



**PENNSYLVANIA  
STATE**



**PENNSYLVANIA STATE USBC  
2023-2024 POLICY MANUAL**

**2023-2024 POLICY MANUAL  
LAST REVISED: MAY 30, 2024**

**A Future FOR  
THE Sport**

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**Preface**

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**A. Definitions**

1. Certain words in this Manual are capitalized to show significant relationship to the Pennsylvania State USBC Association. These words and their expanded meaning are as follows.

Capitalized Word(s)	Full Meaning
USBC	United States Bowling Congress
Association	Pennsylvania State USBC Association
Board	The Board of Directors of the Pennsylvania State USBC
Manual	This document in its entirety
Delegates	Local Association Representatives

**B. Introduction**

1. This Manual is prepared for the use of those Association Officers, Board Members and committee persons who have a need for it in the discharge of their duties and responsibilities in carrying out the goals and objectives of the Pennsylvania State USBC Association. It includes all those activities and functions, which are discharged by the Association. It is available on the website (bowlpa.com).
2. This Manual remains the property of the Association. Individuals in possession of this Manual are expected to keep it up to date by inserting new and revised pages and removing obsolete and changed ones.

**C. Manual Style**

1. This Manual is written to organize material which existed or is being compiled for the first time for the guidance of the Association’s operation.
2. This manual is under the authority of the Board of Directors who have sole discretion to change the contents of this Policy Manual and should strongly take into consideration the suggestions of the Delegates and our Members. The By-Laws of the Association can only be changed by the Delegates at a meeting of the delegates.
3. The Manual is released on a seasonal basis, for example 2020-2021 Policy Manual. Any changes within that season will be noted in red. The cover page shall show the date of the last revision and all changes shall be logged in the Appendix B – Policy Manual Change Log.

# ASSOCIATION CORE POLICIES

## Association Purpose

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### A. Purpose

1. The purpose of this Association is to conduct quality state tournament events as required by USBC. The Association shall also conduct other events and activities to help further the growth of the sport.

### B. Charter

1. USBC chartered the Association on August 1, 2018, as Association number 86649.

### C. Incorporation

1. The Association is incorporated in the State of Pennsylvania.
2. The entity number of the Association is 611760.
3. The date of Incorporation is August 1, 2018.
4. The address of the incorporation is 234 White Church Rd, Saylorsburg PA 18353

### D. Responsibilities

1. In addition to those responsibilities as outlined in the Bylaws, this section sets forth the core policies and procedures that shall govern how action by the Board of Directors or joint action of the voting Delegates and the Board of Directors shall occur.

### E. Amendments

1. Bylaws
  - a) Procedure to submit a change to the Bylaws is included in the Bylaws. The process on how these proposals are reviewed can be found in the Legislative Committee policies.
2. Manual Changes
  - a) Any member in good standing may submit suggested changes to this Manual.
  - b) Proposals shall be submitted in writing to the Association Manager.
  - c) The Association Manager shall refer the proposed changes to the appropriate committee for review.
  - d) Proposals with merit will be referred to the Board for consideration.

### F. Eligibility Requirements for the Board

1. Member in Good Standing
  - a) Must be a USBC member and a member of a local Association served by the State Association.
2. Registered Volunteer Program
  - a) At the start of their term all State Board of Directors must be an approved Registered Volunteer
    - 1) Those that are under the age of 18 cannot be screened by the Registered Volunteer program and therefore are exempt.
  - b) All current Board Members will have their Registered Volunteer Screening renewal paid for by the State Association, this will be accomplished by reimbursement.
3. Determination of Member's Local Association
  - a) The local association will be determined by the Association Name of where the USBC portion of dues was paid unless:
    - 1) If the applicant purchased USBC membership through another state, then the Pennsylvania Local Association where their first local dues were paid will determine their home Association.

**G. Annual Meeting**

1. The annual meeting of the Delegates will be held in July at a location in Pennsylvania selected by the Board at least two years in advance. Preferably, the meeting shall be held during the 1st or 2nd full weekend in July although it may be later in July if the Board deems this appropriate. The Board shall have the right to move the convention should it deem it necessary.

**H. Board of Directors Meetings**

1. The Board shall hold two meetings annually at a minimum.
  - a) One shall be held on the Friday of the annual meeting weekend, continuing, if necessary, on Saturday morning.
  - b) Other meetings shall be held at a place, date and time as determined by the Board.

**Compensation**

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- A. Per the Bylaws, the Association Manager is essentially the chief operating officer of the Association and is thus responsible for the performance of the following traditional roles: Secretary; Treasurer; and Tournament(s) Operations. However, the Association Manager with Board approval may hire certain individuals to perform any or all of these functions, although the Association Manager remains accountable for the functions being completed. The Association will compensate the individual approved by the Board and performing these roles pursuant to the following schedule:
1. Association Manager: Salary - \$25,000 annually and shall receive payments monthly.
  2. Open Tournament Director: Shall receive a salary of \$1.00 per entrant in team doubles and singles events, reduced by separate payments made to any individual(s) working on behalf of the director. Full payment upon completion of event.
  3. Women's Tournament Director: Shall receive a salary of \$1.00 per entrant in team doubles and singles events, reduced by separate payments made to any individual(s) working on behalf of the director. Full payment upon completion of event.
  4. Seniors Tournament Director: Shall receive a base salary of \$1,500 plus a salary of \$1.00 per entrant in team doubles and singles events, reduced by separate payments made to any individual(s) working on behalf of the director. Full payment upon completion of event.
  5. Mixed Tournament Director: Shall receive a base salary of \$1,500 plus a salary of \$1.00 per entrant in team and doubles events, reduced by separate payments made to any individual(s) working on behalf of the director. Full payment upon completion of event.
  6. Youth Open Tournament Director: Shall receive a salary of \$1.00 per entrant in team doubles and singles events, reduced by separate payments made to any individual(s) working on behalf of the director. Full payment upon completion of event.
  7. Pepsi Tournament Director: Shall receive a Salary of \$800/year, reduced by separate payments made to any individual(s) working on behalf of the director. Full payment upon completion of event.
  8. Handicap Scholarship Singles Tournament Director: Shall receive a Salary of \$400/year, reduced by separate payments made to any individual(s) working on behalf of the director. Full payment upon completion of event.

**Expense Reimbursement Policy**

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- A. Persons authorized to represent the Association will be reimbursed for expenses incurred provided vouchers and receipts are submitted to verify expenses. Vouchers and receipts must be submitted to the Manager within 21 days of the date of expenditure. Any vouchers or receipts received after 21 days will not be paid until approved by the President.
1. Vouchers of the President will be approved before payment by the Association Manager
- B. Standard rates for reimbursement are as follows:**
1. Mileage - Maximum of \$0.45 per mile.
  2. Food – A daily allowable total of \$40.00 with receipts for meals.

3. Lodging - Actual cost of single room with receipt
4. Exceptions to Standard rates: Persons entitled to receive reimbursement for food shall not be entitled to receive the standard per Diem for meal(s) when such meal(s) are provided or made available by the Association. Example: Annual meeting weekend Champions Luncheon and HOF Dinner.

**C. Recipients and Allowances**

1. President: For public relations work – mileage, food, and lodging as per defined standard rates. Any Association representative doing public relations work in lieu of The President shall be compensated in the same manner.
2. Association Manager: For public relations work, fall and annual meetings, and committee weekends – mileage, food and lodging as per defined standard rates.
3. Tournament Directors: Mileage, food and lodging for tournament site work, as per defined standard rates.
4. Board Members: Fall and annual meetings; Mileage, food and lodging as per defined standard rates.
5. Committee Members: For Committee work; Mileage, food and lodging as per defined standard rates for one night, two-night stay requires Presidential approval.
6. Sergeants at Arms Committee; Annual Meeting: Mileage, food and lodging as per defined standard rates for two nights, if receiving other reimbursement, costs will be shared.
7. USBC Convention Delegates: (maximum of five nights)
  - a) Convention site within 400-mile radius Mileage, food and lodging as per defined standard rates.
  - b) Convention site greater than 400-mile radius, food and lodging as per defined standard rates and round-trip coach air fare, ½ car rental rate.
8. USBC Masters Tournament Entrant: Paid entry fee and up to \$1,000 for expenses, for the State Masters Champion.
9. USBC Queens Tournament Entrant: Paid entry fee and up to \$1,000 for expenses, for the State Queens Champion.
10. USBC Seniors Tournament Entrants: Expenses not to exceed \$750.00 including tournament entry fees.
11. HOF Inductees and Star of Tomorrow Award Winners: each shall receive four complimentary dinner tickets to the HOF/Star of Tomorrow Awards Dinner.

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**Duties of Officers and Board Members**

**A. Application for Board Position**

1. The application for a board position can be found in Appendix A of this Policy Manual.

**B. Authority and Duties of the Board**

1. Comply with the duties and authority as outlined in the USBC Association Policy Manual, as well as the following additional duties:
  - a) Enforce the bylaws.
  - b) Comply with the USBC Association Policy Manual
  - c) Board Members must complete and sign the Confidentiality Agreement, Conflict of Interest and Commitment to Serve and Code of Ethics, which can be found in the Appendix.
  - d) Attend all meetings in its entirety. If unable to attend advise by mail, e-mail, or call the President and Association Manager.
  - e) Serve actively on committees of the Association as requested by the President.
  - f) Select/appoint the Association Manager.
  - g) Develop and maintain the association's policy and tournament operations manuals.
  - h) Develop and implement a strategic (action) plan.
  - i) Act as liaison between the Association and the local associations within the state.

- j) Contact those local associations as assigned by the Liaison Committee Chair and file a written report of such visit or communication within thirty days to the Association Manager and President (report can be done by e-mail).
- k) Obtain accurate contact information for the President & Association Manager of each assigned local association and report this information to the Association Manager.
- l) Encourage local associations to attend the annual meeting.
- m) Encourage Associations and Centers to promote and participate in the annual tournaments of the Association.
- n) Fulfill duties as requested by the President.
- o) Discuss and approve reports of all committees.
- p) Answer any correspondence from officers or board members as soon as possible (mail, e-mail, or voice)
- q) Provide education, training, evaluations, recognition, and other services as determined by USBC.
- r) Implement USBC programs.
- s) Develop and implement a communication plan.
- t) Participate in as many tournaments of the Association as possible.

**C. President**

1. The duties and responsibilities of the President, in addition to those outlined in the USBC State Bylaws and USBC Association Policy Manual, shall be as follows:
  - a) Preside at all meetings of the Association.
  - b) Acts as spokesperson for the Association
  - c) Make appointments as provided in the bylaws to fill vacancies on the Board.
  - d) Sit on all committees as an ex-officio member except nominating.
  - e) Make appointments to committees as specified in the bylaws or any special committee the President shall deem needed to execute the programs of the Association.
  - f) Manage affairs of the Association by overseeing the work of all officers and committees. To accomplish this, the President shall receive copies of all pertinent correspondence and reports.
  - g) Maintain files of the correspondence, not only for personal use, but to create and make available for his/her successor, material that will provide for continuity in the affairs of the Association.
  - h) Call any special meetings, which the President shall deem necessary to carry out the program of the Association, or which the President is directed to convene as provided for in the Bylaws.
  - i) Serve as a member of the Board and cast a vote only, if necessary, to make or break a tie.
  - j) Formulate with the Association Manager agendas for all meetings of the Association. They shall be prepared and distributed not less than (15) fifteen days prior to the meeting.
  - k) If possible, or a designated alternate, should attend the Opening weekend of all the tournaments and give a welcoming address to the bowlers participating in the first squads.
  - l) For each of the Association District Tournaments, the President shall appoint a District Tournament Director, where needed.

**D. Vice-Presidents**

1. The duties and responsibilities of the Vice-Presidents, in addition to those outlined in the USBC State Bylaws and USBC Association Policy Manual, shall be as follows:
2. 1<sup>st</sup> Vice President
  - a) Assist the President as requested and, in the absence, or disability of the President to perform all acts and duties of the President.
  - b) Serve as Chair of the Legislative Committee and be a member of the Finance Committee and serve and chair such other committees as the President may designate.

- c) Receive copies of pertinent correspondence and reports and maintain a file of the same.
- 3. 2nd<sup>t</sup> Vice President
  - a) Assist the President as requested and, in the absence, or disability of the President and 1<sup>st</sup> Vice President to perform all acts and duties of the President.
  - b) Serve as Chair of the Tournament Committee and be a member of the Youth Committee and serve and chair such other committees as the President may designate.
  - c) Receive copies of pertinent correspondence and reports and maintain a file of the same.

**E. Association Manager- Non-Financial**

- 1. The Non-Financial duties and responsibilities of the Association Manager, in addition to those outlined in the USBC State Bylaws and USBC Association Policy Manual, shall be as follows:
  - a) Assist the President in managing the affairs of the Association. This aid shall include, but not limited to the development of agendas for all meetings and the receipt of copies of all correspondence and reports to be maintained in a complete and current file for the use of the President and other officers.
  - b) Prepare and distribute copies of meeting agendas to officers, directors and Delegates.
  - c) Serve as the recording, corresponding and general operating officer of the Association.
  - d) Prepare and mail meeting notices as required by the bylaws and this manual.
  - e) Prepare and file such reports as required by USBC.
  - f) Procure all advance reservations for the site of the annual meeting.
  - g) Maintain Association Policy Manual.
  - h) Receive and process all bids for future tournament(s) sites and forward copies of these bids to the President and Tournament Committee Chair.
  - i) Provide to the local associations bidding for future tournaments, the contact information for the personnel responsible to reserve needed hospitality rooms at the annual meeting hotel.
  - j) The Association Manager shall ensure all requirements and arrangements have been completed for all Association tournaments.
  - k) Secure all plaques and awards related to Association activity unless otherwise specified per tournament rules and policy or as stated in this Manual.
  - l) Receive proposals to amend, change or repeal any portion of this Manual and forward copies of such proposals to the appropriate committee chair.
  - m) Contact local Association Managers and do whatever is necessary to obtain the names and addresses of delegates and alternates to the annual meeting.
  - n) Attend as many Association committee meetings as possible.
  - o) Upon notification of death or illness of any member of the Board, or the spouse of same, the association manager will notify the entire Board.

**F. Association Manager – Financial Responsibilities**

- 1. The Financial duties and responsibilities of the Association Manager, in addition to those outlined in the USBC State Bylaws and USBC Association Policy Manual, shall be as follows:
  - a) Comply with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the Board.
  - b) Receive and process all State membership reports and fees from USBC and keep files of same.
  - c) Invest funds of the Association promptly to realize the maximum income, following approval of the board and/or President.
  - d) Restrict payment to those items and amounts included in the budget unless otherwise authorized by the President.
  - e) Receive entry fees from all Association tournaments from the tournament director, and report to the President if such funds are not received in accordance with policy.
  - f) Prepare and file reports and returns as required by federal and state laws.



- g) Arrange for an annual audit of his/her account(s) by August 30 so that such committee can make an annual report to the Board.
- h) Arrange for a monthly verification of all funds by the President.
- i) Pay all bills and approved vouchers within (30) thirty days of receipt.
- j) Association Manager shall obtain and/or renew each year the Directors and Officers Liability Insurance, General Liability Insurance and Worker’s Compensation Insurance.
- k) Perform other duties as required by the President and/or the Board.

## **STANDING COMMITTEES**

### **Standing Committees**

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- A. To accomplish the purposes of the Association, the State Bylaws require certain standing committees.
  - 1. Finance
  - 2. Youth Committee

### **Finance Committee**

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#### **A. Purpose**

- 1. In addition to those responsibilities set forth in the Bylaws, it shall be the responsibility of this committee to review and monitor a budget prepared by the Association Manager and approved by the Board for the next fiscal year.

#### **B. Committee Membership**

- 1. Members of this committee should have an understanding of budgeting and basic business financial requirements.
- 2. This committee should be comprised of three to five people.

#### **C. Procedure**

- 1. Ensure a yearly audit is performed and conduct reviews of the current fiscal year as deemed necessary.
- 2. Review the budget for the upcoming fiscal year considering the effect of proposed changes by the delegates and the Board. In reviewing the budget, the Committee must be mindful of the following:
- 3. Recognize that virtually all of the Association’s income is derived from tournament expense fees and membership dues.
- 4. Anticipate possible increases that may result from inflation or expanded activity in a budget area.
- 5. Draw upon the Manager’s reports and experience for adjustments to budget amounts.
- 6. Consult with the Tournament Directors regarding variations in numbers of entries from the previous year that could result from changing tournaments’ locations and facilities.

#### **D. Reporting**

- 1. The results of this committee's work shall be delivered to the Association Manager in time for distribution to the Board for approval by the Board.

### **Youth Committee**

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#### **A. Purpose**

- 1. It shall be the responsibility of this committee to review all aspects of all youth tournament events and youth programs conducted by the Association. It shall recommend revisions and establish entry fees, rules, and awards for the upcoming youth tournaments and the Youth Scholarships Awards. This committee is granted the authority to oversee the operation of such tournaments and other awards programs.

**B. Committee Membership**

1. The committee shall consist of at least five (5) Board members, all Youth Tournament Directors (District and State Level).

**C. Procedure**

1. Tournament Rules and Entry Forms
  - a) Review each of the Tournament Rules from the previous Tournament Entry form to make sure all the rules are current and in compliance with any changes made by USBC or the Board.
  - b) Receive and suggest changes to the Entry forms or Tournament Rules to ensure efficient Tournament operation for each of the tournaments.
  - c) Generate within itself any changes deemed necessary for the betterment of the tournaments.
2. Ways and Means
  - a) The Youth Committee Chair shall, with the Youth Committees approval, appoint a sub-committee to manage the Ways and Means Committee.
3. Youth Scholarship Committee
  - a) The Youth Committee Chair shall, with the Youth Committees approval, appoint a sub-committee to review and develop Youth Scholarship Awards.
  - b) The Youth Scholarship Sub-Committee shall be granted the authority to determine the recipients of all scholarship awards.
  - c) Review the Scholarship Award Applications and make recommendations for any changes.
  - d) Review the Scholarship Awards scoring process and make recommendations for any changes.
  - e) This committee shall make recommendations for the type and style of any awards to be presented.
4. Additional Responsibility of the Youth Committee Chair
  - a) The Youth Committee Chair shall select/approve all District Tournament Directors with Youth Committee Approval that shall run the District Pepsi and Handicap Scholarship Singles Tournaments at the Direction of the State Pepsi & Handicap Scholarship Singles Tournament Director.

**D. Reporting**

1. The committee shall present reports to the Board as required, and the Board shall have final approval on all recommendations made by this committee.
2. The results of this committee's work shall be delivered to the Association Manager in time for distribution at Board meetings.

## OTHER COMMITTEES

### Other Committees

- A. To accomplish the purposes of the Association, the President and/or the Board shall establish committees and as deemed necessary, certain ad hoc committees.
  1. Youth Scholarship
  2. Ways & Means
  3. Audit
  4. Nominating
  5. Legislative
  6. Strategic Planning
  7. Tournament
  8. Sergeant at Arms
  9. Hall of Fame

10. Memorial Service
11. Annual Meeting Weekend
12. Human Resource
13. Marketing and Promotion/IT
14. Local Association Liaison
15. *Leadership Committee*

**B. New Committees**

1. Upon the creation of a new committee, its purpose and function shall be established, and this information be added to this section of the Manual.

**C. Ad Hoc Committees**

1. When an ad hoc committee is created, it shall be the responsibility of the Board, or someone appointed by the Board to prepare a summary of the purpose and function of this committee.

**Ways and Means Committee**

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**A. Purpose**

1. It shall be the responsibility of the committee to decide what items are to be sold at the Youth Championship and Pepsi Championship tournaments.

**B. Committee Membership**

1. This is a sub-committee of the Youth Committee and shall be appointed by the Youth Committee chairperson. The committee should be comprised of two to three people from the Youth Committee.

**C. Procedure**

1. All clothing items to be considered for sale shall adhere to the current USBC Youth apparel guidelines.
2. Items will be purchased in bulk for the best pricing.
3. Each tournament will have available for purchase one item that is dated and carries the location and/or wording reflecting the appropriate tournament.
4. Prepare artwork to be used for items being sold and present to the Youth Committee for approval.
5. Determine quantities needed, estimated total cost and ensure that appropriate approvals have been granted to make the purchase.

**D. Responsibilities of Chairperson**

1. Inventory all items.
2. Receive and verify all new purchases.
3. Store all items.
4. Divide and transport all items to each tournament.
5. Supply start-up funds to each house
6. Collect proceeds at the end of each weekend.
7. Collect all remaining merchandise at the end of each tournament.
8. Complete post-tournament inventory and count event sale proceeds
9. Report to President, Manager, Youth Committee Chair, and the Youth Committee, the total proceeds from each event
10. Remit funds for deposit to Association Manager for deposit in appropriate account
11. Forward to Association Manager and Youth Committee Chair current inventory
12. Schedule Youth Committee Members and Board members to work the Souvenir table for each tournament weekend.
13. Order appropriate quantities of items to be sold at all of the youth tournament events and inform the Manager and Youth Committee Chair of all orders and invoices to be paid.

## **Youth Scholarship**

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### **A. Purpose**

1. The purpose of this committee is to recognize youth bowlers, each year who have distinguished themselves in bowling achievements, sportsmanship, extracurricular activities both in and out school and have excelled academically.
2. This committee shall oversee the selection of the scholarship winners for the following two awards:
  - a) Star of Tomorrow Award
  - b) Don Swartz Sportsmanship Award

### **B. Committee Membership**

1. This is a sub-committee of the Youth Committee and shall be appointed by the Youth Committee chairperson. The committee should be comprised of five people from the Youth Committee.

### **C. Procedure**

1. Annually review the award applications and suggest any changes to the Youth Committee for review and approval if needed.
2. Annually review the eligibility requirements for each award and suggest changes to the Youth Committee for approval if needed.
3. Annually review the award selection process and suggest changes to the Youth Committee.
4. Review the applications for each award and select the appropriate award winners.

### **D. Reporting – Chairperson Responsibilities**

1. As the applications are received by the Chairperson, an email is sent to the applicant stating we have received the application. Also, in that email if the application is not complete or required information is not enclosed that should be noted in the email.
2. The Chairperson shall forward scanned copies of all applications to committee members for the purpose of scoring. Set a deadline when you need their information back.
3. Once you have tallied all the points, confer with the other committee members to determine who the recipients shall be, if any, this should be concluded by May 15.
4. Notify all applicants who have applied for this award of the results, being sure to include an invitation to the awards luncheon and/or dinner. The invitation will come from the chair of the event.
5. Provide the Youth Committee Chair with a complete list of all applicants, including addresses and inform the Chair of the award recipients, if any.
6. Provide the Youth Committee Chair a small write-up of the winner's accomplishments and a picture to be read at the awards dinner.

### **E. Association Manager Responsibilities**

1. The Association Manager will post the application and notify everyone by email that the application process is now open by February 1st.
2. At the request of the Youth Committee Chair, deposit the required funds into the appropriate SMART account to cover the scholarship awards.

### **F. Scholarship Policy and Funds Management**

1. The funds for these awards shall be deposited in SMART and will be managed by the SMART program.

## **Audit Committee**

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### **A. Purpose**

1. It shall be the responsibility of this committee to conduct an annual audit of the accounts of the Association as soon as possible after the July 31, end of the fiscal year.

**B. Committee Membership**

1. Members of this committee should have an understanding of budgeting and basic business financial requirements.
2. This committee shall be comprised of three people.

**C. Procedure**

1. Examine the financial reports of the Association and reconcile them with the account information.
2. Reconcile cash statements with bank statements for every month of the period being audited.
3. Examine cancelled checks and compare them with supporting vouchers and/or invoices.
4. Identify sources and amounts of funds due to the Association and verify their deposit through receipts and/or bank statements.
5. Conduct the annual audit in the Manager's home city, if possible.

**D. Reporting**

1. Upon completion of the audit, the committee chairperson shall return to the Manager all records received for the audit operation. The chairperson shall then prepare a letter for the Manager, with a copy for the President, signed by all committee members. This report shall include acceptance or rejection of the Managers financial report and any recommendations or changes in the handling of Association finances.

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**Nominating Committee**

**A. Purpose**

1. It shall be the responsibility of this committee to prepare a slate of candidates for all offices to be filled and present the slate to the Delegates at the annual meeting.

**B. Committee Membership**

1. This committee shall be comprised of two board members and three non-board members.
2. Any board member that is in the final year of their term may not serve on the committee and non-board members serving on the committee cannot run for a Board position.
3. The President and Vice-President cannot serve on this committee.
4. The two Board members shall be appointed as follows:
  - a) One (1) from the Youth Committee and one (1) from the remaining Director positions.
  - b) One of the Directors appointed to this committee shall have two years of eligibility and serve on this committee for two years. At least two of the non-board member appointees shall serve on the committee for two consecutive years. This will maintain continuity and consistency within the committee.

**C. Procedure**

1. Submit letter to Association Manager for mailing with Association general mailing, as early in the bowling season as possible, but no later than February 1, requesting applications and resumes to be in the hands of the chairperson before April 1.
2. The Chairperson shall retain all applications and resumes until after the elections, at which time they can be forwarded to the Association Manager for filing.
3. The Chairperson shall create a ballot which lists in alphabetical order all applicants and beside each name the numbers 1, 2, 3, 4, 5. The scoring of the nominee will be recognized when the specific score is circled. If no number has been circled the nominee shall receive one for that ballot.
4. The Committee members will study all candidates' applications, grade from 1 to 5 each resume, sign and return the ballot to the Chairperson.
5. The Chairperson will tally the committee members' votes and the committee will use this scoring and discussion of candidates to make a determination on who shall be slated for any open positions.

6. The Chairperson shall notify all of those that have been slated to submit a personal bio of no more than 250 words to be used in the creation of the slate.
7. The prepared slate of candidates, listing nominees and their bios shall be forwarded to the Association Manager for duplication and distribution. This report shall be in the hands of the Association Manager by June 1.

**D. Reporting**

1. The committee chair shall take the position of the presiding officer prior to the actual voting and perform the following:
  - a) Present the slate to the delegates.
  - b) Ask for nominations from the floor. Such nominations must meet the eligibility requirements as set forth in the Bylaws.
  - c) Give three calls for such nominations before accepting a motion to close the nomination.
  - d) Assure that only a verbatim reading of the floor nominee's bio is made without additional comment.
  - e) Conduct the election of the directors by ballot vote or entertain a motion to empower the Association Manager to cast a single ballot for all unopposed candidates.
  - f) Yield the chair to the presiding officer.

**E. Election of Officers**

1. The Officers of this Association shall be elected annually at a scheduled meeting of the Board during the Annual Meeting Weekend, but no later than July 31.
2. Only sitting Board Members are eligible. Any Board Member who is not re-elected to the Board who has submitted their name for consideration shall be determined null and void.
3. Nomination Process
  - a) Nominations are to be submitted to the Association Manager thirty (30) days in advance of the Board Meeting where the elections are to be held.
  - b) Nominations from the floor will only be taken if no advanced nominee for the position has been received.
4. Application Process
  - a) Nomination form can be found in the Appendix.
5. Election Process
  - a) The Chair of the Nominating Committee will preside over the election unless he/she has been nominated for a position. In that case, the nominating committee chair will appoint another member of the committee to preside.
  - b) When more than one candidate for position is nominated, they shall be excused from the meeting, and brought into the meeting room one at a time to address the Board as to why they want to serve and answer any questions Board members may have.
  - c) Officers will be elected by ballot vote (electronic votes are permitted at the time of the elections.) A single nominee may be elected by voice vote. The President position is elected first, then the Vice President.
  - d) To be elected, the candidate for each officer's position must receive a majority of the votes cast by those Board members present and eligible to vote (half of the votes plus one.) Should a majority not be reached by any candidate, the candidate with the lowest number of votes will be dropped and balloting continues until a majority is obtained. Note: All candidates receiving the same lowest vote count will be dropped.

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**Legislative Committee**

**A. Purpose**

1. It shall be the responsibility of this committee to study and evaluate all proposals to introduce, amend or delete sections of this Manual and to present those proposals to the Board that are to be considered for acceptance or rejection.

**B. Committee Membership**

1. The President shall appoint up to five people to this committee, three of which must be Board Members.

**C. Procedure:**

1. Consolidate those proposals that relate to the same Manual section(s) and obtain agreement with the proposers for the resulting unified proposal.
2. Although a proposal may be edited and/or modified by the committee, the original document must be kept as part of the official records of the Association.
3. Edit proposals to conform to the style of the Manual without changing the meaning or intent.
4. Review reprinted changes to the Manual, after their approval by the Board or Delegates, to verify that there are no errors.

**D. Reporting**

1. Upon completion of its analysis, the committee shall proceed according to the following:
2. Prepare amendments for publication by showing:
  - a) The existing section's number and text.
  - b) The proposed text.
  - c) The proposer's name, address, and local association. (In the event of consolidated proposals, show all proposer's names, addresses and local associations.)
  - d) The reason(s) for the proposal.
  - e) Report on the actions of the committee to the Board.
  - f) Present to the Delegates the amendments as published above with each showing the action and recommendation of the Board. The committee chairperson shall serve as the Chair of the Annual meeting during the legislative session.

**E. Further Considerations**

1. Due to the unique nature of this committee and the expertise required, certain guidelines are herein stated:
2. To provide continuity in operation, the President shall consider naming one or more members of the previous committee to the current one.
3. The Vice-President shall be considered for membership because of the experience that can be gained in preparation for the presidency.
4. Regardless of any procedure listed above, the committee has the power to construct and consider proposals of its own making, based upon the needs of the Association.
5. The committee chairperson shall cooperate with the Association Manager as may be necessary to ensure distribution of all proposals to be considered at least fifteen days prior to the Delegates meeting at which action will be taken.

## **Strategic Planning**

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**A. Purpose**

1. It shall be the responsibility of this committee to create a strategic plan (mission, vision, promise, strategic priorities, and core values) for board review and adoption.

**B. Committee Membership**

1. The President shall appoint five (5) persons to this committee.

**C. Procedure**

1. Meet at least once per year to review the current strategic plan and ensure everything is on track.
2. Review any new programs and determine if they should be part of the strategic plan.
3. Conduct the USBC Wheel of Life for State Associations provided by USBC by all board members for evaluation that the plan is focused on the correct priorities and recommend from that evaluation where the board may want to consider focusing their priorities on.

**D. Reporting**

1. The results of the Committee's work shall be presented to the board as required.
2. The Committee shall provide a report for the delegates to the Annual Mtg as required.

**Tournament Committee**

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**A. Purpose**

1. It shall be the responsibility of this committee to review all aspects of all tournament events except youth tournaments, which shall be reviewed by the Youth Committee. It shall recommend revisions and establish entry fees and awards for the upcoming tournaments.
2. It shall also be the responsibility of this committee to receive, along with the Association Manager, all bids to host the annual tournaments of this Association. and thereafter to survey the facilities in the bids and submit an objective and unbiased report thereon.
3. After the host Association is selected the tournament committee will select the hosting centers.

**B. Committee Membership**

1. The President shall appoint members to this Committee. Consideration shall be given for the committee to include the Association Manager and possibly representatives from the association hosting the current tournament and from the association holding the next tournament.
2. The committee shall be composed of the Adult Tournament Director(s), four (4) Directors and four (4) non-Board members.
3. The chairperson shall select four committee members to attend the site review, excluding anyone bowling or residing in the bidding association(s).

**C. Procedure for Tournament Review**

1. Review Tournament Rules and Entry Forms
2. Review each of the Tournament Rules from the previous Tournament Entry form to make sure all the rules are current and in compliance with any changes made by USBC or the Board.
3. Suggest changes to the Entry forms or Tournament Rules to ensure efficient Tournament operation for each of the tournaments.
4. Receive proposals for changes in tournaments format or conduct and make recommendations thereon.
5. Generate within itself any changes deemed necessary for the betterment of the tournaments.
6. Tournament Awards - shall recommend the type of awards to be presented to tournament champions.
7. Prepare an expenditure budget and forward it to the Budget and Finance Committee chairperson for inclusion in next year's budget.

**D. Procedure for Site Review - To discharge its duties the committee shall:**

1. Obtain a copy of the formal bid.
2. Establish a date for each inspection by contacting the centers included in the bid.
3. Summarize the capacity and facilities of the establishments being considered.
4. Investigate the general ambience of the area.
5. Visit, with at least one Tournament Director and One committee member, those bowling establishments under consideration, recording all findings.

**E. Reporting – Tournament Site Review**

1. The results of the work of the committee shall be reported to the Association Manager. Its report shall be in writing and distributed to the Board and Delegates.
2. If the results of the committee's analysis indicate that an unfavorable report may be submitted, the committee chairperson shall arrange an immediate meeting with the local association manager and advise the local association of the unsatisfactory conditions, the objective being to resolve the identified shortcomings.



3. Should the committee chairperson feel that such a meeting will not provide a resolution of the problem(s), a meeting shall be called among the entire Site Committee plus the President, the Association Manager, the local association president, the local association manager and a representative of the bowling establishment being questioned. Should a solution to the identified unsatisfactory condition(s) not be found, the chairperson shall inform the local association and establishment that a negative report will be given at the forthcoming Delegates session.

**F. Reporting – Tournaments**

1. The results of this committee's work shall be delivered to the Association Manager for presentation at the next Board meeting. It shall submit a summary of its activity at the Annual meeting to the Delegates.

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**Sergeant at Arms Committee**

**A. Purpose**

1. It shall be the responsibility of this committee to assist the officers of the Association to operate orderly, efficient, and productive meetings.

**B. Committee Membership**

1. The President shall appoint at least four to this committee, two of which shall be Board Members who shall not be eligible for re-election.

**C. Normal Duties**

1. Throughout the duration of the convention weekend: flags and state banners are properly displayed; meeting rooms (including microphones, water, materials, etc.) are prepared; flags and banners are collected and given (or arrangements made to be given) to those responsible for the next state event.
2. Assistance is required for all meetings conducted on the Annual Meeting Weekend.
3. Prior to USBC Workshop, all USBC literature plus bulletins, packets, brochures, etc. are on display and available for attendees.
4. The chairperson of the Annual Meeting Dinner may ask for assistance in setting up the banquet and the Hall of Fame display boards.
5. Doors are secured at the beginning of the Memorial Service, and no one is permitted to leave or enter before the conclusion.

**D. Registrar Duties**

1. Responsible for verifying credentials of delegates and alternates at annual meeting and distributing any additional materials for same.
2. Report to the President and Association Manager when requested the number of those registered and eligible to vote.

**E. Teller Duties**

1. The President should appoint one delegate, not on the slate for election to oversee the ballot process.
2. Electronic Voting
  - a) Responsible for the distribution and collection of voting devices to only those that are eligible to vote.
3. Paper Ballots
  - a) Responsible for the distribution, collection and counting of any ballots that may be distributed for the purpose of voting and report the results of such voting.
  - b) Additional people will be added as required to fulfill this obligation.

## **Hall of Fame Committee**

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### **A. Purpose**

1. This committee shall be dedicated to those bowlers of the Association whose efforts have contributed to the growth of the game of bowling by their bowling ability or meritorious service in Pennsylvania.

### **B. Committee Membership**

1. The membership of this committee shall be comprised of 5 individuals, 3 Board Members and 2 Hall of Fame Members.
2. The Chair must be a Board Member
3. No Nominee or Nominator may be a member of the Committee.

### **C. Sub Committees**

1. Screening Committee
  - a) Comprised of all Hall of Fame Members
  - b) Shall meet after the Hall of Fame/Scholarship Awards Dinner to discuss any items in the best interest of the Hall of Fame and any recommendations will be brought forward to the Board and Committee.
  - c) HOF Members to notify HOF Chair of interest in serving on Hall Election Committee by July 31.
2. Election Committee
  - a) The Hall of Fame Committee Chair shall chair this committee. If needed may become a voting member of the Election Committee only if the Chair is a Hall of Fame Member.
  - b) Comprised of seven (7) Hall of Fame Members from across the State as much as possible.
  - c) Selected by the Hall of Fame Committee and President from those who have submitted interest.
    - 1) If no HOF Members have submitted their names, the HOF Chair & President shall seek members from the Hall to serve on the election committee.
  - d) No more than one person from any Local Association
  - e) No nominator may serve on the election committee.

### **D. Procedure**

1. Hall of Fame Committee
  - a) Shall recommend to the Board any changes in the eligibility requirements, categories, and procedures for the Hall of Fame for Board approval.
  - b) Applications of candidates who have not been identified for induction will be retained by the Hall of Fame Chair for future consideration. If, after five (5) years, the candidate has not been selected, the Hall of Fame Chair will notify the nominator(s) and Local Association President and Local Association Manager to resubmit the nomination. Failure to resubmit will result in the candidate being dropped from consideration.
2. Screening Committee
  - a) The HOF Committee Chair shall create a scoring sheet which lists in alphabetical order all nominees by category and beside each name the numbers 1, 2, 3, 4, 5.
  - b) The HOF Committee Chair with the Association Manager shall send to all current active Hall of Fame Members the applications and the scoring sheet along with instructions.
  - c) The HOF Member will study all candidates' applications, grade each from 1 to 5, with 1 being the lowest, and 5 the highest and then sign and return the scoring sheet to the HOF Chair postmarked by March 15.
3. Election Committee
  - a) Membership in the Hall shall be attained by an annual election governed by the following procedure:
    - 1) The HOF Chair shall schedule a meeting of the Election committee by April 15.

- 2) The Election committee will then open all returned envelopes after validating they are postmarked by March 15 and tabulate the scoring sheets ranking applicants from high to low score by category. All of those not postmarked by March 15 but received will be presented to Election Committee and destroyed.
- 3) If no number has been circled for a nominee a score of one shall be given for scoring purposes.
- 4) Voting will commence for each category, starting with the highest score within the category first and proceeding through the lower scores.
- 5) A nominee must receive 70% of the votes cast for election. If a blank ballot is received it will not be considered and 70% recalculated per remaining ballots.
- 6) Balloting will conclude when up to two nominees have been elected per category.
- 7) The HOF Chair reports the results of the Election Committee to the Association Manager and President

**E. President's Responsibility**

1. After being notified of the newly elected inductees, shall notify those duly elected by phone call of their election into the Hall of Fame. Shall also call the inductee's nominator after contacting the inductee.

**F. Association Manager's Responsibility**

1. Applications for candidates for Hall membership will be mailed annually, by November 1, to the Board and local associations. Everyone is urged to submit to the Hall of Fame Chair, by December 31, the names of bowlers who are deemed qualified to be members of the Hall. A separate application must be submitted for each candidate.
2. Shall send congratulatory letters to those being inducted and include details about the Hall of Fame/Scholarship Awards Dinner and awards information.
3. Shall notify the officers of the inductee's local association on their election to the Hall of Fame

**G. Hall of Fame Categories**

1. Women's Bowling Ability
  - a) A person who has demonstrated personal achievement on the lanes through tournaments, leagues, and individual scores.
2. Men's Bowling Ability
  - a) A person who has demonstrated personal achievement on the lanes through tournaments, leagues, and individual scores.
3. Meritorious Service
  - a) A person who has demonstrated personal commitment to the sport through serving on local, state, or national boards or other organizations that has promoted and provided value to the sport of bowling.
4. Veterans (male and female, must be age 65 or older to be considered)
  - a) A person who has demonstrated achievement on the lanes whose records may not compete with the younger bowlers but were certainly something in their era.
5. Pioneer (Election Committee decision to elect an individual in this category, one per year)
  - a) A person who has been overlooked but has contributed and made extraordinary efforts to advance the sport.

**H. Hall of Fame Eligibility**

1. To be eligible for nomination to the Hall a candidate must have:
  - a) Attained the age of forty-five years.
    - 1) Attained the age of 65 for the Veterans Category.
  - b) Participated in Association tournaments for a minimum of ten years or been a member of a local bowling association for a minimum of ten years.
  - c) A reputation as a bowler through bowling achievement and promoting good sportsmanship throughout the game.

- d) Exhibited distinguished service in the promotion of the game of bowling for the Association.
- e) Notwithstanding the foregoing eligibility requirements, the Election Committee may waive any or all of them by unanimous vote when there are unusual circumstances or accomplishments.
- f) Any one currently under suspension by the United States Bowling Congress shall not be considered.

**I. Awards**

- 1. Suitable and proper awards shall be presented to the newly elected Hall members at a ceremony at the annual meeting dinner. A posthumous award shall be presented to the nearest relative of the deceased.
  - a) The awards shall be a picture plaque with write up and a Keepsake Hall of Fame Ring.
- 2. Friends of inductees shall be given the responsibility of making certain that the successful candidates are present for the ceremony at the annual meeting dinner.
- 3. A permanent honor roll shall be created on which the names of those elected to the Hall shall be inscribed along with the year of their election. This honor roll shall be portable so that it may be displayed at the annual meeting and other Association functions.

**J. Chronology and Events**

- 1. Approximate dates and necessary steps to discharge the responsibility of the Hall of Fame of the Association are:
  - a) JULY (End)
    - 1) By July 31, Hall members to notify HOF Chair interest in serving on Hall Election Committee.
  - b) AUGUST (Mid)
    - 1) By August 15, HOF Chair has conversation with President to select Election Committee members.
  - c) NOVEMBER (Begin)
    - 1) By November 1, Association Manager sends HOF nomination applications to Local Associations and Board Members.
  - d) JANUARY (End)
    - 1) The deadline for receiving nominations is December 31. Prior to this date, the HOF Chair will have been receiving nominations (resumes), reviewing them, and contacting nominator(s) if verification of facts or additional details is needed before submitting to the Screening Committee.
    - 2) By January 31, HOF Chair mails information to the Screening Committee.
  - e) MARCH-APRIL (End)
    - 1) By March 15, Screening Committee scoring sheets are returned to HOF Chair, but not opened.
    - 2) The HOF Chair shall call for a meeting of the Election Committee to be held by April 15.
    - 3) The HOF Chair reports the results of the Election Committee to the Association Manager and President
    - 4) Local Associations are advised of their responsibilities on behalf of the newly elected members to: offer congratulations and local publicity, encourage maximum attendance at the induction ceremony and aid in defraying expenses incurred by those elected.
    - 5) The HOF Chair returns to sponsor(s) those applications that require updating.
  - f) MAY (Mid)
    - 1) Prepare and disseminate publicity concerning those to be inducted into the Hall. Write-up for Program Book to be completed by the HOF Chair.
    - 2) HOF Chair with PA State USBC Manager support obtains awards for new members.
  - g) JULY (Mid)
    - 1) Induction of new members at annual meeting dinner by the HOF Committee Chair.

- 2) Meeting with Hall Members to discuss any items in the best interest of the HOF and notify HOF Chair of interest in serving on the Election Committee by July 31.

## **Memorial Service Committee**

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### **A. Purpose**

1. It shall be the responsibility of this committee to conduct a Memorial Service during the annual meeting weekend at a meeting of the delegates, preferably Sunday morning.

### **B. Committee Membership**

1. The President shall appoint a Committee Chair.
2. The Chair shall select a minimum of two (2) members to assist in carrying out the responsibilities herein identified.

### **C. Duties**

1. The committee shall create and maintain a list of persons who were active in merged associations as well as Hall of Fame members who have died since the previous Annual Meeting. This list shall be supplemented by the deceased's Association title, age, and date of death.
2. Although this committee retains the records necessary to discharge its responsibility, it is expected that all Association members and local association managers will communicate information on deceased persons to the Association Manager and this committee.
3. Reporting
4. The committee shall conduct a Memorial Service as described in the purpose of highlighting the individuals who have passed and their contributions to the sport and Association.
5. A copy of the Memorial Service should be included with any report that the committee makes.

## **Annual Meeting Weekend Committee**

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### **A. Purpose**

1. It shall be the responsibility of this committee to organize the Annual Meeting Weekend.

### **B. Committee Membership**

1. The President will appoint up to five Board Members to serve on this committee. The Association Manager shall also be a member of this committee. The Chair shall seek assistance as needed from other individuals to fulfill subcommittee work.

### **C. Sub Committees**

1. Meet & Greet
2. Champions Luncheon
3. HOF Dinner
4. Basket Raffle

### **D. Procedure**

1. Meet & Greet
  - a) Plans and prepares for a meet and greet function between the board and delegates as a social event during the annual meeting weekend.
  - b) Works with the Association Manager and Hotel staff to secure a room and set up for the event.
  - c) Details will be sent to all Delegates and Board Members as to the time and place for the meet and greet by the Association Manager.
2. Champions Luncheon Sub Committee
  - a) Plans and prepares the arrangements for the Awards Luncheon, such as seating, meal choice and timing.
  - b) During the first week of May, the Chairperson will ask the Association Manager to ensure that all tournament directors have notified tournament champions of the details on the Awards Luncheon.
3. HOF Dinner Sub Committee

- a) During the first week of May, the Chairperson will ask the Association Manager to mail out invitations to the entire Board of Directors, Hall of Fame members, Hall of Fame Inductees, Scholarship winners and all the local association managers. The letters should include the time, date, address and phone number of the hotel and dinner choices, if any. Also included should be the price, where to mail the checks, how to make out the checks and a phone number should anyone have any questions. Have tickets printed, set up a table and seating arrangements, return tickets by mail or other means.
  - b) All monies received shall be forwarded to the association Manager every two weeks or more as deemed necessary.
  - c) The Committee is also responsible for ordering flowers for the Hall of Fame Inductees Guest and the President's Guest.
  - d) Have the Sergeant-at-Arms Committee assist in placing the programs and directing the attendees to their tables as they enter the Ballroom.
  - e) After everyone is seated, the Chairperson will introduce the Hall of Fame Inductees and their Guests as well as the escorts.
  - f) The Chairperson shall then introduce the Officers and Association Manager of the Association.
  - g) The Chairperson shall then turn the podium over to the President who shall conduct the rest of the program.
  - h) Plans and prepares the arrangements for the HOF Dinner, such as tickets, seating arrangements, meal choice and timing.
4. Basket Raffle
    - a) Shall be responsible to ensure that all items for the Basket Raffle are at the proper locations in time attendees to review and purchase ticket chances for the items.
    - b) At the appropriate time will conduct the drawing to determine basket winners and make the announcement and presentation.
  5. The Chairperson will attend a meeting at the hotel with the President, and Association Manager at a time convenient to the President. All facets of the dinner and Champions Luncheon will be decided at this time.
  6. The Chairperson will inform the Catering Manager of the total number of guests for the Champions Luncheon and HOF Dinner. The Chairperson will attend a meeting with the Association Officers along with the hotel staff on the Thursday of the Annual Meeting at the hotel. A copy of the seating and table arrangements is given to the President, Association Manager, Hall of Fame Chairperson and hotel.
  7. During the Board Meeting on Friday, be prepared to give a verbal report on how many are attending the dinner and how many Scholarship winners are attending. This report will be repeated at the Delegates Meeting.

## **Human Resources Committee**

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### **A. Purpose**

1. It shall be the responsibility of this committee to act as the Human Resources component of the Association.

### **B. Membership**

1. The committee shall be appointed each year by the President with the following considerations:
2. Consistency of committee membership shall be maintained in majority from the previous year.
3. Retiring / Resigning persons shall be named to the committee, if possible, for their knowledge.
4. Current Association employees shall not be appointed to this committee.
5. This committee shall be comprised of three to five individuals.

### **C. Procedure**

1. To discharge its duties, the committee shall:
  - a) Identify if there will be any open positions based on retirement or other reasons that need to be filled.
  - b) Identify the need for additional positions if required or in the case of discontinued activity or services, their elimination.
  - c) Publicize open positions as needed.
  - d) Accept resumes and identify potential employees to be interviewed,
  - e) Make recommendations to the Board regarding the employment of said potential employees.
  - f) Perform annual reviews of all employees making recommendations for changes in compensation, areas needed improvement and or employment status.

**D. Reporting**

1. The committee shall report to the Board the progress of their duties. They shall report on any employee openings, interviews, and recommendations as prescribed in the above committee procedure to the Board.

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**Marketing and Promotions/IT Committee**

**A. Purpose**

1. The purpose of this committee is to develop and implement a marketing strategy that promotes and enhances the mission of our organization, to manage and maintain the technological facets of the Association and make recommendations for purchase of required hardware/software.

**B. Committee Membership**

1. The President shall appoint up to six members to serve on this Committee.

**C. Procedure**

1. Marketing & Promotions
  - a) Prepare and implement a marketing plan to increase the overall visibility of the programs and services we offer.
  - b) Develop strategies on how to communicate effective messaging to our stakeholders.
  - c) Promote our organization by using best practices, e.g. website, social media, press releases, newsletters, etc.
  - d) Advance the Association presence via the Internet and other media sources or outlets.
  - e) Work with Tournament hosts and / or tourist bureaus to develop joint internet advertising.
2. IT
  - a) Store and prepare for usage any devices needed for meetings involving the Association.
  - b) Develop specifications of hardware / software requirements for all technology-based equipment.
  - c) Develop mass email programs to all certified Pennsylvania bowlers.
  - d) The committee will report to the Association Manager in the area of specifications regarding any technology purchase as deemed necessary.

**D. Reporting**

1. The committee shall develop all news releases/announcements that shall be released through the appropriate sources. Such information shall be sent to the Association Manager and Executive Officers for approval prior to the release of the information.
2. The results of this committee's work shall be delivered to the Association Manager for presentation at the next Board meeting. It shall submit a summary of its activity at the Annual meeting to the Delegates.

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**Local Association Liaison Committee**

**A. Purpose**

1. It shall be the responsibility of this committee to determine the duties of local Association liaisons and to assign Board Members and Volunteers to act as liaisons with approval of the Line Officers and Board.

**B. Committee Membership**

1. The President shall appoint a Chair for this committee.

**C. Purpose**

1. This committee will be assessed with the duty of assigning all Board members to be Local Association Liaisons following the guidelines below:
2. Board members will be assigned their home Association plus up to two other Local Associations. If two Board members are from the same Association, the Association will be assigned to the Board member with the longest remaining term unless the other is the Local Association Manager.
3. The Executive Officers (President and Association Manager) shall be assigned only their home Local Association unless previous arrangements are made with these individuals.
4. Local Association Liaison Definition
5. The Local Association Liaison will be defined as the Board member assigned to be the direct contact individual between the Local Association and the Pennsylvania State USBC.

**D. Procedure**

1. Each Local Association Liaison will be responsible for the following for each Local Association that they are assigned:
2. Direct letter of introduction to each Local Association assigned.
3. Contact via in person meeting, telephone, or email a minimum of twice during the season.
4. Answer questions and/or concerns of the Local Association throughout the season. If answer is not known, either get answer or direct Local Association to individual(s) that will have answer.
5. The Chairman, based upon recommendations and approval by the Line Officers, can name volunteers to act as Local Liaisons on behalf of the Pennsylvania State USBC with all reimbursements as per the Policy Manual for a term of one year, in those areas of the state that are underrepresented by the demographics of the Board.

**E. Reporting**

1. Each liaison shall be responsible to file with the Association Manager a Local Association Liaison report after each contact with the local Association assigned.
2. The committee shall make recommendations to the Board for any changes in Liaison responsibilities or items to be included with their report.

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**Leadership Committee**

**A. Purpose**

1. To serve as an advisory resource to executive leadership and the president. As an advisory committee it has no authority to act or make decisions on behalf of the board.

**B. Committee Membership**

1. Members of this Committee shall be the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, immediate Past President, and the Association Manager.

**C. Procedure**

1. Advise the president and/or Executive Leadership on pressing issues that affect the organization.
2. Vet matters that are highly confidential or are not ready for formal deliberations.

**D. Reporting**

1. The President and/or Association Manager shall report to the Board, or appropriate committees on their discussions and recommendations to be considered for the betterment of the organization.



# ASSOCIATION TOURNAMENTS

## Association Tournaments Conducted

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### A. Adult Tournaments

1. Open Championships – Conducted for all members.
2. Women’s Championships – Conducted for Women members only.
3. Mixed Tournament – Conducted for all members.
4. Seniors Tournament – Conducted for all members aged 50 and older.

### B. Youth Tournaments

1. Youth Open Tournament
2. Pepsi Youth Bowling Championships
3. Handicap Scholarship Singles
  - a) The Handicap Scholarship Singles is held in conjunction with the Pepsi Youth Bowling Championships and is held in the same centers at the same time. All sections referring to Pepsi Youth Championships also apply to this tournament.

### C. Definitions

1. Host – in this section refers to the Local Association who is hosting the event.
2. Director – in this section refers to the Tournament Director of the event.

### D. Tournament Director responsibilities

1. Tournament Director responsibilities are defined in the Pennsylvania State USBC Tournament Operations Manual.

### E. Minimum center requirements to host tournaments.

1. The following is required for all tournaments:
  - a) USBC Certified.
  - b) Properly Working/Ample Heating Ventilation and Air Conditioning System(s) (HVAC).
  - c) Capable of applying challenging/sport condition lane patterns.
  - d) Automatic Scoring
  - e) Bowling Pins
    - 1) Open Tournament – Pins must be new.
    - 2) Women’s Tournament – Pins may not have been in play for more than 24 months.
  - f) Pins
  - g) Ample parking
  - h) Clean rest room facilities
  - i) Tournament office space available for sole use of the tournament committee.
  - j) Secured storage area
  - k) Internet access made available.
  - l) Working PA System
  - m) US Flag and National Anthem
  - n) Free rental shoes
2. The following is preferred for all tournaments.
  - a) Snack Bar/Restaurant facilities and or Beverage Services

### F. Open Championships

1. Two Bowling facilities
  - a) Team Event – minimum of 20 lanes.
  - b) Minor Events (Doubles/Singles) - minimum of 28 lanes.

### G. Women’s Championships

1. Two Bowling facilities
  - a) Team Event – minimum of 16 lanes.

- b) Minor Events (Doubles/Singles) - minimum of 24 lanes.
- H. Mixed Tournament**
  - 1. One Bowling facility - minimum of 14 lanes.
- I. Seniors Tournament**
  - 1. Two Bowling facilities
    - a) Team Event – minimum of 14 lanes.
    - b) Doubles/Singles Events - minimum of 20 lanes.
- J. Youth Open Tournament**
  - 1. Two Bowling facilities
    - a) Team Event – minimum of 16 lanes.
    - b) Minor Events (Doubles/Singles) - minimum of 28 lanes.
  - 2. Centers must have a certified youth program the year of the bid and through to the conclusion of the tournament.
- K. Pepsi Youth Bowling Championships/Handicap Scholarships Singles**
  - 1. One Bowling facility required, - minimum of 24 lanes.
  - 2. The center used must have signed the BPAA/Pepsi Agreement (USBC/BPAA provides the state with a list of centers that qualify at the beginning of each season).
  - 3. Center must have a certified youth program the year of the bid and through to the conclusion of the tournament.
- L. How Tournament Bids Will Be Solicited and Deadline Dates**
  - 1. All Tournament Bids must use the tournament bid form located in Appendix of the Policy Manual. Once the form is submitted, no changes can be made. All information provided must be adhered to through the end of tournament, such as the bowling price cannot be raised from the submitted application.
  - 2. Bid Procedure – All Tournaments Except Pepsi/HDCP
    - a) The Association Manager shall notify all Associations by October 1 that the tournament bidding process is now Open for All Tournaments.
    - b) All tournaments will be considered two years from the date of the Annual Meeting.
    - c) Deadline to submit all bids is December 1.
    - d) An Association cannot bid for more than two tournaments in any year.
    - e) In the event that no bids are received by December 1, the Manager shall contact unsuccessful bidding associations in reverse chronological order, up to the previous three years to solicit a bid. Associations shall be given thirty days to respond with a bid. Once a successful bid(s) is received no further solicitation is required.
    - f) If all of the above fails to solicit a bid the Board of Directors shall determine/find an appropriate host as it deems necessary.
  - 3. Pepsi Tournament
    - a) The Association Manager shall notify all eligible Centers (List provided by BPAA/USBC) within the State by October 1 of their eligibility to bid on hosting the Pepsi Tournament, two years from the date of the Annual Meeting.
    - b) Bid Deadlines
      - 1) All bids must be submitted to the State Association Manager in writing by December 1. The Center Proprietor must sign all bids. All information that is requested on the bid form must be completed to become an acceptable bid. Once submitted nothing on the bid form can be changed.
      - 2) In the event that no bids are received by December 1, the Manager shall contact unsuccessful bidding centers in reverse chronological order, up to the previous three years to solicit a bid. Centers shall be given thirty days to respond with a bid. Once a successful bid(s) is received no further solicitation is required.

- 3) If all of the above fails to solicit a bid the Board of Directors shall determine/find an appropriate host as it deems necessary.

**M. Awarding the Tournaments**

1. Tournament Bids will be presented to the Delegates for each Tournament in the following order, when only one bid has been received a voice vote will be taken (these will be considered first):
  - a) Open Championships
  - b) Women's Championships
  - c) Seniors Tournament
  - d) Mixed Tournament
  - e) Youth Open
  - f) Youth Pepsi & Handicap Scholarship Singles
2. The Youth Tournament process allows for Centers to place the Bids (and not Associations), in the following that describes the actual voting, the word Association may also mean Center. The Pepsi Youth Bowling Championships Tournament bids are solicited only from BPAA/Pepsi Centers that qualify, so in this case the following would pertain to Center(s) not Association(s)
3. The selection of the tournament host is by the Delegates. Board Members shall not vote, and the Board shall record no preference for the host. The State Association Board shall select the center(s) to which each tournament will be held. The Board, however, shall have the duty to assure all bids are presented in a fair manner. The sequence of actions at the annual meeting shall be as follows:
  - a) The Association Manager shall indicate the names of all associations bidding for the tournament.
  - b) Each bidding association shall be allocated a period of time to make a presentation to the Delegates. A maximum of ten (10) minutes shall be allotted to each bidder. Two minutes prior to the end of the allotted time, a designated Association Board Member shall signal this fact. The following rules must be followed:
    - 1) The entire presentation shall focus only on the local area and its attributes. There shall be no comparison between the bidding association and its opponent(s). The presentation shall at all times reflect a positive attitude.
    - 2) The bidding association shall not mention the lineage fee.
    - 3) A bidding association may mention any additional incentives that it will offer should the tournament be awarded, although such incentives may not be indicated as sponsorship of the tournament.
    - 4) A moderator shall be appointed by the President to assure the rules are followed.
    - 5) Should an infraction occur, the moderator may terminate the presentation or disqualify the bidding association from any further consideration.
    - 6) The President shall call for a vote from the voting Delegates. When only one bid has been received a voice vote will be taken. When two or more bids are submitted a ballot vote shall be taken, with a majority of votes cast needed to determine the winner.
    - 7) If two associations are bidding and a tie vote occurs, voting shall continue until the tie is broken.
    - 8) If three or more associations are bidding, voting shall continue until one receives a majority of the votes cast. If, after any given ballot, a majority has not been attained, the association receiving the smallest number of votes shall be removed from the ballot and voting shall continue until a majority has been achieved.

**N. Tournament Contracts**

1. After the tournaments are awarded, all tournament contracts shall be signed within six months.
2. Center contracts shall be signed by a center representative, State Association Manager and State Tournament Director.

3. All host contracts shall be signed by the Host President and Manager, State Association Manager and State Tournament Director.

## **Open Championships**

---

### **A. Tournament Overview**

1. This is an open Championships Event for all USBC members within the State of Pennsylvania, except those holding USBC Youth membership. This tournament is a required event.
2. The events conducted will be as follows:
  - a) Five-person team event
  - b) Doubles
  - c) Singles
  - d) All Events
  - e) No Bowl Senior Singles
  - f) Brackets (conducted by local host)

### **B. Awarding the Tournament**

1. The process and requirements for submitting a bid to host this tournament are outlined in the Association Tournaments section of this manual. All Associations meeting these requirements are eligible to bid.

### **C. Tournament Policy**

1. The tournament shall be USBC Certified.
2. The Tournament Committee shall be responsible for the development of the rules for this tournament, with final approval being given by the Board.
3. The management of the tournament shall be vested in the Open Tournament Director who shall carry out the wishes of the Board and fulfill the responsibilities as outlined in this section and in the Tournament Operations Manual.

### **D. Tournament Dates**

1. Unless otherwise approved by the Board, the Open Tournament starts on or after the 1st of April and continues through the middle of June, with no bowling occurring on Easter and Memorial Day Weekends.

### **E. State Association Responsibility**

1. The Tournament Director shall have complete responsibility for the conduct of the tournament and all host association personnel are under this jurisdiction. The Director shall be at the tournament site as much as possible and, if not present, shall have designated a responsible person to act in this capacity. If this designated representative is not a Board member, the Board shall approve their participation prior to acting in this role.
2. The State Association is responsible for all facets of the tournament. These responsibilities are delegated to the Tournament Director with oversight by the State Association Manager, State President and ultimately the State Board.
3. The State Association shall have full authority to approve any Sponsors of this tournament.

### **F. Operation of the Tournament**

1. The physical and operational requirements of this tournament shall be found in the Pennsylvania State USBC Tournament Operations Manual.

## **Women's Championships**

---

### **A. Tournament Overview**

1. This is a Women's Championships Event for all USBC female members within the State of Pennsylvania, except those holding USBC Youth membership. This tournament is a required event.
2. The events conducted will be as follows:
  - a) Four-person team event
  - b) Doubles

- c) Singles
- d) All Events
- e) Brackets (conducted by local host)

**B. Awarding the Tournament**

1. The process and requirements for submitting a bid to host this tournament are outlined in Association Tournaments section of this manual. All Associations meeting these requirements are eligible to bid.

**C. Tournament Policy**

1. The tournament will be USBC certified.
2. The Tournament Committee shall be responsible for the development of the rules for this tournament, with final approval being given by the Board.
3. The management of the tournament shall be vested in the Women's Championships Tournament Director who shall carry out the wishes of the Board and fulfill the responsibilities as outlined in this section and in the Tournament Operations Manual.

**D. Tournament Dates**

1. Unless otherwise approved by the Board, the Women's Championships shall be conducted in the months of April, May and June with no bowling Easter, Mother's Day and Memorial Day weekends.

**E. State Association Responsibilities**

1. The Tournament Director shall have complete responsibility for the conduct of the tournament and all host association personnel are under this jurisdiction. The Director shall be at the tournament site as much as possible and, if not present, shall have designated a responsible person to act in this capacity. If this designated representative is not a Board member, the Board shall approve their participation prior to acting in this role.
2. The State Association is responsible for all facets of the tournament. These responsibilities are delegated to the Tournament Director with oversight by the State Association Manager, State President and ultimately the State Board.
3. The State Association shall have full authority to approve any Sponsors of this tournament.

**F. Operation of the Tournament**

1. The physical and operational requirements of this tournament shall be found in the Pennsylvania State USBC Tournament Operations Manual.

## Mixed Tournament

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**A. Tournament Overview**

1. This is an Event for all USBC members within the State of Pennsylvania, except those holding USBC Youth membership. This is not a required tournament to be conducted per USBC Bylaws.
2. This tournament is comprised of the following events:
  - a) Four (4) person team event comprised of two women and two men.
  - b) A doubles event comprised of one woman and one man.
  - c) Optional all events for both men and women.
  - d) Brackets (conducted by local host)
  - e) No Bowl Singles for Men and Women

**B. Awarding the Tournament**

1. The process and requirements for submitting a bid to host this tournament are outlined in Association Tournaments section of this manual. All Associations meeting these requirements are eligible to bid.

**C. Tournament Policy**

1. The tournament shall be USBC Certified.
2. The Tournament Committee shall be responsible for the development of the rules for this tournament, with final approval being given by the Board.

3. The management of the tournament shall be vested in the Mixed Tournament Director who shall carry out the wishes of the Board and fulfill the responsibilities as outlined in this section and in the Tournament Operations Manual.

**D. Tournament Dates**

1. Unless otherwise approved by the Board, the Mixed Tournament shall be conducted in the months of June and July, with no bowling taking place on the weekend of the Annual meeting in July.

**E. State Association Responsibilities**

1. The Tournament Director shall have complete responsibility for the conduct of the tournament and all host association personnel are under this jurisdiction. The Director shall be at the tournament site as much as possible and, if not present, shall have designated a responsible person to act in this capacity. If this designated representative is not a Board member, the Board shall approve their participation prior to acting in this role.
2. The State Association is responsible for all facets of the tournament. These responsibilities are delegated to the Tournament Director with oversight by the State Association Manager, State President and ultimately the State Board.
3. The State Association shall have full authority to approve any Sponsors of this tournament.

**F. Operation of the Tournament**

1. The physical and operational requirements of this tournament shall be found in the Pennsylvania State USBC Tournament Operations Manual.

## Seniors Tournament

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**A. Tournament Overview**

1. This is a Seniors Event for all USBC members within the State of Pennsylvania that are of Age 50 or older as of the opening date of the tournament. This is not a required tournament to be conducted per USBC Bylaws.
2. The events conducted will be as follows:
  - a) Singles in both Men's and Women's Divisions
  - b) Doubles in both Open and Women's Divisions
  - c) 6 Game All Events comprised of Doubles and Singles, Divisions Same as Singles conducted in both Men's and Women's Divisions
  - d) 9 game All Events comprised of Doubles, Singles and Team, Divisions same as Singles conducted in both Men's and Women's Divisions
  - e) Team Event – 4 person teams, one class
  - f) Brackets (conducted by local host)

**B. Awarding the Tournament**

1. The process and requirements for submitting a bid to host this tournament are outlined in [Association Tournaments section of this manual](#). All Associations meeting these requirements are eligible to bid.

**C. Tournament Policy**

1. The tournament shall be USBC Certified.
2. The Tournament Committee shall be responsible for the development of the rules for this tournament, with final approval being given by the Board.
3. The management of the tournament shall be vested in the Seniors Tournament Director who shall carry out the wishes of the Board and fulfill the responsibilities as outlined in this section and in the Tournament Operations Manual.

**D. Tournament Dates**

1. Unless otherwise approved by the Board, the Seniors Tournament starts on or after the 1st of October through November.

**E. State Association Responsibility**

1. The Senior Tournament Director shall have complete responsibility for the conduct of the tournament and all host association personnel are under this jurisdiction. The Director shall be at the tournament site as much as possible and, if not present, shall have designated a responsible person to act in this capacity. If this designated representative is not a Board member, the Board shall approve their participation prior to acting in this role.
2. The State Association is responsible for all facets of the tournament. These responsibilities are delegated to the Tournament Director with oversight by the State Association Manager, State President and ultimately the State Board
3. The State Association shall have full authority to approve any Sponsors of this tournament.

**F. Operation of the Tournament**

1. The physical and operational requirements of this tournament shall be found in the Pennsylvania State USBC Tournament Operations Manual.

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**Youth Open**

**A. Tournament Overview**

1. This tournament is comprised of Team, Doubles and Singles Events with an optional All Events and is a required tournament per USBC Bylaws.

**B. Tournament Policy**

1. The Youth Committee shall be responsible for the development of the rules and conduction of these tournaments, with Board Approval.
2. This tournament shall award scholarships through the SMART program.
3. USBC rules regarding conduction of a Youth State Association Tournament shall prevail in the absence of a specific rule contained herein or within the Tournament Rules.
4. This Tournament shall only be conducted in centers with certified Youth Programs.

**C. Tournament Dates**

1. Unless otherwise approved by the Board, The Youth Open shall be conducted in the month of April, with no bowling on Easter weekend.

**D. State Association Responsibility**

1. The Youth Open Director shall have complete responsibility for the conduct of the tournament and all host association personnel are under this jurisdiction. The Director shall be at the tournament site as much as possible and, if not present, shall have designated a responsible person to act in this capacity. If this designated representative is not a Board member, the Board shall approve their participation prior to acting in this role.
2. The State Association is responsible for all facets of the tournament. These responsibilities are delegated to the Tournament Director with oversight by the State Association Manager, State President and ultimately the State Board.
3. The State Association shall have full authority to approve any Sponsors of this tournament.

**E. Operation of the Tournament**

1. The physical and operational requirements of this tournament shall be found in the Pennsylvania State USBC Tournament Operations Manual.

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**Pepsi Youth Championships/Handicap Scholarship Singles**

**A. Tournaments Overview**

1. Pepsi Youth Championships – Scratch Singles Event conducted in age divisions, required tournament by USBC Bylaws/IBC Youth with operational variations permitted.
2. Handicap Scholarship Singles – Handicap singles Event conducted in average classifications. This tournament is not required by USBC Bylaws/IBC Youth.

**B. Tournament Policy**

1. The Youth Committee shall be responsible for the development of the rules and conduction of these tournaments, with Board Approval.
2. These tournaments shall award scholarships through the SMART program.

3. USBC rules regarding conducting of a State Association tournament shall prevail in the absence of a specific rule contained herein.
4. Shall be conducted in centers with certified Youth Programs.
5. Pepsi Tournament has the following additional parameters:
  - a) The center must be a BPAA/Pepsi pour center, State Finals only.
  - b) Center must have conducted league level qualifier.

**C. Tournament Dates**

1. Unless otherwise approved by the Board, District Level of Competition – all District Tournaments shall be completed by the end of March.
2. Unless otherwise approved by the Board, The State Finals weekend shall be conducted in early May.

**D. State Association Responsibility**

1. The Pepsi Youth Championships/Handicap Scholarship Singles Director shall have complete responsibility for the conduct of the tournament and all host association personnel are under this jurisdiction. The Director shall be at the tournament site as much as possible and, if not present, shall have designated a responsible person to act in this capacity. If this designated representative is not a Board member, the Board shall approve their participation prior to acting in this role.
2. The State Association is responsible for all facets of the tournament. These responsibilities are delegated to the Tournament Director with oversight by the State Association Manager, State President and ultimately the State Board.
3. The State Association shall have full authority to approve any Sponsors of this tournament.

**E. Operation of the Tournament**

1. The physical and operational requirements of this tournament shall be found in the Pennsylvania State USBC Tournament Operations Manual.



# APPENDIX/FORMS

## Board of Directors Application

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Please indicate which position you are seeking:

Name: \_\_\_\_\_ Membership ID: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home: (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Local Association Membership held in: \_\_\_\_\_

Employment: \_\_\_\_\_

High School Graduate: \_\_\_\_\_ College Graduate and Degree: \_\_\_\_\_

On a separate sheet please complete the following in this order:

Why do you want to serve on the State Board?

Please list all Offices/Committees by National, State level then Local Association experience (Indicate past or present, the number of years served)

Please attach a resume.

Send all information to:  
Nominating Committee Chair Contact Information  
to be placed here.

Must be Postmarked by April 1 for consideration.

All candidates must meet the eligibility requirements as outlined in the bylaws to serve on the board of directors and be at least fourteen (14) years of age.

## **Board Officer Application Form**

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This form is to be completed, signed and returned to the Association Manager no later than thirty (30) days prior to the Board meeting where the elections are to take place.

I am seeking the position of: (both may be selected)

President \_\_\_\_\_

Vice-President \_\_\_\_\_

\_\_\_\_\_  
Candidate's Name - Signature

\_\_\_\_\_  
Candidate's Name – Printed

\_\_\_\_\_  
Date

## **Confidentiality Agreement**

---

- A. As a member of the Pennsylvania State USBC Board of Directors, I recognize that I owe a fiduciary duty of care to this Association. This includes the duty of confidentiality. All information and documentation that I receive from the Association and others in connection with my service to 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 electronic storage media. Neither the contents or the existence of this information or documentation will be shared with anyone other than the officers, directors or employees and attorneys of the Association, as directed by the Board. I will direct any question regarding my confidentiality obligations to the Association President.
- B. 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 considerations for entering this agreement, the receipt and sufficiency of which I hereby acknowledge.

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### Conflict of Interest Agreement

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A. As an Officer/Director/Committee Member of the Pennsylvania State USBC, I hereby certify that I am not in any way financially or personally interested in any business or other matter, other than as set forth in statements below, which would be incompatible with or tend to impair my independence of judgment in the performance of my duties.

1. Do you or any immediate family member have a business relationship or arrangement (whether formal or informal) with any person or entity which has any relationship, business or otherwise, with the Pennsylvania State USBC. Yes \_\_\_\_\_ No \_\_\_\_\_

Type of Business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Have a business or arrangement (whether formal or informal) with any bowling equipment manufacturer, bowling proprietor or any entity or person which may be affected by the Pennsylvania State USBC actions or rulemaking. Yes \_\_\_\_\_ No \_\_\_\_\_

Type of Business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have a business relationship or arrangement (whether formal or informal) with the Pennsylvania State USBC or any organization affiliated with the Pennsylvania State USBC (other than your position as Director/Committee Member). Yes \_\_\_\_\_ No \_\_\_\_\_

Type of Business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you an owner, investor or otherwise financially interested in or a beneficiary of any entity which has a relationship of the type described in items 1 through 3. Yes \_\_\_\_\_ No \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Commitment to Serve and Code of Ethics**

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### **A. Commitment to Serve**

1. I pledge my commitment to serve the Pennsylvania State USBC. My role as a Board Member is a significant responsibility and I will make it a priority.
2. I will support the Mission, Vision, Values and Goals of the Pennsylvania State USBC.
3. I will seek our members' responses with regard to the successes of our programs and services.
4. I commit myself to fulfilling the responsibilities of my position on the board of directors by attending all regular, committee and organization events, which I will actively participate in.
5. I commit myself to fulfill commitments within agreed upon deadlines.
6. I commit myself to being accessible, by phone or e-mail to the leadership, other board members and our stakeholders.
7. I commit myself to maintain a professional demeanor when serving as an officer or director of our association.
8. I commit myself to cooperating and willingly put forth the effort to establish and maintain a good working relationship with other board members.
9. If I can no longer fulfill my duties and responsibilities as a board member, I will immediately notify the President and tender my resignation.

### **B. Code of Ethics**

1. As a member of this Board, I will:
  - a) Represent the interest of all people served by this organization, and not favor special interest inside or outside of this association.
  - b) Not use my service on this board for my own personal advantage or for the advantage of my friends or supporters.
  - c) Approach all board issues with an open mind, prepared to make the best decisions for everyone involved.
  - d) Do nothing to violate the trust of those who elected or appointed me to the board or of those we serve.
  - e) Focus my efforts on the mission of the association and not on my personal goals.
  - f) 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.

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Expense Voucher**

---

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ST/ZIP: \_\_\_\_\_

ASSOCIATION POSITION: \_\_\_\_\_

REASON FOR EXPENSE: \_\_\_\_\_

(I.E. Board Meeting/Committee Meeting/Tournament (Name Specific Tournament)/Other Event)

DATES COVERED: \_\_\_\_\_

PLEASE ATTACH RECEIPTS FOR LODGING AND FOOD

TRAVEL: \_\_\_\_\_ MILES AT \_\_\_\_\_ CENTS PER MILE \$ \_\_\_\_\_

LODGING: \_\_\_\_\_ DAYS AT \_\_\_\_\_ PER DAY \$ \_\_\_\_\_

**PLEASE ATTACH RECEIPTS FOR LODGING AND FOOD**

**MEALS: \$40/DAY MAX WITH RECEIPTS**

DATE	DAY	AMOUNT
	MONDAY	
	TUESDAY	
	WEDNESDAY	
	THURSDAY	
	FRIDAY	
	SATURDAY	
	SUNDAY	

TOTAL FOR MEALS: \$ \_\_\_\_\_

TOTAL PAYMENT REQUESTED: \$ \_\_\_\_\_

MANAGERS USE ONLY: \$ \_\_\_\_\_

VOUCHERS NOT SUBMITTED WITHIN 21 DAYS FROM THE DATE THEY WERE INCURRED REQUIRE PRESIDENTS APPROVAL TO BE PAID.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR OFFICE USE ONLY

CHECK NO.	
DATE PAID	
ACCOUNT	

**Submit to:** Susan Kresge  
 Association Manager  
 234 White Church Road  
 Saylorsburg, PA 18353

### Miscellaneous Expense Voucher

---

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ST/ZIP: \_\_\_\_\_

ASSOCIATION POSITION: \_\_\_\_\_

REASON FOR EXPENSE: \_\_\_\_\_

RECEIPTS MUST BE INCLUDED

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

TOTAL PAYMENT REQUESTED: \$ \_\_\_\_\_

VOUCHERS NOT SUBMITTED WITHIN 21 DAYS FROM THE DATE THEY WERE INCURRED REQUIRE PRESIDENTS APPROVAL TO BE PAID.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR OFFICE USE ONLY

CHECK NO.	
DATE PAID	
ACCOUNT	

**Submit to:** Susan Kresge  
Association Manager  
234 White Church Road  
Saylorsburg, PA 18353

**Tournament Bid Form**

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- A. This form is to be completed by the parties that are interested in hosting one of the Pennsylvania State USBC's Annual Tournaments. This form must be completed and submitted to the Association Manager as outlined in the procedures for tournament bids.
- B. The requirements to host each of the tournaments can be found in Association Tournaments, Minimum Center Requirements section of this Operations Manual.

**Tournament being bid**

Tournament: \_\_\_\_\_

Year of Tournament: \_\_\_\_\_

**Association/CENTER BID**

Association/Center Name submitting the bid: \_\_\_\_\_

(Center bids are only accepted for the Youth Tournaments)

Association #: \_\_\_\_\_

**Association President Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Association Manager Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_



**All Centers Must Have/Provide the Following**

- USBC Certified.
- Properly Working/Ample Heating Ventilation and Air Conditioning System(s) (HVAC).
- Capable of applying challenging/sport condition lane patterns.
- Automatic Scoring
- Bowling Pins
  - Open - New Pins
  - Women’s – pins may not have been used for more than 24 months
- Ample Parking
- Clean rest room facilities
- Tournament Office space available for sole use of the tournament committee.
- Secured storage area
- Internet access for Tournament use.
- Working PA System
- US Flag and National Anthem
- Free rental shoes
- Snack Bar/Restaurant/Beverage Service is preferred.

**Centers to Be Considered (if more than two provide info on separate cover)**

**Center #1**

Center: \_\_\_\_\_ # of Lanes: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner/Manager Name: \_\_\_\_\_

Owner’s Email Address: \_\_\_\_\_

Cost per 3 game Series: \_\_\_\_\_ Number of Rest Rooms: \_\_\_\_\_

Lane Bed Surface (Manufacturer and Version): \_\_\_\_\_

Approach Surface: \_\_\_\_\_ Scoring System and Version: \_\_\_\_\_

Lane Machine Manufacturer and Version: \_\_\_\_\_

**Center #2**

Center: \_\_\_\_\_ # of Lanes: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner/Manager Name: \_\_\_\_\_

Owner’s Email Address: \_\_\_\_\_

Cost per 3 game Series: \_\_\_\_\_ Number of Rest Rooms: \_\_\_\_\_

Lane Bed Surface (Manufacturer and Version): \_\_\_\_\_

Approach Surface: \_\_\_\_\_ Scoring System and Version: \_\_\_\_\_

Lane Machine Manufacturer and Version: \_\_\_\_\_

**Hotel Information**

Provide a list of hotels/motels that are available during the time frame of the tournament. List in order of preference to be considered as the headquarters hotel.

NAME	ADDRESS	ROOMS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This bid submitted by:

PRINTED NAME	SIGNATURE	TITLE	DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Local Association Liaison Report Form

---

Local Association Name: \_\_\_\_\_

Liaison Name: \_\_\_\_\_

Date: \_\_\_\_\_

Verify President & Association Manager Name, Address, and email

CHECK IF NO CHANGES: \_\_\_\_\_

President: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Association Manager: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Local Association website: \_\_\_\_\_ YES \_\_\_\_\_ NO

If Yes, Address: \_\_\_\_\_

Association Meetings: How Often: \_\_\_\_\_

When: \_\_\_\_\_ Where: \_\_\_\_\_

Local Hall of Fame: : \_\_\_\_\_ YES \_\_\_\_\_ NO If Yes, When / Date: \_\_\_\_\_

Form of Contact with Association: Personal: \_\_\_\_\_ Email: \_\_\_\_\_ Letter: \_\_\_\_\_ Other: \_\_\_\_\_

What information was communicated to the local Association:

- |                                       |                              |
|---------------------------------------|------------------------------|
| _____ Liaison Contact Information     | _____ Pepsi Youth Tournament |
| _____ Pennsylvania State USBC Website | _____ Youth Open Tournament  |
| _____ Open Championship Tournament    | _____ Scholarships           |
| _____ Women's Championship Tournament | _____ Annual Meeting         |
| _____ Open Seniors Tournament         | _____ State Board Candidacy  |
| _____ State Committees                | _____ Mixed Tournament       |
| _____ Tournament Bidding              | _____ State Hall of Fame     |

Did the Local Association have any questions for the Pennsylvania State USBC?

\_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, what were the questions or concerns?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

# APEENDIX B – POLICY MANUAL CHANGE LOG

## **POLICY MANUAL CHANGES BY DATE**

06/03/2018	Chapter 30, Section 20, Revised 1.1.4 and 1.1.5, added base salary of \$1,500
	Chapter 30, Section 30, Revised 1.4.8 and 1.4.9, USBC Masters and USBC Queens reimbursement
	Chapter 50, Section 90, Revised 1.3.2, Tournament Committee
10/07/2018	Chapter 30, Section 10, Revised Paragraph 6, Eligibility Requirements for The Board
	Chapter 50, Section 10, Page 1, added 1.3.11
	Chapter 50, Section 30, Revised 1.2.1, 1.3.2, 1.1.3 A, and 1.3.4 A, Youth Committee
	Chapter 50, Section 40, Revised 1.1, 1.3.4, 1.3.5, 1.4.11, 1.4.12 and 1.4.13 Ways and Means Committee
	Chapter 50, Section 50, Revised 1.3.5, 1.6.1 and 1.7.1, Star of Tomorrow Award Committee
	Chapter 50, Section 70, Page 1, Revised 1.3.6, removed photo required.
	Chapter 50, Section 160, Added new Committee, Local Association Liaison Committee
	Appendix A, Section 10, Revised Board Application form
	Appendix A, Section, Revised Expense Voucher
	Appendix A, Section 80, Add new Local Association Liaison Report Form
08/01/2018	Chapter 60, Section 70, Revised 2.2.5, Youth Open, Association names updated.
11/02/2018	Chapter 10, Section 10, Added 1.5.16 and 1.7.8, Liaison Committee
12/14/2018	Chapter 60, Section 80, Revised 2.1.4, Pepsi/HDSCP Singles, Updated eligible centers
07/12/2019	Chapter 60, Section 10, Pages 2 & 3, Changed dates for tournaments bid requests and due by.
08/01/2019	Chapter 20, Section 10, Page 3, RVP requirement added to Section B Eligibility
09/29/2019	Chapter 10, Section 10, Page 1, Changed 1.5.13 to Annual Meeting Weekend
	Chapter 30, Section 10, Page 2, Revised 8.1.2 – Mtgs held when/where board determines
	Chapter 30, Section 20, Page 1, Revised 1.1.1 and 1.1.2 to two 50% payments for Open & Women’s Tournament Director
	Chapter 30, Section 30, Page 1, Revised 1.3.4 Exemptions, 1.4.5 revised if two nights needs President Approval, revised 1.4.6 to share reimbursement if receiving from others, and 1.4.7 changed to max of five nights
	Chapter 40, Section 10, Page 1 – 2.1.10 – changed to as assigned, 2.1.12 changed to encourage.
	Chapter 50, Section 10, Page 1, Changed 1.3.8 to Annual Meeting Weekend
	Chapter 50, Section 30, Page 1 – removed with Board approval (all committees are approved by the Board)
	Chapter 50, Section 70, Page 1, 1.3.1, changed dates to Feb 1 and April 15.

09/29/2019	Chapter 50, Section 70, Page 2, 1.5.1, replaced “following the” with “during” – an added “Weekend” after Annual Meeting
	Chapter 50, Section 80, Page 1, changes 1.2 to five people with three being from the Board
	Chapter 50, Section 90, Page 1, removed approved by the Board
	Chapter 50, Section 100, Page 1, revised 1.2.1 in regards to committee makeup, Added 1.5 to cover electronic and paper ballots
	Chapter 50, Section 110, Page 2, added 1.5 – Categories, 1.7.3 to vote by category, 1.7.5 to max of 2 per category.
	Chapter 50, Section 110, Page 3, REVISED 1.9.7 to Committee Chair does induction.
	Chapter 50, Section 120, Page 1, revised 1.2.1 to appoint a Chair, added 1.2.2 – chair selects help, and 1.3.1 Changed to merged associations and HOF, eliminated details of service, etc.
	Chapter 50-130, Changed title of committee and reworked entire section to cover Sub Committees and procedure for them.
	Chapter 50, Section 160, Page 1, 1.2.1 – only appoint a Chairperson
	Chapter 60, Section 10, Page 2, added 5.2.4 – can only bid on two tournaments max.
	Chapter 60, Section 40, Page 1, added 1.2.5 – no bowl singles for men and women.
	Appendix A, Section 10, Page 1 – changed date to April 15 from May 15
	Appendix A, Section 60, Page 2 – new page, added miscellaneous voucher.
	Appendix A, Section 80, Page 1 – added State Hall of Fame to checklist.
04/24/2020	Chapter 60, Section 70 & 80, Page 1 – changed rotation years due to cancellation of 2021 events.
07/11/2020	Appendix A, Section 10, Page 1 – added membership ID to form.
07/11/2020	Appendix A, Section 50, Page 1 – rewrite of Commitment to Serve, 1.1
10/10/2020	Manual converted to new layout (codified)
	Bylaws Removed to its own document
	Revised Manual Style and how changes are managed.
	Youth Committee – added revision SOT Committee renamed to Scholarship Committee
	SOT Committee renamed to Youth Scholarship Committee; duties revised.
	Added Strategic Planning Committee
	Hall of Fame Committee Rewritten
	Marketing & Promotions Committee added and combined with IT Committee
	Added Women’s Divisions to Seniors Tournament
	Removed Women’s Senior Section
	Removed Women’s Seniors Tournament from Liaison report form
10/02/2021	Add Manual is on Website, page 2
	Removed review of changes to manual, E Amendments, 2, item e, page 3
	Changed payment to Payment in full for Open and Women’s, Compensation A-2 & 3
	Changed Vice-President to Vice-Presidents, Duties of Officers and the Board, D

	Changed Youth Committee composition, Youth Committee B
	Changed Nominating Committee from Youth Director to one from Youth Committee, Nominating Committee B-4-a
	Changed Tournament Committee on site visitation to be one Tourn. Director and one committee member, Tournament Committee D-5
	Removed under Purpose of Liaison Committee Vice Presidents assigned only to home Association, Local Association Liaison Committee, C-3
	Changed Operations Manual to Policy Manual, Association Tournaments Conducted, L-1
	Under M, Awarding Tournaments, removed 3 – b, page 25
	Added Memorial Daye Weekend to Open dates tournament not conducted, Open Championships D-1
	Added Officers email address to Liaison form, removed merged date.
02/05/2022	Expense and Reimbursement Policy, B-1 changed mileage to \$0.45.
07/08/2022	Revised Youth Open/Pepsi and HDCP Singles bidding procedures. Also changed lane bed requirements for these events.
09/24/2022	Changed meal allowance from \$25 to \$40, page 4, Expense and Reimbursement Policy, B-2.
	Nominating Committee Policy, page 12, C-1, changed due date to April 1, also changed Board Application form.
	Assoc. Tournament Conducted, E, Center Requirements – Change women’s tournament to pins may not have been used longer then 24 months, Page 23
	Minimum Center requirements changed lanes required to 14 for Mixed and Senior Team events. Page 24.
	Increased Manager Salary to \$25,000/year.
	Added HOF/Star of Tomorrow Award Winners four complimentary tickets.
	Added the type of award to be presented to HOF recipients.
01/24/2023	Changed USBC Sr Tournament Attendee reimbursement to \$750 from \$550.
	Added Leadership Committee
	Changed tournament director’s salaries, effective August 1, 2023.
	Revised and defined duties of the 1 <sup>st</sup> and 2 <sup>nd</sup> Vice President
6/1/2023	Changed B-2 under Audit from should to shall.
	Removed reference to bylaws in Nominating Committee purpose.
09/30/2023	Added item A-3 to tournament committee and deleted D-6. Removed local association in D-2.
02/06/2024	Pg 5 – Masters and Queens expenses for State Masters and Queens Champion. Pg 29 – Removed definition of Senior Divisions, defined in the tournament rules.
05/30/2024	Pg. 17 – Revised HOF categories and eligibility requirements.