen – then should be permanent)



### **CONFIDENTIALITY & CONFLICT FORMS**

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#### **Board of Directors Confidentiality and Conflict of Interest Policy and Disclosure Form**

#### **IOWA STATE USBC**

##### **Confidentiality**

As a member of the Iowa State USBC Board of Directors (the “Board”) (the “Association”), I recognize that I owe a fiduciary duty of care to this Association. This includes a duty of confidentiality. All information and documentation that I receive from the Association and others in connection with my service on the Board will be treated with strict confidentiality. This includes information in all forms (oral, written, or electronic) including all information contained or stored in computers and discs. Neither the contents nor the existence of this information or documentation will be shared with anyone other than the officers, directors, employees, and attorneys of the Association, as directed by the Board. I will direct any questions regarding my confidentiality obligations to the Association President.

##### **Conflicts of Interest**

As a member of the Board, I recognize that I owe a fiduciary duty of loyalty to the Association. This duty requires me to avoid conflicts of interest and to act at all times in the best interests of the Association. The purpose of the conflicts of interest policy (set forth below) is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below:

1. Board members have a fiduciary duty to conduct themselves without conflict to the interests of the Association. In their capacity as Board members, they must subordinate personal, individual business, third party, and other interests to the welfare and best interests of the Association.
2. A conflict of interest is a transaction or relationship which presents or may present a conflict between a Board member’s obligation to the Association and the Board member’s personal, business or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to the Association. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board members – with the interested Board member(s) recused from participating in debates and voting on the matter – are required.
4. All actual and potential conflicts of interest shall be disclosed by Board members to the Association Manager through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the Board shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The Board shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.



## IOWA STATE USBC OPERATIONS MANUAL

- On an annual basis, all Board members shall be provided a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the Association Manager, as well as all other conflict information, if any, provided by Board members.

### Conflicts of Interest Acknowledgment and Disclosure Form

I have read the conflicts of interest policy set forth above and agree to comply with its terms and conditions at all times during my service as an Iowa State USBC Board member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Association President in writing.

**Disclosure of Actual or Potential Conflicts of Interest** (please refer to pages 8-13 through 8-15 of the USBC Association Leaders' Handbook for examples):

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I acknowledge and agree that my selection for service on the Board and the opportunities made available to me by serving on the Board constitute good and valuable consideration for entering into this agreement, the receipt and sufficiency of which I hereby acknowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



## IOWA STATE USBC OPERATIONS MANUAL

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### Leadership Code of Ethics

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 supports.
- 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.

\_\_\_\_\_  
Association Leader

\_\_\_\_\_  
Date



## **IOWA STATE USBC OPERATIONS MANUAL**

### **Association Leader Commitment Form to Serve the Association**

I pledge my commitment to the Iowa State USBC to serve, with other Board members, 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.

\_\_\_\_\_  
Association Leader

\_\_\_\_\_  
Date





### ASSOCIATION OPERATIONS

#### ***ASSOCIATION MANAGER DUTIES***

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1. Acts as the ex-officio, non-voting secretary/treasurer of the Board.
2. Has voice only, does not count towards the quorum and cannot make or second motions at Board meetings. He/she may be excused from Board meetings based on the issue/discussion at hand.
3. Has voice and vote at membership meetings.
4. Is appointed by, and accountable to, the Board and USBC.
5. Must be a minimum age of 18, unless state laws mandate a specific age, and be USBC bondable.
6. Is required to be a member of the Association.
7. Is not eligible to serve concurrently as an officer of the Association.
8. Is not eligible to serve as a director.
9. Authority and duties.
  - (A) Reporting.
    - (1) To USBC Headquarters, as required.
    - (2) To the Board, delegates, youth representatives, and members at every meeting and as needed.
    - (3) A written financial report at every Board and membership meeting.
    - (4) A written year-end audit report at a Board and membership meeting.
  - (B) Financial. Comply with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the Board, which must include:
    - (1) Receive and issue a receipt for all funds paid to the association within ten (10) days.
    - (2) Deposit association funds in the association's account, in a financial institution which must be federally insured or its equivalent, within seven days of receipt. Non-Board members are not bonded through USBC.
    - (3) Ensure all withdrawals have two signatures. (Two members of an immediate family cannot cosign for withdrawals.)



## IOWA STATE USBC OPERATIONS MANUAL

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- (4) Provide the president with all records for monthly verifications.
  - (5) Ensure all required financial reports are filed. (IRS, payroll taxes, state taxes, etc. Refer to Section D of this chapter.)
  - (6) Provide all documentation for the examination of the organization's financial documents.
  - (7) He/she is accountable to maintain the operating costs within the approved budget. If additional funds are needed, he/she must make the request per the Board's approved policy.
  - (8) Establish a procedure for retention of records that must include the financial records, to be approved by the Board.
  - (9) Provide a report of financial transactions as requested by the Board or USBC Headquarters.
  - (10) Pay all bills authorized by the Board.
  - (11) Submit scholarship funds to USBC Headquarters for administration by SMART within 30 days of the completion of the league/ tournament/event, including academic or meritorious accomplishments.
- (C) Other.
- (1) Handle association correspondence, including distributing information to and from USBC Headquarters to the respective Board, proprietors and members.
  - (2) Ensure Board members have a current copy of the association's bylaws.
  - (3) Distribute meeting notifications, as designated in the bylaws.
  - (4) Maintain the association's operations manual, if applicable.
  - (5) Receive, compile and file committee reports.
  - (6) Record and maintain meeting minutes.
  - (7) Set up Annual Meeting.
  - (8) Set up Jamboree.
  - (9) The Association Manager is the tournament manager, or acts as the supervisor of the tournament managers.



## IOWA STATE USBC OPERATIONS MANUAL

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- (10) Maintain for at least one year, a prize list with the name and score of each prize winner, the prize issued and a financial statement listing all prize receipt disbursements for each tournament conducted. Tournament managers will submit all required reports to the Association Manager.
- (11) Order association supplies.
- (12) Submit the association's delegates/alternates credentials to USBC.
- (13) Transmit all Board member information to USBC Headquarters within 20 days of election and maintaining the accuracy of the information.
- (14) Oversee volunteer activities.
- (15) Perform other duties as prescribed by the Board, the USBC Bylaws, *USBC Association Policy Manual*, and the association's operations manual, as applicable.

### **PERFORMANCE REVIEWS**

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1. The Association Manager reports and is accountable to the Board and USBC Headquarters.
2. Federal and state laws on employment must be taken into consideration.
3. The Board should, at a minimum, review the Association Manager's performance annually.
4. Documentation of performance items (both good and bad) should start from the day of the Association Manager's hiring/appointment.

(include Youth Coordinator, Tournament Directors (Pepsi, BVL, BFTC, et al)?)



### YOUTH OPERATIONS

The Youth Subcommittee consists of the Iowa State USBC Youth Committee, the Youth Coordinator, ten (10) District Supervisors, four (4) youth, and the Pepsi Director.

#### ***YOUTH COORDINATOR DUTIES***

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The Youth Coordinator shall perform the following duties:

1. With the Youth Committee Chair will make arrangements for the Annual Conference of Youth Representatives (hereinafter referred to as the "Annual Conference"), with Iowa State USBC Board of Directors (hereinafter "State Board") approval.
2. With the Youth Committee Chair will set the location, date and lineage fees of the Family Doubles Tournament.
3. Send names and addresses of Youth Representatives available for committee appointment to the Youth Committee Chair by May 15.
4. Process and submit all financial obligations to the Association Manager for payment.
5. Record the minutes of all Iowa State USBC youth meetings and furnish the President and Association Manager with copies within fifteen (15) days, and submit all committee recommendations for approval by the State Board.
6. All tournament changes and recommendations will be submitted to the State Board for approval for implementation on August 1.
7. Compile a calendar of events for the upcoming Iowa State USBC youth season, and distribute to all officers, directors, local association managers, and bowling centers.
8. Welcome letter to proprietors, including Family Double entries, district site sheet, handicap sheet, and State Board and Youth Committee roster by August 1.
9. Furnish all members of the Youth Committee, Youth Subcommittee, District Supervisors, Association Manager, and State Board with minutes of the Annual Conference no later than October 1.
10. Retain in Iowa State USBC files, dated copies of all correspondence sent by the Youth Committee. Copies of all correspondence shall be sent to the President and Association Manager within five (5) days of mailing.
11. Prepare all expense vouchers/warrants and submit to the Association Manager for payment.
12. Process and submit scholarship transactions to SMART fund at USBC within 30-day deadline of an event. Submit warrant or payment request to the Association Manager for payment.



## IOWA STATE USBC OPERATIONS MANUAL

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13. Maintain a separate ledger for petty cash fund.
14. Has charge of and conducts all correspondence.
15. Sends written notices for meetings fifteen (15) days in advance.
16. Records and maintains all proceedings of the Youth Conference.
17. Maintains a current list of names and addresses of all Youth Representatives.
18. Reports to the President, State Board and the Youth Committee as requested.
19. Detailed accounting and funds will be forwarded to the Association Manager weekly.
20. Attach any damaged or voided checks to warrant and submit to Association Manager.
21. Attach all invoices or receipts to the voucher/warrant and submit to the Association Manager.
22. All bank statements forwarded to the Association Manager monthly.
23. Assist the Finance & Budget Committee in preparation of the budgets.
24. Serve as Tournament Director for the Family Doubles and State Tournament(s). In this capacity, the Youth Coordinator will have supervisory control of all technical parts of the operation of the tournaments, including the printing of the entry form and rules, scheduling of entrants, selection of awards, and will certify all tournaments with USBC. Manages the blind draw and youth 9-pin tournaments at the Youth Conference.
25. Turn over to the appointed successor all books, records and files, equipment and property owned by or belonging to the Iowa State USBC within ten (10) days after the Youth Coordinator vacates the position.
26. Update annually the inventory of equipment and property and keep on file and forward to the Association Manager by October 1.
27. Shall provide to the District Supervisors the names of all associations and bowling centers in their district.
28. Shall maintain permanent plaques for Hall of Fame, Bowler of the Year, Harry Tuma, Coach of the Year, Volunteer of the Year, Stacia Richardson Sportsmanship Award, and the Iowa State USBC Sportsmanship Award, listing the winners and the dates along with Past President and Past Secretary-Treasurer/Association Manager plaques. These plaques shall be kept in the youth office.
29. Is a representative to the Iowa Bowling Council.



### ***DISTRICT SUPERVISORS***

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1. District Supervisors shall be appointed by the President, with recommendation of the Youth Committee.
2. District Supervisors shall retain their position for three (3) years.  
  
District Supervisors who do not wish to continue in that capacity, shall submit a written resignation to the President. Said request should be made by April 15 prior to the Annual Conference.
3. The State of Iowa shall be divided into ten (10) districts composed of the following counties.
  - (a) District 1 – Buena Vista, Cherokee, Clay, Dickinson, Emmet, Lyon, O’Brien, Osceola, Palo Alto, Plymouth, Pocahontas, Sioux and Woodbury.
  - (b) District 2 – Butler, Cerro Gordo, Floyd, Franklin, Hancock, Humboldt, Kossuth, Mitchell, Winnebago, Worth and Wright.
  - (c) District 3 – Allamakee, Blackhawk, Bremer, Buchanan, Chickasaw, Clayton, Delaware, Fayette, Howard and Winneshiek.
  - (d) District 4 – Boone, Grundy, Hamilton, Hardin, Marshall, Story and Webster.
  - (e) District 5 – Benton, Cedar, Iowa, Johnson, Jones, Linn, Poweshiek and Tama.
  - (f) District 6 – Clinton, Dubuque, Jackson, Muscatine and Scott.
  - (g) District 7 – Audubon, Calhoun, Carroll, Crawford, Greene, Guthrie, Harrison, Ida, Monona, Sac and Shelby.
  - (h) District 8 – Adair, Adams, Cass, Fremont, Mills, Montgomery, Page, Pottawattamie and Taylor.
  - (i) District 9 – Clarke, Dallas, Decatur, Jasper, Lucas, Madison, Marion, Monroe, Polk, Ringgold, Union, Warren and Wayne.
  - (j) District 10 – Appanoose (moved to 10 from district 9), Davis, Des Moines, Henry, Jefferson, Keokuk, Lee, Louisa, Mahaska, Van Buren, Wapello and Washington.
4. Shall run the district Family Doubles and Pepsi events.
5. Shall be compensated as provided in the Operations Manual approved by the State Board.
6. Shall assist in the formation of youth bowling programs.



## IOWA STATE USBC OPERATIONS MANUAL

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7. May make recommendations for the site of District Family Doubles to the Youth Coordinator prior to May 1 of each year.

### ***YOUTH REPRESENTATIVE DUTIES***

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1. Youth Representatives shall be appointed by the President with recommendations of the Youth Committee.
2. Youth Representatives shall retain their position on the Subcommittee for one (1) year. They can serve an unlimited amount of terms as appointed.
3. Youth will reside on committees as appointed by the Youth Coordinator at the Annual Conference.
4. Shall have voice and vote in all decisions brought forth at the Annual Youth Conference or any of the Subcommittee meetings called.
5. Shall bring forth recommendations to the Youth Committee for suggested changes on youth tournaments.

### ***PEPSI DIRECTOR DUTIES***

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1. Shall be appointed by the President for a three (3) year term with input from the Youth Coordinator and Youth Committee.
2. Shall work with the District Supervisors to run the Pepsi tournament in all 10 districts.
3. Shall run the State Pepsi Finals tournament in a format that considers input from the youth at the Annual Youth Conference.
4. Shall maintain accurate records of bank statements, SMART fund accounts and physical assets. An audit shall be conducted at the Annual Youth Conference of said holdings with a report by the Audit Committee provided to the President.

### ***AWARDS***

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#### **Honor Score Awards**

- (a) Games of 298, 299 or 300 bowled by boys and girls.
- (b) Series of 800 or more bowled by boys and girls.
- (c) Series of 700 - 799 bowled by girls.



## **IOWA STATE USBC OPERATIONS MANUAL**

Honorees must be Iowa State USBC youth members, and only those scores rolled in Iowa State USBC youth certified leagues or tournaments will be recognized. Presentation of the honor awards shall be made on the weekend of the Annual Conference of Youth Representatives or at a meeting of the youth's home association, whichever the youth member prefers. For the first honor score bowled a plaque will be awarded. For each succeeding honor score, a bar will be awarded. One plaque per award will be awarded to the Iowa State USBC youth member.

### **Coach of the Year**

A plaque shall be presented to the Iowa State USBC Youth Coach of the Year. The award shall be presented on the weekend of the Annual Conference. The Iowa State USBC Youth Coach of the Year and the person(s) submitting the winning applicant shall be invited to the Annual Conference. A plaque listing all Coach of the Year winners and years shall be kept in the youth office. Recipient can only receive this award one time.

### **Volunteer of the Year**

A plaque shall be presented to the Iowa State USBC Youth Volunteer of the Year. The award shall be presented on the weekend of the Annual Conference. The Iowa State USBC Youth Volunteer of the Year and the person(s) submitting the winning applicant shall be invited to the Annual Conference. A plaque listing all Volunteer of the Year winners and years shall be kept at the youth office. Recipient can only receive this award one time.

### **Bowling Center Participation Awards**

Framed certificates or plaques shall be awarded to the bowling centers with the highest percentage of entries into the Family Doubles and State Tournament (based on current year membership as of May 1), in the following categories:

- (a) Centers with 50 and under certified Iowa State USBC Youth members.
- (b) Centers with 51 to 100 certified Iowa State USBC Youth members.
- (c) Centers with more than 101 certified Iowa State USBC Youth members.

### **Bowler of the Year Award**

This award will be three separate categories:

- (a) Bowling Ability (boy)
- (b) Bowling Ability (girl)
- (c) Local Association Leadership (up to 2 with minimum of 4 applicants)

Each category will have its own form and requirements, but they all will be included in the same packet. A person can only win one of the categories per year, but they will be eligible to receive at least three of the different categories over the time of involvement in youth bowling. This award will be presented during the Annual Conference. A \$400.00 scholarship will also be awarded in each of the categories and these funds will be placed in the SMART fund.





## IOWA STATE USBC OPERATIONS MANUAL

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While we do understand that many of our USBC Youth bowlers also bowl in high school, this Bowler of the Year award will be based on their membership in USBC. We feel the high school program offers their own award system, so we hope the bowlers will be recognized through the Iowa High School bowling programs.

### **COMPENSATION & ALLOWABLE EXPENSE**

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1. Members of the Youth Committee, Youth Subcommittee and District Supervisors who are not members of the State Board who attend meetings of the State Board, Annual Conference, or state bowling functions, shall be reimbursed at the following rates.
  - (a) Mileage - \$.30 per mile
  - (b) Meals - a maximum per diem of \$30.00 per day.
  - (c) Lodging - rate of single occupancy
2. When conducting authorized Iowa State USBC Youth Association tournaments or Pepsi tournaments, District Supervisors shall receive compensation from entry fees of \$0.25 per entry, minimum \$40.00 per day, in addition to reimbursement for expenses as specified in #1.
3. The Pepsi Tournament Director shall receive compensation of \$0.25 per line per entry, minimum of \$100.00. If the Pepsi Tournament Director requires assistants for the State Finals, the assistants shall receive \$40.00 per day in addition to reimbursement for expenses as specified in #1. This reimbursement shall be recovered from expenses of the Pepsi tournament. Also, if the Pepsi Tournament Director is not a member of the State Board, their attendance at the Annual Conference will be reimbursed from the Pepsi funds.
4. The Youth Coordinator's salary shall be determined by the Iowa State USBC Board. In addition, the Youth Coordinator shall receive reimbursement for expenses as specified in #1.
5. The Youth Coordinator shall be authorized to hire assistants to help conduct the state finals for Family Doubles or State Championship Tournament, if necessary. The assistants shall receive \$40.00 per day in addition to reimbursement for expenses as specified in #1.
6. The Youth Coordinator shall be paid rent for home office space at the rate of \$300.00 per month (\$3,600.00 per year).
7. All requests for reimbursements should be submitted within one (1) week on an Iowa State USBC expense form to the Association Manager.
8. Whenever possible, the Association Manager shall honor all requests for reimbursement within two (2) weeks of receipt.



## IOWA STATE USBC OPERATIONS MANUAL

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### MAILINGS

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Mutual agreements to all Family Doubles District Site proprietors during the month of May.

Packets including Family Doubles information shall be mailed by August 1 to local association managers and District Supervisors.

The December mailing shall include applications for the following awards: Bowler of the Year, Coach of the Year, and Volunteer of the Year. All award applications shall have a due date of May 1. Also included in this mailing shall be the State Championship Tournament entry forms and District Supervisors and Youth Subcommittee member's application forms.

Bid sheets for Family Doubles shall be included with the late November/early December mailing.

Annual Conference credential forms shall be distributed to all the Youth Committee, Youth Subcommittee, District Supervisors, and local associations no later than April 1. Forms shall have a due date of May 1.

### DUTIES OF THE COMMITTEES

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All committees shall meet at the Annual Conference to review their committee duties. The committees shall make recommendations for changes they deem necessary to improve the operation, management, or purpose and objectives of the Iowa State USBC youth.

All committee recommendations shall be forwarded to the Youth Committee for approval or rejection. The Youth Committee Chair will present all recommendations for approval or rejection as required to the State Board for their consideration. Rationale for proposed changes shall be stated and should convey the true intent of the change.

#### **Family Doubles Tournament Committee**

This committee shall review all tournament rules, entry forms, dates, and fees. Their recommendations shall be presented to the Youth Committee, Youth Subcommittee and District Supervisors for approval prior to being submitted to the Youth Representatives.

1. District Sites. District Supervisors shall make recommendations to the Youth Coordinator for the upcoming tournament by May 1 of each year.
2. State Finals. The Youth Committee Chair and Youth Coordinator shall have the authority to select the location and negotiate the lineage fees for this event.
3. Submit a final written report to the Youth Coordinator by the end of the Annual Conference.



## **IOWA STATE USBC OPERATIONS MANUAL**

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### **State Championship Tournament Committee**

This committee shall review all tournament rules, entry forms, dates, and fees. Their recommendations shall be presented to the Youth Committee, Subcommittee and District Supervisors for approval prior to being submitted to the Youth Representatives.

1. The tournament rules shall be governed by the USBC General Playing Rules and Certified Tournament rules.
2. Submit a final written report to the Youth Coordinator by the end of the Annual Conference.

The youth committee to seek and select invitations, two years in advance, from sites to host State Youth tournament. The site must be in compliance with policies established by the operations manual.

The host association would be required to have a minimum of 4 teams' participation for each of the 3 consecutive years prior to their hosting the tournament. If unable to meet the additional criteria, it would be opened up for bids, with final approval by the Board.

1. If it becomes advisable to relocate, the President and Association Manager, with State Board approval, will award the annual tournament to another bowling center(s).

### **Pepsi Youth Bowling Championship Committee**

1. The Tournament Director(s) shall serve as committee chairperson(s). The committee shall determine all dates, locations, rules and bowling format.
2. Submit a final written report to the Youth Coordinator by the end of the Annual Conference.

### **Awards and Services Committee**

1. The purpose of this committee is to recognize and award members of the Iowa State USBC youth community for their contributions to youth bowling. This committee will look over and make recommendations of any changes to be made to the Coach of the Year, Volunteer of the Year and the Bowler of the Year award forms and/or points sheet.
2. The Youth Coordinator will determine 10 voting members of the Youth Committee, Youth Subcommittee and District Supervisors based on nominations received. If a voting member sends in a nomination, he/she will not vote. If there is a nomination from a voting member's local association, that member(s) will not vote.
3. Returned nomination forms will be mailed to the Youth Coordinator and must be postmarked no later than May 1.
4. Selection shall be made by mail vote.
5. The Iowa State USBC shall pay all copying and postage expense.



## **IOWA STATE USBC OPERATIONS MANUAL**

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6. The Youth Coordinator shall notify the person who nominated the recipient. The person making the nomination shall make necessary arrangements to have the recipient at the Annual Conference to receive their award.
7. The Association Manager, upon recommendation from the Youth Committee, may submit the names and credentials of the Coach of Year and Volunteer of the Year to the USBC headquarters for consideration for National Coach of the Year and Volunteer of the Year.
8. The Youth Committee Chair will turn in all forms submitted and submit a final written report to the Youth Coordinator by the end of the Annual Conference.



### DIRECTOR OF WEB SERVICES

#### **RESPONSIBILITIES**

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1. Build and maintain functional and easy-to-use web content.
2. Provide a responsive design by testing content or applications across browsers, operating systems and devices.
3. Liaison between hosting company or service provider to maintain, configure and troubleshoot any server or access issues.
4. Update website content.
  - (a) Correspond with social media committee, Association Manager, and Board of Directors to establish a steady flow of website content.
  - (b) Interact with appropriate content providers including social media committee, Association Manager, and Board members to establish publishing standards which utilizes the best solution for the user's experience.
  - (c) Explore and utilize content ideas from all sources including but not limited to end users, Board members, local association members, proprietors, and USBC affiliates.
5. Organize the storage of the website content into a logical and functional structure.
6. Debug pages and fix broken links or images.
7. Monitor and analyze site performance and traffic statistics as well as optimize loading speeds and capacity.
8. Address user comments, questions, and issues either directly, or via correspondence to the appropriate board members and association manager.

#### **POLICY MANUAL DESIGNATIONS**

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1. Meeting Participation:
  - (a) Annual Board of Directors Meeting
  - (b) Annual Jamboree Meeting
2. Travel Allowance:
  - (a) Equivalent allowances as provided for officers, directors, association managers, and the financial officer.
3. Salary and Expense:
  - (a) Technology Web Master salary of one thousand two hundred (\$1,200.00).



### TOURNAMENTS

The Iowa State USBC will sponsor the following adult tournaments annually.

- Bowl for the Cure Mail-in Tournament
- BVL Mail-in Tournament
- Jamboree
- Mixed State Tournament
- Open Championship Tournament
- Women's Championship Tournament
- Women's Seniors Tournament

### ***TOURNAMENT DIRECTOR***

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The Iowa State Association Manager shall act as Tournament Director of all tournaments (exception of both Mail-Ins and Jamboree) and receive compensation of \$0.50/event per person. The Iowa State Board of Directors shall appoint a Tournament Director for the BVL and Bowl for the Cure Mail-In tournaments. Compensation shall be \$0.40/entry. The local Association Manager shall serve as Tournament Director for the Jamboree. Compensation of \$500 shall be issued to the host association to assist with the operation of the State Jamboree.

#### **Tournament Director Duties**

Responsibilities determined by Iowa State Board of Directors and include but not limited to:

1. Update entry forms yearly and make available to members.
2. Certify tournament with USBC.
3. Train and support local host volunteers.
4. Receive and process entries, verify averages and send confirmations to captains.
5. Schedule squads.
6. Provide local with weekly schedule including any changes or substitutions.
7. Post scores weekly.
8. Close tournament and prepare and distribute prize fund.
9. Submit final report.



### ***TOURNAMENT MANAGER***

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The host association(s) shall appoint a qualified individual to act as Tournament Manager, typically the local Association Manager, to work under the discretion of the Tournament Director (State AM) in running the tournaments. Compensation to the host will be \$0.20/line per person to be used at their own discretion. If two associations are co-hosting, the compensation will be divided based on entry numbers. Compensation for the Mixed and Women's Senior will be issued at the beginning of the tournaments. Compensation for the Open and Women's Championship host(s) will be issued with 50% at Convention and 50% at completion of the tournaments.

#### **Tournament Manager Duties**

Responsibilities determined by the Iowa State Board of Directors and include but not limited to:

1. Recruit qualified volunteers to carry out operations of the tournament.
2. Check in bowlers and make last minute substitutions.
3. Enforce rules and answer questions.
4. Report scores weekly to the Tournament Director.
5. Distribute on-site awards (provided by Iowa State USBC).

#### **Tournament Floor Monitors Duties**

1. Enter the bowler's names or identification into the scoring system.
2. Make all score corrections.
3. Monitor machine operations and immediately report problems to the control counter.
4. Collect official recap sheets and provide a copy to the Doubles pair.
5. Direct any bowler to the tournament office for on-site awards.

### ***MISCONDUCT POLICY***

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Misconduct of tournament participants will not be tolerated and include but not limited to:

1. Disrespect or aggressive behavior towards volunteer tournament workers.
2. Misrepresentation of average.
3. Recording incorrect scores to benefit the bowler.
4. Unruly, offensive behavior that slows progress of the tournament.



## **IOWA STATE USBC OPERATIONS MANUAL**

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5. Inappropriate attire that may be disruptive or offensive to other bowlers.
6. Bowling under an assumed name (bowls under name of entrant who fails to attend or is under suspension or any team which employs such person herein described).

Consequences may include – individual or persons involved:

1. Disqualification of game(s) and dismissal from the bowling establishment.
2. Suspension from further participation in Iowa State tournaments.
3. Suspension of USBC membership.

The decision of the Tournament Director, President, Board members, or the Tournament Director's assistants shall be final in these matters.

Children should be supervised by a non-bowling adult. Disruptive behavior by uncontrolled children shall be subject to the appropriate actions by house personnel or tournament management

SEE APPENDIX for tournament entry forms and rules.





### ***BOWL FOR THE CURE MAIL-IN TOURNAMENT***

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The Iowa State USBC will conduct a mail-in singles tournament for all current Iowa adult USBC members in support of the "Susan G. Komen for the Cure" and "Bowl for the Cure®." The Susan G. Komen for the Cure Promise: To save lives and end breast cancer forever by empowering people, ensuring quality of care for all and energizing science to find the cures. For more information on the Komen Foundation, please contact them at 5005 LBJ Freeway, Suite 250, Dallas, TX 75244, visit [www.komen.org](http://www.komen.org) or call 1.800.I'm.Aware® (1-800-462-9273).

1. This tournament will be conducted by the Iowa State USBC for its adult members. An entrant must be a current member of both USBC and the Iowa State USBC.
2. This tournament will carry its own certification and will be certified through USBC. All awards will be issued through leagues/local association tournaments. If a tie for first place occurs in any division, co-champions will be declared, and prize money will be combined and divided equally.
3. The Iowa State USBC will donate 100% of net proceeds equally to the Iowa Komen affiliates. Unused expense funds may be submitted to the "Susan G. Komen for the Cure" at the Board's discretion. Presently there are 3 Iowa Komen affiliates (1/3 – Des Moines Affiliate, 1/3 – Quad Cities Affiliate, and 1/3 - Sioux City.)
4. This tournament will be conducted by submitting USBC certified league and local association tournament scores bowled during the week of "Bowl for the Cure®" which is generally the second week in February. In the event scheduled league or local association tournament bowling is postponed, or you are unable to bowl due to illness, etc., scores bowled the following week will be accepted. ONLY USBC CERTIFIED LEAGUE/LOCAL ASSOCIATION TOURNAMENT SCORES WILL BE ACCEPTED. Substitutions will not be allowed.
5. The tournament rules shall be governed by the USBC General Playing Rules and Certified Tournament rules.
  - USBC Rule 319a-2 (10 pin rule) will not apply
  - USBC Rule 319a-3 (bowler's responsibility for correct average) will apply
  - USBC Rule 319d (previous prize winnings) will not apply
  - USBC Rule 319e (average adjustment for entry) will apply
6. All scores must be bowled in USBC certified leagues or local association tournaments. An entry will be declared ineligible if the score verification form is returned without a copy of the league or tournament recap sheet.
7. Any protest regarding scores must be submitted in writing to the Tournament Director not later than seventy-two (72) hours after the games have been bowled. Protest regarding divisions must be made to the Tournament Director prior to the date bowled. The action of the Tournament Director shall be final unless an appeal is made to the Iowa State USBC Board of Directors or to USBC.
8. The Iowa State USBC Board of Directors shall have the power to hear and act on all protests arising from or under construction of the rules of the Iowa State USBC "Bowl for the Cure®" Mail-in Singles Tournament. The tournament rules will be adopted by the Iowa State USBC Board of Directors.



### ***BVL MAIL-IN TOURNAMENT***

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The Iowa State USBC will conduct a mail-in singles tournament for all current Iowa adult USBC members in support of the Bowlers to Veterans Link (“BVL”). The BVL raises approximately one million dollars each year for the nation’s veterans in need, as well as supporting hundreds of other therapeutic and recreational programs at VA Medical Centers, Vet Clinics and Out-Patient Clinics. The BVL, founded in 1942, is located in Fairfax, Virginia.

1. This tournament will be conducted by the Iowa State USBC for its adult members. An Iowa State USBC Board member will be the Tournament Director (or an appointee at the discretion of the Board). An entrant must be a current member of both USBC and the Iowa State USBC.
2. This tournament will carry its own certification and will be certified through USBC. All awards will be issued through leagues/local association tournaments. If a tie occurs in any division, co-champions will be declared, and prize money will be combined and divided equally.
3. The Iowa State USBC will donate 100% of net proceeds to the BVL, including the three facilities in Iowa (Des Moines, Iowa City and Marshalltown) and any other veteran venue. Unused expense funds may be submitted to the BVL at the Board’s discretion.
4. This tournament will be conducted by submitting USBC certified league and local association tournament scores bowled during the week that Veteran’s Day generally falls. In the event scheduled league or local association tournament bowling is postponed, or you are unable to bowl due to illness, etc., scores bowled the following week will be accepted. **ONLY USBC CERTIFIED LEAGUE/LOCAL ASSOCIATION TOURNAMENT SCORES WILL BE ACCEPTED.** Substitutions will not be allowed.
5. The tournament rules shall be governed by the USBC General Playing Rules and Certified Tournament rules.
  - USBC Rule 319a-2 (10 pin rule) will not apply
  - USBC Rule 319a-3 (bowler’s responsibility for correct average) will apply
  - USBC Rule 319d (previous prize winnings) will not apply
  - USBC Rule 319e (average adjustment for entry) will apply
6. All scores must be bowled in USBC certified leagues or local association tournaments. An entry will be declared ineligible if the score verification form is returned without a copy of the league or tournament recap sheet.
7. Any protest regarding scores must be submitted in writing to the Tournament Director not later than seventy-two (72) hours after the games have been bowled. Protest regarding divisions must be made to the Tournament Director prior to the date bowled. The action of the Tournament Director shall be final unless an appeal is made to the Iowa State USBC Board of Directors or to USBC.
8. The Iowa State USBC Board of Directors shall have the power to hear and act on all protests arising from or under construction of the rules of the Iowa State USBC BVL Mail-in Singles Tournament. The tournament rules will be adopted by the Iowa State USBC Board of Directors.



### **JAMBOREE**

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The Iowa State USBC holds an annual Jamboree the first full weekend in October. We encourage the hosting association to hold an informal singles bowling tournament in conjunction with the Iowa State USBC Jamboree. The Iowa State USBC encourages local associations not large enough to host a state tournament to bid for the Jamboree. Entry forms for the Jamboree will be sent to all local associations within the state of Iowa.

This tournament shall be a handicap tournament based on 90% from 220 incorporating USBC tournament rules. The local association may select the squad times (2 on Saturday, 2 on Sunday) that works best for the host center. The Iowa State USBC Board of Directors will bowl on the first squad on Sunday. We recommend no more than 3 bowlers per lane if possible.

### **BIDDING GUIDELINES**

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Guidelines concerning the bids and operation are:

1. Bids for the Jamboree must be submitted in writing from the local association to the State Association Manager by August 15 of each year. Bids will be accepted from any region in Iowa each year.
2. The Jamboree host association will receive a check for \$500.00 to assist with the operation of the State Jamboree. The local association manager will be the Tournament Director.
3. The host association shall ensure the facility selected as the Jamboree Headquarters is a handicap accessible facility. This is defined as rooms that are designated as handicap accessible as well as elevator(s) required so that movement from one floor to the next is easily accomplished by individuals with walkers and/or wheelchairs. The host association will also ensure that the Jamboree Headquarters has the capability to ensure the State Board is able to have meeting rooms available not later than 11:45 a.m. on Saturday.
4. The host association will host a Sunday dinner for all ISUSBC members attending the weekend events. Normally this will be a buffet-type dinner starting at noon followed by an informational meeting normally with USBC officials providing a presentation for all in attendance.



### **MIXED TOURNAMENT**

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#### **Tournament Workers**

The Hosting Association will provide an adequate number of workers necessary to assure that all tournament operations and procedures be handled in a timely and efficient manner. The workers will be under the direction of the Tournament Director. Compensation for workers shall be provided to the association at the beginning of the tournament. Rate of compensation shall be \$0.20 per line per person, which the hosting association may distribute at their discretion, and they shall be responsible for any taxes that may be due.

#### **Mixed Tournament Policy**

1. This tournament shall be certified by USBC. All entrants must be members of certified leagues or substitutes whose membership dues have been paid in accordance with the Bylaws of the USBC and the Iowa State USBC for the current season.
2. Unmarried grade or high school students under the age of eighteen (18) must furnish written authorization signed by a parent or guardian. This signed statement should be attached to the original entry/substitution form when submitted.
3. The tournament shall consist of a 4-person Team Event (2 men and 2 women), a Doubles Event (1 man and 1 woman), and an optional All Events.
4. Late entries may be accepted subject to lane availability and at the discretion of the Tournament Director.
5. All Teams and Doubles (when not on teams) will be notified in writing, of the time(s) they are scheduled to bowl.
6. The Tournament Director reserves the right to move entries if squads cannot be filled.

#### **Prize Fund**

7. The Board of Directors of the Iowa State USBC shall establish the amount to be allocated to the prize fund annually.
8. All prize funds shall be distributed within thirty (30) days following the close of the tournament except when USBC has authorized delay in payment.

#### **Averages**

9. It shall be the responsibility of the entrant to verify the accuracy of their average whether submitted by the bowler, the team captain or others. All winners' averages are subject to further verification by the Tournament Director.



## IOWA STATE USBC OPERATIONS MANUAL

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10. The tournament will be handicapped at 100% of a 240-base and consist of one (1) division for the Team Event and one (1) division for the Doubles Event. The optional All Events will be two (2) divisions, one (1) for men and one (1) for women.

### **Substitutions**

11. If a duly scheduled entrant is unable to bowl because of disability or absence, the team captain shall have the right to substitute another bowler who qualifies under the tournament eligibility requirements. After a substitute is secured, they shall remain until the event is completed. All substitutes must be gender specific.
12. If a tournament official is requested to secure a substitute, that substitute will not be required to reimburse the original entrant and will be eligible for any prize money or awards earned by them. When a team secures its own substitute, they shall make their own arrangements for repayment of entry fees and prize distribution.
13. Substitute forms must be in the Iowa State USBC office as soon as possible prior to the date scheduled to bowl.
14. Paid All Events are not transferable unless the substitute replaces an original bowler in both the Team and Doubles events, and the transfer is made by a tournament official prior to the substitute participating in either event. If a substitute has paid the optional All Events fee by the entry closing date, in anticipation of bowling in both events, they would be eligible for the All Events awards.
15. Any bowler who arrives after a game has started will be permitted to bowl at the discretion of the Tournament Manager or the Tournament Assistant in charge. If allowed, they shall begin play with the score to count from the frame being bowled. They will not be credited with any pins for the frames missed (rule 322 a/ab).
16. In the event of an emergency after a game has started, a substitute will be allowed, their scores are to count with the frame being bowled with no delay of game. They must take the place of the absent bowler in the lineup.
17. Scores bowled through the efforts of more than one (1) individual shall not qualify for any USBC tournament individual high score awards, nor shall the scores be included in the All Events.

### **Awards/Ties**

18. Championship awards shall be presented to the Team, Doubles, and All Events winner(s) in each division. If a tie occurs in any event, co-champions will be declared. Prize money will be combined and divided equally, and duplicate awards will be presented.

#### Mixed Championship Tournament

Team  
Mixed Doubles Event  
All Events - Men  
All Events - Women

#### Mixed Tournaments (Individual Awards)

300 Game  
800 Series  
100 Pins Over Game  
150 Pins Over Series



## IOWA STATE USBC OPERATIONS MANUAL

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### Protests

19. Any protest regarding scores must be submitted in writing to the Iowa State USBC Association Manager not later than seventy-two (72) hours after the games have been bowled. The action of the Iowa State USBC Association Manager shall be final unless an appeal is made to the Iowa State USBC Board of Directors or to USBC.
20. The Iowa State USBC Board of Directors shall have the power to hear and act on all protests arising from or under construction of the rules of the Iowa State Mixed Tournament. Tournament management has the authority to make decisions regarding anything not covered in these rules.

### Miscellaneous Rules

21. All entrants must report to the tournament check-in office one (1) hour before the scheduled time to bowl. Late substitutes must be made at the tournament office at least ninety (90) minutes prior to their scheduled time to bowl. There will be no line-up changes at the time of participation.
22. Each tournament participant must provide and use their own ball for competition, whether personally owned or a house ball.

## ***BIDDING GUIDELINES***

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A joint invitation from the hosting association and the bowling center(s) shall be received by the Iowa State USBC for consideration. This invitation must be postmarked by August 15, two (2) years prior to the year for hosting.

Only bowling centers with sixteen (16) lanes or more will be considered for hosting the Iowa State Mixed Tournament. If no invitations are received by the deadline, the President, with the approval of the Board of Directors, may select the site.

The bid package should include letters from:

- Bowling center(s) interested in hosting the tournament, including a description of the facilities and equipment, current lineage and projected lineage at the time of the tournament.
- Local bowling association in support of the tournament.

### Contract

The bowling center will be considered the contracted provider of services for the Iowa State Mixed Tournament. The center must be well maintained and willing to negotiate a fair price for lineage. The Board of Directors of the Iowa State USBC has the authority to award the tournament to another association and/or center(s) if satisfactory terms cannot be secured from the association or centers during the time of contract signing.



## IOWA STATE USBC OPERATIONS MANUAL

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### Raffle/Gaming License

Any cash raffle during the Iowa State Mixed Tournament will be under the control of the local host association. They will need to acquire their own gambling license and pay required taxes.

### Brackets

If brackets are conducted during this tournament, they shall be subject to the following conditions:

- A. The results are to be printed after each game.
- B. All prize money must be distributed to the winners either in person or by mail within seven (7) days of the conclusion of the tournament.
- C. Entry cost and divisions will be at the discretion of the hosting organization.
- D. The Iowa State USBC will not be responsible for the financial aspects or operation of the brackets.
- E. All questions concerning the operation of the brackets will be addressed to the bracket operators.



### ***OPEN CHAMPIONSHIP TOURNAMENT***

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#### **Rotation**

The Iowa State Open Championship Tournament shall be hosted by associations who are qualified and have shown interest in being on a rotation schedule. An association must have a center with 36 lanes or 16 and 24 when two centers are used. Centers used must be handicap accessible, well maintained and willing to negotiate a fair price for lineage. Association(s) must pledge a sponsorship of \$3,000 minimum to host the tournament. If an association is unable to host when it is their turn, they will be dropped to the bottom of the rotation schedule and another association will be asked to host. Notice shall be given two years in advance. See appendix for rotation schedule.

#### **Eligibility**

1. All entrants must be members of the Iowa State USBC for the current season. Only members of certified leagues or substitutes whose membership dues have been paid in accordance with the USBC and Iowa State USBC Bylaws may bowl in the Iowa State USBC Open Championship Tournament.
2. The tournament rules shall be governed by the USBC General Playing Rules and Certified Tournament rules.
3. Unmarried grade and high school students who have not attained the age of eighteen (18) must have written consent of their parent or guardian in order to participate in this state tournament. Said written consent must be on a form approved by USBC and must be on file with the tournament association manager at least one (1) week before the bowler is eligible to bowl in tournament competition, unless the student is accompanied by their parent or legal guardian, in which case the parental consent form may be filed up to the time the student starts to bowl.
4. The tournament shall consist of three divisions, Open, Standard, and Booster. Only Standard and Booster shall be handicapped. Events include a five (5) member Team event, a Doubles event, a Singles event (a bowler must bowl in both the Doubles and Singles event), and an optional All Events. Optional entries must accompany the entry form and are non-refundable. An entrant may pay in advance the handicap All Events with the anticipation of bowling in all 3 events and being eligible for the All Events prize fund.
5. Multiple participation will be allowed in the team and doubles events. There must be at least three (3) different bowlers for the team event and different partner in the doubles event. A bowler may bowl once in singles. The penalty for an infraction of this rule is disqualification of the team and forfeiture of entry fees and prize money. The first team and doubles score will be the score used for All Events.

#### **Entry Policy**

6. All entries postmarked the first post office business day following entry closing date shall be accepted. Full remittance (prize, bowling and expense fees) in check or money order must accompany entry.





## **IOWA STATE USBC OPERATIONS MANUAL**

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7. Late entries may be accepted subject to lane availability and at the discretion of the Tournament Director. No entries will be accepted after the tournament begins. All teams and individuals (when not on teams) will be notified in writing of the time they are scheduled to bowl.
8. No entry fees will be refunded after fifteen (15) days from the closing date or fifteen (15) days from the date of confirmation. Rescheduling of any event may be made at the discretion of the Tournament Director. Refunds for overpayment of fees will not be issued for less than \$5.00.

### **Entry Fees and Prize Funds**

9. All remittances must be made payable to the Iowa State USBC. NO CASH WILL BE ACCEPTED.
10. The Board of Directors of the Iowa State USBC shall establish the amount to be allocated to the prize fund annually.
11. The prize list shall be prepared with the ratio of one prize to every five (1:5) entries in Team, Doubles, and Singles. All Events, one prize to every twenty (1:20) entries.
12. All Standard and Booster prize fees shall remain in the respective division prize money.
13. All prize funds shall be distributed within thirty (30) days following the close of the tournament except when USBC has authorized delay in payment.

### **Averages**

14. Averages used shall be established in any USBC certified leagues and associations and used in the following order:
  - (a) Highest average of not less than twenty-one (21) games in any league (including summer) at the end of previous season.
  - (b) Highest average of twenty-one (21) games or more as of January 1 of the current season.
  - (c) Established average of twelve (12) or more games as of the date of participation. Verification from local association will be required.
  - (d) If bowler does not meet any of the above average requirements, they may enter with a 220 average.
15. It shall be the responsibility of the entrant to verify the accuracy of their average, whether submitted by the bowler, the team captain, or others. All winners' averages are subject to further verification by the Tournament Director. Falsification of average will be subject to disqualification.

### **Scheduling**

16. There will be no line-up changes at the time of participation.



## **IOWA STATE USBC OPERATIONS MANUAL**

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17. The Iowa State USBC reserves the right to move entries if squads cannot be filled.

### **Substitutions**

18. If a duly scheduled entrant is unable to bowl because of disability or absence, the captain shall have the right to substitute another bowler who qualifies under the Iowa State USBC Open Championship Tournament eligibility requirements. After a substitute is secured, they shall remain until the event is completed. When a substitution changes a division in any event, the division will be adjusted accordingly.
19. If tournament officials are requested to secure a substitute, that substitute will not be required to reimburse the original entrant and will be eligible for any prize money or awards earned by her. When the team secures its own substitute, they shall make their own arrangements for repayment of entry fee and prize distribution.
20. Substitute forms must be in the Iowa State USBC office as soon as possible prior to the date scheduled to bowl.
21. Paid All Events are not transferable unless the substitute replaces an original entrant in all three events, and the transfer is made by a tournament official prior to the substitute's participation in any event. If the substitute had paid the optional All Events fee, in anticipation of bowling all three events and bowled all three events, they would be eligible for an All Events award.
22. Any bowler who has arrived after the game has started will be permitted to bowl at the discretion of the Tournament Director or the tournament assistant in charge. If allowed, bowler shall begin play with the score to count from the frame then being bowled. They will not be credited with any pins for the frames missed. (Rule 322a/a-b).

### **Awards**

#### **Open Tournaments (Individual Awards)**

300 Game  
800 Series  
100 Pins Over Game  
150 Pins Over Series

#### **Open Championship Tournament**

5-Person Team Champions, All Divisions (Awards to each individual)  
Doubles Champions, All Divisions (Awards to each Individual)  
Singles Champions, All Divisions (Individual Award)  
All Events Champions, All Divisions (Individual Award)

#### **50-Year Participation Plaque**

Any bowler competing in their 50th state championship tournament, Open or Women's, will be awarded a 50-Year Club plaque and will be introduced on the squad on which they are bowling each year thereafter. Plaques are awarded by taking the word of the individual bowler. Women may not count both tournaments when bowled the same year (Open and Women's).



## **IOWA STATE USBC OPERATIONS MANUAL**

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### **Ties**

23. If a tie for first place occurs in any event, co-champions will be declared. Prize money will be combined and divided equally, and duplicate awards will be presented.

### **Protests**

24. Any protest regarding scores must be submitted in writing to the Association Manager not later than seventy-two (72) hours after the games have been bowled. Protests regarding classification must be made to the Tournament Director before or at the time of bowling. The action of the Tournament Director shall be final unless an appeal is made to the Board of Directors or to USBC.
25. The Board of Directors shall have the power to hear and act on all protests arising from or under construction of the rules of the Iowa State USBC Women's Championship Tournament. The Tournament Director has the authority to make decisions regarding anything not covered in these rules.



### ***WOMEN'S CHAMPIONSHIP TOURNAMENT***

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#### **Rotation**

The Iowa State Women's Championship Tournament shall be hosted by associations who are qualified and have shown interest in being on a rotation schedule. An association must have a center with 28 lanes or 12 and 16 when two centers are used. Centers used must be handicap accessible, well maintained and willing to negotiate a fair price for lineage. Association(s) must pledge a sponsorship of \$3,000 minimum to host the tournament. If an association is unable to host when it is their turn, they will be dropped to the bottom of the rotation schedule and another association will be asked to host. Notice shall be given two years in advance. See appendix for rotation schedule.

#### **Eligibility**

1. All entrants must be female members of the Iowa State USBC for the current season. Only members of certified leagues or substitutes whose membership dues have been paid in accordance with the USBC and Iowa State USBC Bylaws may bowl in the Iowa State USBC Women's Championship Tournament.
2. A multiple membership bowler from another state association will be permitted to bowl in the Iowa State USBC Women's Championship Tournament, provided she meets the average and membership requirement.
3. The tournament rules shall be governed by the USBC General Playing Rules and Certified Tournament rules.
4. Unmarried grade or high school students under the age of eighteen (18) must furnish written authorization signed by a parent or guardian. This signed statement should be attached to the original entry/substitution form when submitted.
5. The tournament shall consist of a 4-woman Team event, a Doubles event, a Singles event (a bowler must bowl in both the Doubles and Singles event), an optional All Events, an optional scratch Singles event and an optional scratch All Events. Entrants who have paid the fees for the regular handicap Singles and All Events may enter the optional Scratch Singles and/or the Scratch All Events. All optional entries must accompany the entry form and are non-refundable. An entrant may pay in advance the handicap All Events and scratch All Events with the anticipation of bowling in all 3 events and being eligible for the All Events prize fund.
6. Multiple participation will be allowed in the Team and doubles event. At least two (2) members of the Team's lineup must be different on each entry, a different partner for the doubles event. A bowler may substitute in the Doubles event multiple times. The first Team and Doubles score will be the score used for All Events, handicap or optional scratch.



## **IOWA STATE USBC OPERATIONS MANUAL**

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### **Entry Policy**

7. Tournament entries open August 1 and entries will be scheduled only when completed entry form and full fees are received by the Association Manager.
8. Late entries may be accepted subject to lane availability and at the discretion of the Tournament Director. No entries will be accepted after the tournament begins. All teams and individuals (when not on teams) will be notified in writing of the time they are scheduled to bowl.
9. No entry fees will be refunded after fifteen (15) days from the closing date or fifteen (15) days from the date of confirmation. Rescheduling of any event may be made at the discretion of the Tournament Director. Refunds for overpayment of fees will not be issued for less than \$5.00.

### **Entry Fees and Prize Funds**

10. All remittances must be made payable to the Iowa State USBC. NO CASH WILL BE ACCEPTED.
11. The Board of Directors of the Iowa State USBC shall establish the amount to be allocated to the prize fund annually.
12. All prize funds shall be distributed within thirty (30) days following the close of the tournament except when USBC has authorized delay in payment.

### **Averages**

13. Averages used shall be established in any USBC certified leagues and associations and used in the following order:
  - (a) Highest average of not less than twenty-one (21) games in any league (including summer) at the end of previous season.
  - (b) Highest average of twenty-one (21) games or more as of January 1 of the current season.
  - (c) Established average of twelve (12) or more games as of the date of participation. Verification from local association will be required.
  - (d) If bowler does not meet any of the above average requirements, she may enter with a 220 average.
14. It shall be the responsibility of the entrant to verify the accuracy of her average, whether submitted by the bowler, the team captain, or others. All winners' averages are subject to further verification by the Tournament Director. Falsification of average will be subject to disqualification.
15. The annual Iowa State USBC Women's Championship Tournament handicap shall be determined by the Board of Directors.



## **IOWA STATE USBC OPERATIONS MANUAL**

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### **Scheduling**

16. There will be no line-up changes at the time of participation.
17. The Iowa State USBC reserves the right to move entries if squads cannot be filled.

### **Substitutions**

18. If a duly scheduled entrant is unable to bowl because of disability or absence, the captain shall have the right to substitute another bowler who qualifies under the Iowa State USBC Women's Championship Tournament eligibility requirements. After a substitute is secured, she shall remain until the event is completed.
19. If tournament officials are requested to secure a substitute, that substitute will not be required to reimburse the original entrant and will be eligible for any prize money or awards earned by her. When the Team secures its own substitute, they shall make their own arrangements for repayment of entry fee and prize distribution.
20. Substitute forms must be in the Iowa State USBC office as soon as possible prior to the date scheduled to bowl.
21. Paid All Events are not transferable unless the substitute replaces an original entrant in all three events, and the transfer is made by a tournament official prior to the substitute's participation in any event. If the substitute had paid the optional All Events fee, in anticipation of bowling all three events and bowled all three events, she would be eligible for an All Events award.
22. Any bowler who has arrived after the game has started will be permitted to bowl at the discretion of the Tournament Director or the tournament assistant in charge. If allowed, she shall begin play with the score to count from the frame then being bowled. She will not be credited with any pins for the frames missed. (Rule 322a/a-b)
23. If one bowler is late for the Doubles event, the bowler present will bowl her Singles first. If her partner has not arrived by the time her Singles event is finished and a substitute cannot be found, she will be permitted to bowl her games in the Doubles event in order to qualify for All Events.

### **Awards**

State association championship awards shall be awarded to the Team, Doubles, Singles (handicap and optional scratch) and All Events (handicap and optional scratch) champions. In the case of any event winner(s) winning both the handicap and scratch, one award will be presented to the winner(s) showing both awards.



## IOWA STATE USBC OPERATIONS MANUAL

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### Women's Championship Tournament

4-woman Team event  
Doubles Event  
Singles Event  
Optional All Events  
Optional Scratch Singles Event  
Optional Scratch All Events

### Women's Tournaments (Individual Awards)

275 Game, 300 Game  
700 Series, 800 Series  
100 Pins Over Game  
150 Pins Over Series

### 50-Year Participation Plaque

Any bowler competing in their 50th state championship tournament, Open or Women's, will be awarded a 50-Year Club plaque and will be introduced on the squad on which they are bowling each year thereafter. Plaques are awarded by taking the word of the individual bowler(s). Women may not count both tournaments when bowled the same year (Open and Women's).

### Ties

24. If a tie for first place occurs in any event, co-champions will be declared. Prize money will be combined and divided equally, and duplicate awards will be presented.

### Protests

25. Any protest regarding scores must be submitted in writing to the Association Manager not later than seventy-two (72) hours after the games have been bowled. Protests regarding classification must be made to the Tournament Director before or at the time of bowling. The action of the Tournament Director shall be final unless an appeal is made to the Board of Directors or to USBC.
26. The Board of Directors shall have the power to hear and act on all protests arising from or under construction of the rules of the Iowa State USBC Women's Championship Tournament. The Tournament Director has the authority to make decisions regarding anything not covered in these rules.



## IOWA STATE USBC OPERATIONS MANUAL

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### **SENIOR WOMEN'S TOURNAMENT**

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#### **Tournament Workers**

The hosting association will provide an adequate number of workers necessary to assure that all tournament operations and procedures be handled in a timely and efficient manner. The workers will be under the direction of the Tournament Director. Compensation for workers shall be provided to the association prior to the beginning of the tournament. Rate of compensation shall be \$0.20 per line per person, which the hosting association may distribute at their discretion, and they shall be responsible for any taxes that may be due.

#### **Senior Women's Tournament Policy**

1. All entrants must be 50 years of age or older on or before May 1 and must be a female member of the Iowa State USBC for the current season. Only members of certified leagues or substitutes whose membership dues have been paid in accordance with the USBC and Iowa State USBC Bylaws may bowl in the Iowa State Senior Women's Tournament. Bowlers need NOT belong to a senior league to be eligible to enter this tournament.
2. The Iowa State Senior Women's Tournament rules will be adopted by the Board of Directors.
3. The tournament shall consist of a Doubles event and a Singles event with an optional All Events.
4. Entrants shall participate only once in each event. Bowlers entering Doubles must also enter Singles; bowlers entering Singles must also enter Doubles.
5. Notification of scheduled date and time will be sent to person submitting the entry form, who is then responsible for notifying all entrants submitted.

#### **Prize Fund**

6. The Board of Directors shall establish the amount to be allocated to the prize fund annually.
7. All prize funds shall be distributed within thirty (30) days following the close of the tournament except when USBC has authorized delay in payment.

#### **Averages**

8. It shall be the responsibility of the entrant to verify the accuracy of her average, whether submitted by the bowler or others. The Tournament Director has the right to verify and correct incorrect averages. Failure to use the correct average shall disqualify score if submitted average is lower than correct average thereby resulting in a lower classification or more handicap. Prize winnings shall be based on the submitted average if it is higher than the correct average. However, corrections in averages may be permitted up to the completion of the first game of a series.





## IOWA STATE USBC OPERATIONS MANUAL

### Divisions

9. The tournament shall be divided into two (2) divisions based on entrants age, as follows:

Singles Event		Doubles Event	
Division 1	Ages 65 and over	Division 1	Combined ages of 130 and over
Division 2	Ages 50 to 64 inclusive	Division 2	Combined ages of 100 to 129 inclusive

All Events are in the same division as the entrant's Singles event.

### Scheduling

10. No line-up changes at the time of participation.
11. The Tournament Director reserves the right to move entries if squads cannot be filled.

### Substitutions

12. If a duly scheduled entrant is unable to bowl, another bowler who is qualified under the tournament eligibility requirements may be substituted. Multiple participation in the Doubles event will be allowed only as a substitute.
13. Any bowler who arrives after the game is started will be permitted to bowl at the discretion of the Tournament Director or the tournament assistant in charge. If allowed, she shall begin play with the score to count from the frame then being bowled. She will not be credited with any pins for the frames missed. (Rule 322a/a-b)
14. If one bowler is late for the Doubles event, the bowler present will bowl her Singles first. If her partner has not arrived by the time her Singles event is finished, and a substitute cannot be found, she will be permitted to bowl her games in the Doubles event in order to qualify for All Events.
15. Scores bowled through the efforts of more than one individual player shall not qualify for any Iowa State USBC or USBC Awards nor shall the score be included in the All Events.

### Awards

16. Iowa State Senior Women's Tournament awards shall be presented to the Doubles, Singles and All Events champions in each division.

#### Women's Senior Champions

Doubles Event – Division 1 and Division 2  
 Singles Event – Division 1 and Division 2  
 Optional All Events – Division 1 and Division 2

#### Women's Senior (Individual Awards)

275 Game, 300 Game  
 700 Series, 800 Series  
 100 Pins Over Game  
 150 Pins Over Series



## **IOWA STATE USBC OPERATIONS MANUAL**

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### **Ties**

17. If a tie for first place occurs in any event in any division, co-champions will be declared. Prize money will be combined and divided equally, and duplicate awards will be presented.

### **Protests**

18. Any protest regarding scores must be submitted in writing to the Tournament Director not later than seventy-two (72) hours after the games have been bowled. Protests regarding divisions must be made to the Tournament Director before or at the time of bowling. The action of the Tournament Director shall be final unless an appeal is made to the Board of Directors or to USBC.
19. The Board of Directors shall have the power to hear and act on all protests arising from or under construction of the rules of the Iowa State Senior Women's Tournament

## ***BIDDING GUIDELINES***

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A joint invitation from the hosting association and the bowling center(s) will be received by the Iowa State USBC for consideration. This invitation must be postmarked no later than August 1 two (2) years prior to the bid year for hosting. If no invitations are received by the deadline, the ISUSBC President, with approval of the Board, may select the site.

Only bowling centers with ten (10) or more lanes will be considered for hosting the Iowa State Senior Women's Tournament.

The Bid Package should include letters from:

- Bowling center(s) interested in hosting the tournament, including a description of the facilities and equipment. Current lineage and projected lineage at the time of the tournament.
- Local bowling association in support of the tournament.

### **Contract**

The bowling center will be considered the contracted provider of services for the Iowa State Senior Women's Tournament. It is imperative that center be well maintained and willing to charge a reasonable lineage price for tournament bowling. The Board of Directors has the authority to award the tournament to another association and/or center(s) if satisfactory terms cannot be secured from the association or centers during the time of contract signing.

### **Raffle/Gaming License**

Any cash raffle conducted during the Iowa State USBC Senior Women's Tournament will be under the control of the local host association, and they will need to acquire their own gambling license.



## **IOWA STATE USBC OPERATIONS MANUAL**

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### **Brackets**

If brackets are conducted during this tournament, it shall be subject to the following conditions:

- A. The results are to be printed after each game.
- B. All prize money must be distributed to the winning entrants either in person or by mail within seven (7) days of the conclusion of the tournament.
- C. Entry cost and divisions will be at the discretion of the hosting organization.
- D. The Iowa State USBC will not be responsible for the financial aspects or operation of the brackets.
- E. All questions concerning the operation of the brackets will be addressed to the bracket operators.



# APPENDIX