

Policy and Procedures Manual

Preamble

Being a member of the board of directors offers you Challenge and Responsibility.

The bylaws provide the legal framework for the association. If you discover there is no longer a need for certain ones, or if others are needed, then amend the bylaws accordingly.

This Policies and Procedures Manual describes the specific duties to be performed by the board of directors and committee members, the chief one being to conduct the routine business of the organization. Great care should be exercised not to exceed the powers given it by USBC.

If, in your view, the procedures are not being followed, it is your responsibility to notify the president, in writing, of the facts surrounding the incident(s) and he/she shall in turn, transmit the information to the board of directors for corrective measures.

Service on this Board of Directors is an important responsibility. Far too often the assumption is that there is not much to do on the Board and that membership is just an easy way to gain prestige. Although service on the board is a pleasurable and valued experience, it is a position that involves commitment, time and a significant amount of work.

When you as a current Board member considering new members, be sure that those who express an interest in service know the scope of responsibility required from those elected to serve.

Below is a list of the responsibilities required of individuals elected to serve on the Board of Directors:

- Regular attendance at all meetings with participation in discussion topics voiced.
- Participation in Bowling Association and Bowling Board Events.
- At the Board Meetings, listen attentively and respectfully to the opinions expressed by others, and express your own opinions. Your election to the board gives you the right and responsibility to have input.
- It is the responsibility of each board member to represent the best interests of the Bowling Association members. Therefore, issues brought before the Board should be decided upon with the best interest of the larger association membership uppermost in mind.

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- Disagreements among Board members are to be resolved within Board meetings, where a majority decision is binding upon all members. When a Board member feels the need to disagree, it should be done with respect and a spirit of mutual cooperation to reach a common goal. Before expressing opposition to the ideas of others, make a concerted effort to get all the facts about the topic. Then, express your opinion, position, or idea. It is always best to have an idea about how something can be better before you criticize the opinions of others. Once an issue is decided upon by the Board, it is the responsibility of each board member to support the decisions rendered by the Board.
- As an elected member of the Board, make it your responsibility to encourage all Board members to be involved in the activities of the Board, especially the new members. Avoid the creation of and participation in factions or “cliques” while serving on the Board. Strive to keep the Board operating as a unified group with each member having equal status and valued voice in the group’s business and activities.
- As a Board member work to exemplify the character traits and interpersonal qualities you want other members to display. In interactions with other Board members, be kind to and appreciative of the efforts of others. Be conscientious in your participation in the duties of the Board and the performance of any assigned duties.
- Board members work to exemplify the ideals of the board, both in the conscientious performance of duties and the observance of correct protocol showing kindness, and friendliness at every opportunity.
- Be GENEROUS, yet SINCERE with those words of appreciation to other members who are rendering special service to the organization, to your president, other officers, chairpersons, program participants and guest speakers.
- DON’T be a constant fault finder. IF YOU MUST BE CRITICAL. Please do so with kindness and respect for others. Before you criticize think it through and be sure to include a suggestion of how to do it better. Remember – Do not criticize if you do not have all the facts of the matter at hand.
- A board of directors is a proving ground for future leadership, not only in one’s particular organization, but also in countless ways for years to come.

The Board shall provide support for other organizations that promote the sport of bowling such as:

- Youth Bowlers of Distinction
- Women’s 500 and 600 Club
- Local 200
- Support Bowling in General
- SEE PUBLIC RELATIONS SECTION

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Code of Ethics

Board members have an obligation to meet moral as well as legal standards. As a member of this board I will:

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

Signature: _____

Name: _____

Title: _____

Date: _____

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Elected Officers

President

The President and Vice President, along with the Association Manager (ex officio nonvoting secretary/treasurer), constitute the officers of the association.

The President acts as the official spokesperson for the association. Elected by majority vote at the association's annual meeting, he or she presides at all association meetings and is responsible for verifying the association's accounts monthly and appointing committees with board approval, except for the Nominating and Youth committee (merged only). The President is the leader of the association and has additional roles/duties in comparison to other board members but does not have any additional authority. These duties are centered on the principles of overseeing association activities and providing guidance in helping the association meet its goals.

1. Eligibility: To be nominated for the office of President of the Suncoast USBC Inc., the candidate must have been a member of the board of directors for minimum of two (2) years, and satisfy the requirements listed below
 - a. Be a member of a certified league in the association, or if a non-league bowler, resides within the jurisdiction of this association and is a member of this association on an affiliate basis.
 - b. May not have a family member, with check signing privileges, as VP or Association Manager or a Director.
2. Term of Office: Two (2) years. The term will begin the first day of the month following election of officers at the annual meeting.
3. Responsibility: As a chief executive officer of this association, it is the President's responsibility to lead the board of directors and this association toward constructive goals to provide the best possible service to our members, bowling leagues and bowling centers.
4. Authority and duties:
 - a. Be the chief executive officer of this association and work to ensure the Board membership policies as stated in the Policies and Procedures Preamble.
 - b. Presides at all meetings of the board of directors and annual meeting.
 - c. Acts as spokesperson for the association.
 - d. Appoints and/or removes committee members and chairman with board approval. If a replacement is needed, appoints a person, with board approval. Also appoints board members to standing and special committees.
 - e. Appoints two adult board members, at least 18 years of age, as adult advisors to the Youth Leaders Chapter (if there is a chapter in the jurisdiction) with approval of the association board and youth leaders board.

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- f. Obtains financial records from the association manager and verifies all association accounts monthly.
 - 1. If already reconciled, the president would check to see the reconciliation is correct.
 - 2. Compares itemized deposits and receipts.
 - 3. Verifies
 - a) That all deposits are made within 7 days of receipt.
 - b) All checking, savings, CD, etc. accounts.
 - c) SMART account.
 - d) Checks book entries including voids and cancelled checks.
 - e) That all checks and/or receipts have two authorization signatures.

- g. Provides an agenda to the association manager within one week in advance of the meeting.
- h. May attend president-appointed committee meetings in ex-officio, non-voting capacity, unless the Board directs otherwise.
- i. See to the enforcement of the objectives and provisions of the association bylaws and the policies and procedures as outlined.
- j. Assign the Vice President to specific duties with responsibility for certain areas within the association's jurisdiction.
- k. Ensure that within thirty (30) days after end of fiscal year the Audit Committee has performed its responsibility.
- l. Ensure that USBC policy and procedures are complied with regarding the local association.
- m. Ensure Association Manager Performance Review is done on an annual basis as described in Appendix B of the Association Leader's Handbook.

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Vice President

The Vice President is the individual who would take over the responsibilities of the President due to absence. His or her main responsibilities include presiding at all meetings when the president is absent and performing other duties as prescribed by the board or requested by the president. He or she also is elected by a majority vote at the association's annual meeting.

1. Eligibility: To be nominated for the office of Vice President of the Suncoast USBC Inc. The candidate must have been a member of the board of Directors for a minimum of two (2) years, and satisfy the requirements listed below:
 - a. Be a member of a certified league in the association, or if a non-league bowler, resides within the jurisdiction of this association and is a member of this association on an affiliate basis.
 - b. May not have a family member of his/her immediate family concurrently serving as President or Association Manager, if the Vice President is to have check signing privileges.
2. Term of Office: Two (2) years. The term will begin the first day of the month following election of officers at the annual meeting.
3. Authority and duties:
 - a. Presides at all meetings when the president is absent.
 - b. Performs other duties as prescribed by the board or requested by the president. In addition, that person should also be responsible for all duties documented in the Director authority and duties description ()
 - c. Should be prepared to serve as presiding officer by:
 1. Having a copy of the next meeting's agenda before the meeting
 2. Having a good understanding of parliamentary procedure
 3. Being familiar with the association's governing documents (bylaws, *USBC Association Policy Manual*, association operations manual, etc.)

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Director

Elected by majority vote

1. Eligibility: The director must have been elected at the annual meeting or appointed to a vacancy by the association President and meet the requirements listed below:
 - a. Be a member of a certified league in the association, or if a non-league bowler, resides within the jurisdiction of this association and is a member of this association on an affiliate basis.
2. Term of Office: Two (2) years. The term will begin the first day of the month following the election of officers at the annual meeting.
3. Responsibility: He/she shall be responsible to the President and this association's board of directors to provide the best possible service to our members, bowling leagues and bowling centers within his/her area of assignment. He/she shall be responsible for the completion of all duties assigned to him/her by the President of this association.
4. Authority and duties: The Director shall:
 - a. Be thoroughly familiar with the "USBC Playing Rules" book, the association's bylaws, and the policies and procedures.
 - b. Attend all regular meetings of this association or notify the association office when possible of the reason you cannot attend. Unexcused absence from two (2) consecutive meetings shall be cause for the association's board of directors to consider removal from office under the provisions of Article V, Section E of the local association bylaws.
 - c. Attend all special and/or committee meetings of this association that you may be requested to attend or notify the individual requesting the meeting when possible of the reason you cannot attend.
 - d. Actively serve as the association's contact with the bowlers, bowling leagues and bowling center management. You shall let me know that you are there to help in the promotion of the game of bowling, to encourage sportsmanship and fair play, to enforce the playing rules, and to provide assistance with any problems they might have.
 - e. Always strive to present yourself in a professional manner so as not to bring discredit upon yourself, this association, the USBC, or the game of bowling.
 - f. Be courteous, cooperative and provide helpful guidance to bowlers, bowling leagues and bowling center management. The function of this association is service to the bowling community. With that in mind, you shall:
 - i. Attend league officers' workshops, as directed or requested.
 - ii. Attend league formation meetings to act as an advisor.
 - iii. Contact league officers when a league is not certified, and the grace period is due to expire and explain the importance of the league certification. Contact league officers of certified leagues to ensure each league is complying with the terms of the bonding program.

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Auxiliary Members

For the purpose of training and educating a potential board member, the association board may implement an auxiliary board member program.

The auxiliary members perform specific duties for the association, as determined by the board, and:

1. Are appointed by the president with board approval.
2. Attend board meetings with voice only and no vote. The auxiliary member(s) must be excused from the board meeting with confidential or legal business is discussed (i.e.- hearings, performance reviews, etc.)
3. Auxiliary members should consist of 15% of the total board.

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Association Manager

1. Acts as the ex officio, non-voting secretary/treasurer of the board.
2. Has voice only, does not count towards the quorum and cannot make or second motions at board meetings, unless he/she is also a director. He/she may be excused from board meetings based on the issue/discussion at hand.
3. Has voice and vote at membership meetings, if a current member of the association.
4. Is selected/appointed by, and accountable to, the board and USBC.
5. Must be a minimum age of 18, unless state laws mandate a specific age, and be USBC bondable. For more see Bonding Chapter Fourteen.
6. Is not required to be a member of the association; however, it is strongly suggested.
7. Is not eligible to serve concurrently as an officer of the association.
8. Is eligible to serve as a director. (Not recommended due to possible conflicts of interest.)
9. May not have a family member concurrently signing checks serving as President or Vice President or Director.

Finances

The association manager is responsible for the day-to-day accounting of the association, reporting to the membership and board, and is responsible for filing of taxes. He/she must comply with established bookkeeping procedures and accounting of assets and disbursements, as approved by the board, which must include:

1. Receive and issue a receipt for all funds paid to the association within 10 days, i.e., a local association would send a receipt to league secretaries for receipt of dues.
2. Deposit association funds, and if applicable, Youth Leaders Chapter funds in the association's account, in a financial institution which must be federally insured or its equivalent, within seven days of receipt. Non-board members are not bonded through USBC.
3. Ensure all withdrawals have two signatures. (Two members of an immediate family cannot cosign for withdrawals.)
4. Pay all bills authorized by the board, including but not limited to:
 - a. Youth funds
 - b. Youth Leaders Chapter funds
 - c. Tournaments
 - d. SMART
 - e. Membership dues to USBC via WINLABS/Youth Process and/or as required by USBC.

Must ensure there are two signatures on the invoice/warrant.

5. Provide:
 - a. The president with all records for monthly verifications.

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- b. All documentation for the examination of the organization's financial documents.
- c. A report of financial transactions as requested by the board or USBC Headquarters.
- d. A financial report, in writing, at every board and delegate/youth representative/ membership meeting.
- e. A written year-end financial report at a board and the delegate/youth representative/ membership meeting.

6. Ensure all required financial reports are filed. See Tax Requirements on the Association Resource Center (ARC).

7. Prepare a budget for board approval, if required.

8. Maintain the operating costs within the approved budget. If additional funds are needed make a request to the board for their approval.

9. Establish a procedure for retention of records that must include the financial records, to be approved by the board.

Meetings

1. Report to the board/delegates/youth representatives/members at every meeting and as needed.
2. Distribute meeting notifications, as designated in the bylaws.
3. Maintain the association's operations manual, if applicable.
4. Receive, compile and file committee reports.
5. Record and maintain meeting minutes.

Processing

1. Maintain a record of, verify and submit to USBC the pin fall and number of games for all members who have participated in a league, regardless of the number of games bowled. (Local)

NOTE: Official averages for adults are 21 games and youth are 12 games. Regardless of the number of games bowled, USBC must have all games entered into WinLABS or USBC approved processing system and transmitted to USBC.

2. Provide each league secretary a list of all league members and their National ID numbers for submission of averages. (Local)

3. Provide membership records and submit to USBC when requested and in a format specified by USBC.

4. Ensure lane certification and dressing inspections are completed and submitted to USBC - Certifications in a timely manner. Lane certification may begin on April 1 each

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year and must be completed by Aug. 31. Lane dressing inspections may be done any time during the season.

5. Submit the association's delegates/alternates credentials to USBC - Associations and, in the case of the local associations, submitting delegates/youth delegates/alternates credentials to the state, within the specified formats and dates.

6. Process membership and remit USBC national and state dues (adult) to USBC within 20 days of receipt. (Local)

7. Transmit all board member information to USBC within 20 days of election and maintaining the accuracy of the information.

8. Within 7 days of receipt by the local association all USBC award applications must be processed using USBC's processing system. State associations would have an agreement for processing with one local association; or send all award applications to:

a. Each respective association.

b. USBC - Awards.

9. Run the appropriate reports in WinLABS to assist the association in managing member's awards.

a. Honor score awards that are sent to the association's mailing address, but have not been received in a timely manner, must be reported to USBC within:

1) 30 days of the date shipped for plaques and trophies.

2) 60 days of the date shipped for rings.

b. Honor score awards shown to have been shipped to the association, but not received, and not reported within the above timeframe will be charged to the association.

c. USBC will charge the association for replacements when the award is processed incorrectly by the association.

10. Enter Youth Leaders Chapter information (identifying youth leaders and their titles) in WinLABS within 20 days of receipt, if there is a Youth Leaders program in the association's jurisdiction. (Local).

11. Distribute/present all national awards within seven days of receipt of an award shipped to the association.

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Delegates

1. Eligibility: Must be a member of the association in good standing. Elected by majority vote.
2. Term of Office: One (1) Year.
3. Responsibility: Represent the association in all matters brought before the meeting board.
4. Duties: Attend all appropriate seminars and meetings.

Compensation policy is to be determined by board.

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Bowlers to Veterans Link BVL

- Policy: To raise monies for BVL.
- Purpose: To raise monies for our Veterans.
- Responsibility: To collect monies at bowling centers during league bowling
- Procedure: For a One (1) week period containing Veterans (11/11) day.
- Requirements: Chairperson must be an officer. The BVL committee will be responsible for collection of monies at the bowling centers, and to organize volunteers to collect monies at assigned lanes during set league nights and times. BVL committee chairperson will turn in all monies collected and final report to the board.

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Meetings

1. Policy: The association shall hold meetings of the board of directors at least quarterly.
2. Purpose: To provide board members the opportunity to work as a team in the exchange of ideas to accomplish constructive goals to ensure this association provides the best possible service to our members, bowling leagues and bowling establishments.
3. Responsibility: It is the responsibility of the President to preside all board meetings, ensuring a definite agenda is followed and the meeting is conducted in an orderly manner. If the President is not in attendance the Vice President shall preside. It is the responsibility of the Association Manager to notify board members of meetings and to maintain a permanent record of such meetings. It is the responsibility of each board member to ensure their active and positive participation at all meetings of this association.
4. Procedures:
 - a. Schedule of Meetings:
 - i. The board shall hold regular meetings as specified by the President
 - ii. The board shall also meet at the call of the President.
 - iii. The Association Manager shall give each board member written notification of such meetings and at least fifteen (15) days in advance.
 - b. Conduct at Meetings:
 - i. Parliamentary procedures (Robert's Rule of Order) shall govern the conduct of board members while conducting business at board meetings
 - ii. A majority of assigned board members shall constitute a quorum to transact business at board meetings.
 - iii. Voting by mail or proxy (written or oral) shall be allowed at any meeting of the board members.
 - iv. The Association Manager shall record the minutes of the meeting. He/She shall ensure that such are made a permanent record of the association and shall ensure copies of such minutes are made available to board members attending the next meeting.
 - v. Active and positive participation at all board meetings is expected of each board member. Such participation improves teamwork and morale and helps this association achieve our goals and/or promotes our objectives
 - vi. A board member who cannot attend a scheduled board meeting will notify the Association Manager or President that he/she will be unable to attend and the reason.
 - vii. Non-attendance at two (2) consecutive regularly scheduled meetings without proper excuse or notification of an emergency shall be cause for the association board of directors to consider removal from office under the provisions of local association bylaws.

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Audit Committee

1. Policy: To act according to the provisions of local association bylaws.
2. Purpose: To protect the association and the association manager by the identification of proper or improper use of monies entrusted to them.
3. Responsibility: This committee is to conduct audits as outlined using the procedures identified in the Association Leader's Handbook provided by the USBC.
4. Procedures:
 - a. A yearly audit is required and can be performed by an outside auditor or an Audit committee. If an Audit committee is used, the committee ensures that all association funds and property are handled properly. After August 1, meet with the Association Manager to audit the inventory and association financial records.
 - b. In auditing the inventory, the committee shall compare the number of sellable items at the beginning of the season with the number left at the end of the season. That figure is to be compared with the number listed in the financial records.
 - c. The income and disbursements are to be compared with the bank balance and receipts for verification. If there is a discrepancy, all efforts must be made to rectify the matter. After the audit, and any improvements that need to be made, must be printed to present to the board and membership. A detailed description of how to conduct an association audit can be found in Chapter 6: Finances of the Association Leader's Handbook.

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Average Yearbook, Is the Managers Responsibility

1. Policy:
2. Purpose: To produce a hardcopy yearbook with distribution of One (1) per center by August 15.
3. Responsibility:
 - a. Verification of data entry
 - b. Yearbook and solicitation
 - c. Proofreading
 - d. Association Manager is responsible for hard data to be inserted into the yearbook.
 - e. Vendor interaction for yearbook quotes
4. Procedure:
 - a. Final average notices
 - i. First notice is sent to the League Secretary before the league finish date.
 - ii. Second notice is sent to the League Secretary and League President two (2) weeks after the league is completed.
 - iii. Final attempt to obtain averages is done by contacting the Center Manager.

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Awards Committee Superlatives

1. Policy: Association awards, approved by the board of directors, shall be issued to those association members who satisfy the requirements for it.
2. Purpose: To ensure the association members receive recognition with an award program that supplements those awards provided by USBC.
3. Responsibility:
 - a. The Awards Committee, along with the Association Manager, shall review the association awards program on an annual basis and submit their recommendations to the board of directors for approval at the monthly meeting held in May.
 - b. The board of directors shall approve an association awards and the selection procedures.
 - c. The Association Manager shall be responsible to the board for the procurement of supplies, issuance and accountability of awards, and the application of procedures concerning it.
 - d. Find vendors to fill award needs (quotes)
 - e. Fulfill Superlative Awards needs for youth
4. Procedures: Distribution and promotion of the association's awards program.
5. Requirements: Youth Committee representation required on this committee.

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Community Service Committee Ways & Means

1. Policy: To assist service organizations in acquiring funds for which there is no federal funding.
2. Purpose: Partnering with service organizations to provide, promote and support fundraising.
3. Responsibility:
 - a. To provide, promote and support fundraising activities.
 - i. Distribute promotional materials
 - ii. Communicate to association members and proprietors
 - iii. Conduct events
 - b. Other designated charities as the board may direct.
4. Procedures: Be creative in ideas for fundraising

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Legislature Committee

1. Policy: It shall be the policy of this committee to assure guidance is provided to the board on recommended amendments to the current bylaws.
2. Purpose: Ensure the committee oversees the maintenance and currency of the bylaws. It also provides a method of evaluating and enacting bylaw submittals for changes to the bylaws.
3. Responsibility: This committee is to consider bylaw changes submitted by anyone within the jurisdiction and to recommend to the board of directors their evaluation for consideration. In addition, each year the bylaws must be reviewed after the national convention to ensure that any changes enacted that would affect the association is reported to the board. For example, local dues increase approved by the delegates must be reflected in the local bylaws.
4. Procedures:
 - a. The committee shall review the bylaws for deletions, additions and revisions to conform to the current USBC Bylaws. All proposals must be submitted in writing to the committee.
 - b. They shall prepare amendments to be presented to the board.
 - c. All proposed amendments received by the association will be turned over to this committee for review and their recommendations shall be presented to the board of directors in writing. The committee has the authority to return amendments to the proposer for further information, or for denial of cause.
 - d. All proposals will be brought before the board of directors for study and will be brought before the membership with the board recommendations for consideration at the annual meeting.
 - e. Copies of all proposals and recommendation must be submitted in writing at the annual meeting.

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Nominating Committee

1. Policy: To ensure the board is aware of the best people available to govern the organization. Current board members and individuals intending to be nominated for a board position cannot serve on the Nominating committee.
2. Purpose: Reviews candidates and prepares slates for board, delegate/youth representative and alternate positions.
3. Responsibility: The committee publicizes criteria and procedures for the elective positions. To prepare slates for the Youth committee based on the recommendation of the Youth committee. Consider applications received.
4. Procedures:
 - a. Conduct evaluations of applicants, review qualifications
 - b. Present candidates in nomination to the board
 - c. Assist the President in filling vacant office
 - d. Present ballots to members
 - e. Develop process for distribution and verification of voting
 - f. Adhere to the policies defined in the Bylaws and Procedures manual when implementing the nomination procedure
 - g. Adhere to the policies defined in the Bylaws and Procedures manual when implementing the voting procedure.

These questions were asked of USBC

1. Is there anyway a sitting Board Member can serve on the Nominating Committee? Answer – No it would be considered a conflict of interest. The nominating committee should confer with the Officers of the Association to get feedback as to which Board members that are up for re-election are performing their duties. An existing Board member that is not going to re-run for a board position can serve on the Nominating Committee.
2. Can the Nominating Committee nominate more than one person for any given position? Answer – Yes if candidates have equal ability more than one candidate can be nominated for any given position.
3. Does a sitting Director or Officer that wants to run for another position hold their position? Answer – Yes A sitting Director or Officer whose term does not expire during the year of the election can run for an Officers position, without resigning from their present position. If that Board Member is elected to the Officer position than an election is held to replace the vacancy of the Board member. If the Board member is not elected, She/He still holds the Director/Officer position that they held before the election. If both positions are up for re-election it is a mute point.
4. Can a sitting Board member nominate a candidate from the floor? Answer – Yes If the Nominating Committee does not present your candidates name and you feel that they are equally qualified or more qualified, then you can nominate them from the floor. This information and much more can be obtained by going to www.bowl.com and looking for Associations Leaders Handbook.

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Public Relations Committee

1. Policy: Promote, support & enhance the image of the association and any programs they support.
2. Purpose: Maintain historical records of the association. This committee will collect and distribute items of interest as new releases, program updates and results of association events.
3. Responsibility: Overseeing all publicity and news concerning the association and its members throughout the year. This can be done through a website, newsletters, news releases, promotional materials and sending thank you letters out when appropriate.
4. Procedures: The committee furnishes items or interest concerning the accomplishments of the association and/or individual members to the news media as follows:
 - a. Local newspapers
 - b. Area bowling newspapers
 - c. All television and radio stations
 - d. US Youth Bowler and US Bowler
 - e. Other bowling magazines
 - f. Other media sources identified in the local area
 - g. The committee shall address and answer any questions or concerns of the membership as to activities of the USBC or this association.
 - h. Publicize information received from other committees
 - i. All pictures received by this committee shall be property identified.
 - j. The committee is also responsible for providing director identification boards to each bowling center within the jurisdiction and for maintaining them in an up-to-date status.

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Procedures Committee

1. Policy: To have a current policy and procedures manual available to be followed by all members of the board.
2. Purpose: To define responsibilities for which the committee can recommend additions, deletions, or changes to the board for incorporation in the manual.
3. Responsibility:
 - a. Periodically review policies and procedures
 - b. Report to the board when changes are requested and required
 - c. Update policies and procedures as directed by the Board of Directors
4. Procedures:
 - a. Correct grammar and spelling, ensuring that the original meaning and intent of the content is not altered
 - b. Make changes in section ordering as appropriate
 - c. Furnish copies to all Board of Director members

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Recognition By the Board Hall of Fame Life/Honorary Memberships

To perpetuate the names of past or present members of the bowling association who through their competitive skills, leadership or contributions have enriched the general welfare, spirit, reputation and/or progress of the game often pins.

1. Policy:
2. Purpose: To recognize individuals for special achievements and efforts accomplished over an extended period of time
3. Responsibility:
 - a. Solicit, accept and review all candidates nominated for recognition.
 - b. To review nominations for individual recognition.
4. Procedures: It shall be duty of the committee members to:
 - a. Investigate the background of any candidate to ensure the candidate does, in fact, satisfy the requirements for nomination and/or selection.
 - b. Ensure their recommendations for selection for recognition are submitted to the board of directors for approval at a meeting of the board or at any meeting called for that purpose.
 - c. Routinely advise and/or coordinate committee activities with the association President, Association Manager and the board of directors as might be requested
 - d. There shall be three categories for Suncoast USBC Inc. recognition with the eligibility requirements as follows:
 - i. Hall of Fame Performance category –
 1. To be eligible in this category, a past or present member's bowling accomplishments must have been made while a member of this association for at least five (5) years, and as an active bowler for at least ten (10) years.
 - ii. Hall of Fame Meritorious Service category –
 1. To be eligible in this category, a past or present member shall have performed meritorious service for the game of bowling and to have been actively involved in bowling within the jurisdictional area of this association for at least ten (10) years.
 - iii. Life/Honorary Membership category
 1. To be eligible in this category, to be determined later.
 2. Bowlers 80 years or older do not pay local association dues.
 - e. Hall of Fame nominations: Any group or individual may nominate a candidate for selection to the association's hall of fame as follow:
 - i. All nominations will be submitted in letterform, signed by at least three (3) persons, and addressed to the chairperson of the committee.

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- ii. All letters of nomination shall contain sufficient information and/or copies of documents or materials pertinent to qualify the candidate for consideration and prove the information contained therein.
 - iii. Letters of nomination may be submitted any time; however only those received not later than November 1st of the current year will be considered for selection.
- f. Life/Honorary Membership nominations:
- i. To be determined

Requirements:

- a. The board of directors shall approve all candidates selected for recognition and all matters and procedures relating to this program.
- b. The Association Manager shall be responsible to the board of directors for the procurement of supplies, issuance and accountability of awards, and the application of procedures concerning this program.

Policy and Procedures Manual

Scholarship Committee

1. Policy: To Seek qualified candidates to receive financial assistance for education with the goal to award to at least one female or male applicant each year.
2. Purpose: Administer all aspects of scholarship applications and distributions of funds.
3. Responsibility:
 - a. Determine qualifications for candidate eligibility and have them published
 - b. Establish deadlines to coincide with Board of Directors meetings
 - c. Maintain a current record of funds collected and disbursed
4. Procedures:
 - a. Create applications for distribution to youth leagues after sanctioning.
 - b. Receive applications by January 31st of the current winter season dependent upon Board meeting schedule.
 - c. Make recommendations to the Board of Directors regarding scholarship applicant(s) selection.
 - d. Make recommendations for approval by the Board of Directors of the final amounts of awards to be issued.
5. Requirements: This committee should be comprised of Youth Committee representatives and at least one board member from the board who is not on the Youth Committee.

Policy and Procedures Manual

Suspension and Reinstatement Committee

1. Policy: To act on all USBC membership suspensions and reinstatements.
2. Purpose: The committee shall be responsible for the handling of all suspension and reinstatement actions according to current USBC Association Leaders Handbook.
3. Responsibility: The committee has full authority of the local association to conduct suspension or reinstatement hearings and to make recommendations to USBC concerning their decision in each case.
4. Procedures: When the Association Manager has received a properly documented request, it is then forwarded to this committee. The Association Manager also facilitates scheduling the hearing location and date and mail notices.
 - a. Refer to the USBC Association Leaders Handbook for details.
5. Requirements: The President shall be chairperson of this committee. The committee must be comprised of the President and at least two other members of the board. The President may also appoint other members of the board to replace committee members unavailable to attend called meetings.

Any member of the board/committee who is the complainant or defendant cannot serve on the hearing committee, take minutes or sit in on the deliberations.

Policy and Procedures Manual

Tournament Committee

1. Policy: To conduct annual championship tournaments. It will also conduct tournaments as specified by the board of directors.
2. Purpose: The purpose of this procedure is to outline the necessary actions to conduct successful tournaments. Tournaments may be conducted on a bid or rotation basis among the centers in the association. Tournaments may be split between the two houses. Team one house, Singles/Doubles in the other.
3. Responsibility: Association Manager must obtain certification for optional local tournaments.
 - a. The tournament committee shall be responsible for conducting the following annual championship tournaments and shall decide the time, date and site of such tournaments.
 - i. Men's
 - ii. Women's
 - iii. Youth
 - b. And any optional tournaments such as:
 - i. Junior Gold
 - ii. Mixed
 - iii. Senior
 - c. Tournament rules
 - d. Tournament fees
 - e. Tournament prize and award distribution
 - f. Entry form creation, printing and distribution
 - g. Have all tournament results published
 - h. Rerate averages as necessary, see USBC Association Leaders Handbook
4. Procedures:
 - a. Review all received bids
 - b. Review contract between association and tournament bowling center
 - c. Develop list of volunteers and schedule worker for the tournament
5. Requirements:
 - a. Youth committee representation required on this committee
 - b. To have tournaments in rotation of all centers North/South. All centers must be in good standings with Suncoast USBC Inc. to host a tournament.