

UNITED STATES BOWLING CONGRESS (USBC) Local Merged Association Operations Manual

Monmouth County USBC

05-00	MEMBERSHIP DUES	(ADDED DEC 2017)
05-01	ASSOCIATION MANAGER (AM) DUTIES	(REVISED AUG 2016)
05-02	PRESIDENTIAL APPOINTMENTS	
05-03	PARLIAMENTARIAN	
05-04	LOCAL ASSOCIATION ANNUAL MEETING	
05-05	BOARD MEETINGS	(REVISED MAR 2014)
05-06A	OFFICE OF DIRECTOR	(REVISED AUGUST 2010)
05-06B	OFFICE OF AUXILIARY DIRECTOR	(REVISED AUGUST 2010)
05-07	TOURNAMENTS	(REVISED DECEMBER 2016)
05-08	SCHOLARSHIP AWARD PROGRAM	(REVISED MAR 2017)
05-09	MC USBC HALL OF FAME SELECTION PROCESS	(REVISED JUNE 2016)
05-09A	MC USBC BOWLER OF THE YEAR SELECTION	(REVISED JUNE 2015)
05-10	THE ANNUAL CHAMPIONSHIP TOURNAMENT GUIDELINES	(ADOPTED AUGUST 2002, REVISED 2012)
05-11	LOCAL AWARDS PROGRAM	
05-12	APPOINTMENT OF AUXILIARY DIRECTORS	
05-13	RESIGNATION, REMOVAL, AND VACANCIES	
05-14	AUTHORITY AND DUTIES	
05-15	AMENDMENTS	(REVISED MAR 2014)
05-17	LIFE MEMBER RIGHTS - LOCAL ASSOCIATION	(REVISED DECEMBER 2005)
05-18	HONORARY OR EMERITUS MEMBERSHIP – LOCAL ASSOCIATION	
05-19	LANE CERTIFICATION INSPECTION FEES	
05-20	AVERAGE RECORD	
05-21	ASSISTANT ASSOCIATION MANAGER DUTIES	
05-22	NEW JERSEY STATE DELEGATES	(REVISED MAR 2015)
05-23	NJS USBC WBA DELEGATES	(REVISED 2008)
05-24	USBC NATIONAL DELEGATES	(REVISED MAR 2015)
05-25	MC USBC REPRESENTATIVES TO THE LANES	(REVISED MAR 2014)
05-26	MC USBC DIRECTORS DUTIES	
05-27	MC USBC ANNUAL YOUTH SCHOLARSHIPS	(REVISED OCT 2011)
05-28	NJS TRAVEL LEAGUE	(REVISED FEB 2014)
05-29	INTER-COUNTY SOCIAL FUNCTIONS	(REVISED MAR 2014)
05-30	REGISTERED VOLUNTEER PROGRAM	(ADOPTED 2009)
05-31	TOURNAMENT FINANCIAL REPORT	(ADOPTED 2011)
05-32	COMMITTEES	(REVISED AUGUST 2017)
	APPENDIX 1 –HALL OF FAME BOWLING ACHIEVEMENT EVALUATION	(REVISED DEC 2017)
	APPENDIX 2 – HALL OF FAME MERITORIOUS SERVICE EVALUATION	(REVISED MARCH 2014)
	APPENDIX 3 – BOWLER OF THE YEAR CRITERIA – MALE & FEMALE	(REVISED DEC 2012)
	APPENDIX 4 – SCHOLARSHIP APPLICATIONS – BOY & GIRL	(REVISED AUG 2016)
	APPENDIX 5 – TOURNAMENT CONTRACT	(ADDED AUG 2016)

05-00. MEMBERSHIP DUES. (ADDED DEC 2017)

This section is added to provide local association dues that cannot be included in the association bylaws.

- A. USBC Membership dues is \$13 for Adults and \$4 for Youth.
- B. Local Adult membership dues is \$9.00.
- C. Local Youth Processing fee is \$6.
- D. The Local membership dues for Senior league members age 55 or older is \$2.00.

05-01. ASSOCIATION MANAGER (AM) DUTIES

- A. The Association Manager may request an individual be appointed as assistant association manager to share duties of the office. The candidate to hold this office must be
 - 1. A current member of the board.
 - 2. Approved to hold the office by a plurality vote of the Board of Directors.
- B. The Association Manager shall perform those duties as assigned by the President, members, and the Board of Directors in addition to those described in the MC USBC Association Operations Manual and USBC Policy Manual.
- C. This Association requires the AM to perform specifically the following:
 - 1. Each Board member and League Secretary shall be notified of the annual meeting and sent a copy of the agenda. The preparation of an agenda will show all known business planned for discussion and / or action.
 - 2. The list of nominees for election to each office shall be sent to all voting members of this associations' governing body well in advance of the annual meeting.
 - 3. A list of all chairpersons and committee members shall be sent to each Board Member.
 - 4. Each bank account of Association Funds, including tournaments, shall be subject to withdrawal by those authorized by the president. Each account shall require the signatures of any two (2) of three officers so authorized except when electronic transfers are approved in advance by the Board of directors
 - 5. When funds are needed for what the majority of officers feel is a justifiable reason and the urgency for spending the money cannot be immediately approved by the Board, those authorized to withdraw on the account may make only one withdrawal, without the Boards approval, but not exceed \$200.00.
 - 6. Complete financial reports, including details or breakdowns where it is felt necessary, of the associations' transactions should be completed as soon as possible following the end of the fiscal year. Each board member shall receive a copy of this financial report. Each member present at the Annual meeting would also receive a copy of the full financial disclosure.
 - 7. The minutes of this association shall be accurate and concise. The subject matter should be contained with points of view held in context. Each member of the board shall receive a copy of the minutes of each meeting not later than thirty (30) days after such meeting.
 - 8. The Association Manager is also responsible for maintaining a list of all inventory, such as, computers, printers, scanners, fax machines, and lane inspection equipment. (Added 8-2016)

05-02. PRESIDENTIAL APPOINTMENTS

A. Committees:

1. The President shall appoint all committees, except the nominating committee, and unless instructed to the contrary, the committee chairperson may select others to serve on the committee.

2. The President will appoint the following committees:
 - a. Audit
 - b. Finance
 - c. Policies and Bylaws
 - d. Hall of Fame Ceremony / President Party
 - e. Awards
 - f. Hall of Fame Selection (appointed at the October Board meeting)
 - g. Monmouth County USBC Youth
 - h. Scholarship
 - i. League Rules Review (Added 12- 2014)

B. Lane Representatives

The President will assign one or more Lane Representative(s) to each Bowling establishment to carry out specific duties in servicing each league and the house Proprietor.

05-03. PARLIAMENTARIAN

- A. The Parliamentarian shall not be an elected office.
- B. The principle duty of the Parliamentarian is to advise the President.
- C. A President shall be free to appoint one, in whose abilities they have confidence. Such person shall be seated at the side of the President at all meetings of the Association.

05-04. LOCAL ASSOCIATION ANNUAL MEETING

- A. Will be held during the month of March beginning in 2012.
- B. An alternate period may be approved by the Board of Directors.

05-05. BOARD MEETINGS

- A. Board of Director meetings will be held five times each year.

- B. Meeting will be scheduled during the months of August, October, December, March and June.

- C. Scheduled Board of Director meetings will follow meeting notice requirements as stated in the Monmouth County USBC Association Bylaws in addition to being prominently posted:
 1. In each Bowling center within the Association jurisdiction.
 2. On the association Website.

- D. Refreshments for each regular Board of Directors meeting will be limited to \$20. (Revised Mar 2015)

05-06A. OFFICE OF DIRECTOR

Duties: the director shall:

1. Become thoroughly familiar with the "USBC Bylaws, specifications & rules" book, the association's bylaws and the Association Operations Manual.
2. Attend all regular meetings of this association or notify the association office when possible of the reason you cannot attend. Unexcused absence from three (3) consecutive meetings shall be cause for the association's board of directors to consider removal from office.
3. 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.
4. Actively serve as the association's "contact" with the bowlers, bowling leagues, and bowling center management. He/she shall let them know that you are there to assist 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.
5. Strive to present yourself in a professional manner at all times so as not to bring discredit upon yourself, this association, the United States Bowling Congress or the game of bowling. However, he/she shall not be:
 - a) Meddlesome or too dutiful.
 - b) Too demanding.
 - c) Argumentative.
6. Be courteous, cooperative, and provide helpful guidance to bowlers, bowling leagues, and bowling center management. (Remember: the function of USBC and this association is service and our character is fraternal. With that in mind, you should:
 - a). Attend league officer's workshops, as directed.
 - b). Where mixed leagues are involved, coordinate your activities with the house director of the women's bowling association on all matters that would affect their membership.
 - c). Attend league formation meetings to act as an advisor.
 - d). Sit in on league meetings to act as an advisor when requested by the league.
 - e). Visit each league before the expiration of the grace period for certifying (30 days after league starts).
 - f). Help league secretary's complete league applications, if needed.
 - g). Contact league officers, when a league is not certified and the grace period is due to expire, and explain the importance of the league certifying. Contact league officers, of certified leagues, to ensure each league is complying with the terms of the bonding program. Ask each league president, personally, how he/she is checking the account of the league. Also, ensure that league officers are informed that the depositing of league funds in personal accounts is prohibited.
Service new leagues and/or those leagues needing supplies.
 - h). Help league secretaries in the completion of high score claims and/or award forms within the 20 days allowed.
 - i). Answer routine questions and handle league problems and protests promptly.
 - j). Obtain league supplies from the association office, when ready, and take to bowling center for distribution to the league secretary or league president when possible.
(Remember: the association does not provide league supplies for bowling center use.)
 - k). When directed by the house representative or other officer of the association, obtain membership fees and application cards for uncertified bowlers.

05-06A. OFFICE OF DIRECTOR (CONTINUED)

- l). Inform each league secretary of their obligation to submit final averages for their bowlers to the association office in the manner and by the deadline prescribed by the bylaws of the association.
- m) Contact members and obtain their commitment to attend the annual membership meeting.
- 7. Comply with the dress code of the association while performing official duties and/or attending official functions.
- 8. Advise bowlers, leagues, and bowling center management of upcoming events and assist in posting of banners or posters announcing such events. In addition, ensure entry forms are available and assist in the completion of entry forms when requested. Maintain contact with the Association Manager to find out which leagues in his/her center have not certified and make follow-up visits to those leagues, as needed.
- 9. Present high score awards to recipients when vice president or other officer of the association is not available to do so.
- 10. Maintain regular contact with the house representative to ensure he/she is informed of your activities and/or advised of any problems occurring in the bowling center. If there is a problem and the house representative cannot be reached, contact one of the following officers:
 - a). President
 - b). Vice presidents
 - c) Association manager

05-06B. OFFICE OF AUXILIARY DIRECTOR

- A. Eligibility: to be eligible for appointment and to continue to serve after being appointed, the candidate must satisfy the requirements outlined in article **5(b)** of the local association constitution.
- B. Term of office: the president will make appointment to this position on the recommendation of the nominating committee. The applicant is subject to approval by the association's board of directors and is acceptable to the bowling center management. The term of office shall be for 12 months to commence on the day of appointment.

(Note: an auxiliary director has no vote on the board of directors, unless appointed by the president to fill a vacancy as director created by a resignation or death.)
- C. Responsibility: he/she shall be responsible to the director assigned and this association's board of directors to provide the best possible service to our members, bowling leagues, and bowling centers within the area of assignment he/she shall be responsible for the completion of all duties assigned by a director or officer of this association.

05-07. TOURNAMENTS

A. Optional Tournaments

1. Bahr Trophy Event Tournament
2. Masters Tournament
3. Mixed Doubles Tournament
4. Men's Seniors Tournament
5. Youth King and Queen
6. Junior Masters
7. Women's Seniors Tournament
8. Grandmother's Tournament
9. Annual Meeting Tournament
10. League Officers Tournament
11. Adult / Youth Classic Tournament
12. Over and Under Tournament
13. Youth Holiday Tournament
14. Junior County Championship
15. Women's Queens Tournament
16. Annual Championship Tournament
17. Senior Masters Tournament

- B. The Masters Tournament Champion will be entitled to represent Monmouth County by accepting a reserved space in the National USBC Masters Tournament. This Association will pay the total entry fee. All other expenses shall be the entrant's responsibility.
- C. In each case the President shall appoint the necessary personnel to make the proper arrangements for these events to function within the control of the Board of Directors.
- D. The Queens Tournament Champion will be entitled to represent Monmouth County by accepting a reserved space in the National USBC Queens Tournament or the NJ State USBC WBA Queens Tournament. This Association will pay the total entry fee. All other expenses shall be the entrant's responsibility. (Added 2008)
- E. All adult tournaments will allot to the County Association the following apportionment of bracket money: 75% to MC USBC, and 25% to tournament operations. (Revised December 2016)
- F. Any applicant whose entering average, for this tournament was, or is, in a league using a PBA or Challenge condition, must add 15 pins to the entering average in order to bowl (Added 2012)
- G. All Tournament Managers must provide a financial report (05-31) to the Audit Committee. In addition, a check register must also be provided. Both reports are required within 30 days after the completion of the tournament. (Revised June 2014)
- H. Tournament results reports should include date, location and certification number. (Added 08-2015)
- I. In determining averages to be used for eligibility, first choice is last year's highest USBC winter average for 21 games. Summer averages are used only when there is no previous winter average. (Added 10-2015).
- J. Tournament Managers are to hold tournaments in the bowling center specified according to the Tournament Schedule which is posted in the average yearbook. If a Center declines a tournament, then it goes out to bid with other centers in the same region (North or South) with a 30 day turnaround time. (Added 08-2016)

05-08. SCHOLARSHIP AWARD PROGRAM

- A. The Monmouth County USBC will underwrite a Scholarship Award Program in accordance with the terms and conditions set forth as follows:
1. *Eligibility* - The Scholarship Award Program is open to male and female members of the Monmouth County USBC. Applicants must be seniors in high school, maintaining at least a B four-year average or equivalent, graduating in the current year, who are planning to further their education at an accredited college or trade school. (Revised 03-2016) Applicants must be members in good standing with the MC USBC. Applicants must have bowled at least 21 games in Monmouth County and be certified in Monmouth County USBC. (Revised 2009)
 2. Two Scholarship Awards shall be made available on an annual basis, in the amount of \$1000.00 each to three High School Seniors, a one-time award for each winner. (Revised 03-2017). If there is no eligible recipient to the High School annual scholarship award, then the scholarship will be reserved for a future candidate, boy or girl, but not to exceed 2 years in the future. (Revised 12-2015)
 3. The Scholarship Award winners will receive the award after enrolling as a full-time student in college, trade school, or as a full-time night student. Award funds will be put in the winner's name at the school of their choice.
 3. The Program will derive its financial support from funds budgeted. Award funds must be used in the school year of September to June following announcement of the winner (the previous June) or funds are to be forfeited to the MC USBC.
 4. The Scholarship Form is in Appendix 4.
- B. Award Selection Procedures:
1. The president shall appoint a Scholarship Award committee from members of the Board who have good evaluating abilities. It shall consist of four members with two additional members appointed as stand-by alternates.
 2. The committee will review each applicant's résumé in order to weigh their contributions to bowling and their academic standings. Winners need to be selected by the 2nd week of May.
 3. Only those applicants determined to be considered worthy of the award will be voted upon.
 4. The selection of a winner is solely the responsibility of this committee.
 5. A secret ballot method will be used unless the committee chairperson chooses another method.
 6. If it should happen that, a member of the committee is related to any of the applicants being considered that said member shall notify the president and request a qualified replacement.
 7. The Scholarship winners will be announced at the Monmouth County USBC June meeting. (Revised 3-2014)
 8. The scholarship Awards shall be presented to the winners at the annual banquet of the President's dinner during August. (Revised 3-2014)

05-09. MC USBC HALL OF FAME SELECTION PROCESS

A. Purpose

The Monmouth County Hall of Fame is a sponsored function of the Monmouth County USBC.

Its purpose is to perpetuate the names of bowlers of Monmouth County who have displayed outstanding achievements in the game of American Ten Pins and have contributed through meritorious service to the general welfare and progress of the game in Monmouth County, State of New Jersey.

B. Governance (Rev 2016-06)

A Hall of Fame Committee, consisting of Monmouth County USBC members, shall have full control over the Hall of Fame. It shall supervise the Hall of Fame in such a manner as to assure a living, active organization, serving the purpose for which it was organized. The Hall of Fame Committee shall select candidates to be considered for membership in the Hall of Fame. Members of the HOF Committee shall consist of a Chairman, appointed by the President, the current President, the Association Manager, any active members of the Board of Directors who are also Hall of Fame members and any Hall of Fame members the chairman chooses to invite.

C. Hall of Fame Committee (Rev 2016-06)

The Chairman has the power to add individual committee members as deemed necessary for a successful committee, but the pool of members must meet the requirements detailed under Governance.

It shall be the duty of the Hall of Fame Committee to accept applications for nomination to the Hall of Fame. Each application must have a supporting cover letter and must contain information pertinent to qualify the candidate.

If a situation arises where a member of the Hall of Fame Committee is also a candidate for HOF consideration, that member must immediately step down as a Committee member for the remainder of the year and not permitted to attend HOF meetings.

The Hall of Fame Committee must evaluate all applications and present the accepted inductees to the President and Board of Directors no later than three months before the date for the scheduled Annual Dinner.

If the Hall of Fame Committee fails to conduct its meeting, it is the duty of the President of the MC USBC to call a special meeting no later than one week prior to the scheduled Board Meeting in June for the purpose of considering and voting on Hall of Fame candidates.

D. Hall of Fame Selection Process

1. Requirements

- a.** To be eligible for consideration in the Bowling Achievement Category, the candidate must have been a member of the MC USBC for a minimum of ten years.
- b.** To be eligible for the Meritorious Achievement Category, a candidate's service must have been accrued over a minimum of fifteen years.

05-09. MC USBC HALL OF FAME SELECTION PROCESS (CONTINUED)

- c. The MC USBC utilizes a point system to objectively quantify candidates qualifications for consideration. The point system is designed for use as an aid in the compilation of the candidate's biography, and as a guide for the Hall of Fame Committee when conducting the review process. See Appendices 1 and 2.
- d. Biographies must be prepared in a structured format, listing credentials chronologically within national, state and local levels. Information that may be pertinent, but not included in the events detailed on Figure A, may be included in the Comments section at the bottom of the form.
- e. It is the duty of the sponsor submitting the biography to insure that the following point totals have been satisfied:

For Bowling Achievement Category	<u>100</u> Points
For Meritorious Service Category	<u>60</u> Points

2. Initializing the Process

- a. League Officers, Hall of Fame members in good standing, Board members in good standing, and any MC USBC Life member may recommend, in writing to The Hall of Fame Committee, two candidates regardless of category each year.

3. Deadlines

- a. Applications may be submitted to any member of the MC USBC Hall of Fame Committee. Applications MUST be submitted before December 31st to be considered for the current season.
- b. The Hall of Fame Committee will determine candidates for induction into the County Hall of Fame. The selection of inductees will not need Board Vote. (Revised June 2015).

E. Hall of Fame Award

1. A congratulatory letter shall be sent to each successful candidate.
2. A suitable award, not to exceed \$100.00 in cost, shall be presented to each recipient upon induction into the Hall of Fame. In the case of posthumous awards, the presentation will be made to the nearest of kin. The induction will be held at the Annual President's Dinner.
3. A permanent panel, listing all of the Hall of Fame members, is to be prominently displayed at the President's Dinner and all bowling tournaments sponsored by the Monmouth County USBC.

05-09. MC USBC HALL OF FAME SELECTION PROCESS (CONTINUED)

F. Hall of Fame Banquet Procedures

1. The Chairman of the Hall of Fame Committee is responsible for the Hall of Fame portion of the program.
2. The Chair will “call to order the Hall of Fame Ceremonies for the year _____”
3. The Chair reads the names of those who have passed away since the last induction ceremony and asks for a moment of silence.
4. The Chair asks each Hall of Fame member present to come forward when his or her name is called and stand in front of the podium. The members are then motioned to return to their seats after all are acknowledged and photos taken.
5. The Chair then introduces the inductee, the presenter and the escorts one at a time. Each inductee may choose two Hall of Fame members as escorts. The Chair (or chosen sponsor) will read the biography on each inductee and make the award presentation.

05-09A Bowler of the Year Selection

Whereas the Monmouth County USBC BA has elected to support a bowler recognition award to select and designate one male and one female bowler who has so distinguished themselves in league and tournament play during the year to be awarded the title “Bowler of the Year” and be recognized at the annual MCBA awards dinner.

- A. A point system will be used to objectively quantify a bowlers accomplishments.
- B. The point system will be available to all bowlers on the MCBA website
- C. It will be the responsibility of the bowler to ensure that all awards and high score recognition is credited to them.
- D. The term for accumulating points will be from July 1st through June 30th.
- E. Leading point standings will be posted on the website in January, March, and near the end of May.
- F. On July 1st, the final point totals will be totaled, pending final average submissions by all league secretaries.
- G. The top five point earners will have their names and individual accomplishments tallied and forwarded to the BOY Selection Committee for evaluation and selection.
- H. The Bowler of the Year Selection Committee will consist of the President, Vice President, Jr Past President, Association Manager and (2) female members of the bowling community to serve on the Womens BOY panel and (3) male members of the bowling community to serve on the Mens BOY panel
- I. One male and one female bowler will be selected by the BOY selection committee using the point totals and tournament performance as criteria for selection. A sealed ballot voting process will be used.
- J. The Bowlers of the Year will be honored at the annual MC USBC Awards dinner.

05-10.THE ANNUAL CHAMPIONSHIP TOURNAMENT GUIDELINES

- A. The Chairperson and Manager of the Tournament should meet with the management of the tournament site and firm up the dates and squad time no later than March of the year prior to the Tournament. By so doing, it will allow lane management time to advise those leagues whose schedules will be disrupted when said leagues are given their contracts for that season.

- B. Information on the Tournament should be provided to the Board of Directors no later than the December prior to the Tournament.

- C. Any rule changes must be voted on by the Board of Directors no later than the October meeting.

- D. The Chairperson and Secretary must open a bank account in the name of the Tournament with three (3) authorized signatures. Only two (2) signatures required for withdrawal.

- E. All preparation of bringing the entry forms and posters must be completed by January 1.

- F. The Chairperson and Committee will prepare a program book and shall solicit ads for it. Said program book will be required to provide the following information, at no cost to the County Association:
 - 1. County President's message and photo
 - 2. Line officers and directors listing
 - 3. Hall of Fame Members

- G. The Chairperson will be responsible for introducing the following on their first appearance in the Tournament:
 - 1. Line Officers
 - 2. Hall-of-Fame members
 - 3. Previous Year's Winners in all categories

05-10. THE ANNUAL CHAMPIONSHIP TOURNAMENT GUIDELINES (CONTINUED)

- H. Brackets will be conducted during the team event squad of each tournament day.
- I. The Tournament Committee will maintain a scoreboard in a prominent place in the establishment and will keep it up to date for the benefit of the bowlers.
- J. The Tournament Committee will maintain a scoreboard in a prominent place in the establishment and will keep it up to date for the benefit of the bowlers.
- K. All entries which are proven to be in violation of USBC Rule 319a (averages - conditions that apply) must be declared invalid and removed from the prize list.
- L. The team captain of such an entry must be notified, in writing of the action of the Tournament Committee.
- M. Within 30 days after the close of the Tournament, the official prize list and the checks that are applicable must be mailed to the captains, plus the required USBC Financial Report and Official Prize List Standings must be sent to the USBC home office.
- N. The wrap-up report at the June Meeting at which time a copy of the Financial Report, plus Prize List, must be filed with the Association Manager.
- O. All first place winners, in each category, shall be invited to attend the June Annual Local Convention Meeting at which time the awards and checks are presented to the Champions.
- P. Any applicant whose entering average, for this tournament was, or is, in a league using a PBA or Challenge condition, must add 15 pins to the entering average in order to bowl.

05-11. LOCAL AWARDS PROGRAM (REVISED 2016-10)

- A. There shall be an award program whereby each individual achievement awards will be given during the bowling season, winter or summer, based on scores bowled during regular league play.
- B. The awards and categories to be awarded will be determined by the Awards committee, consisting of the Association Manager and a Chairperson appointed by the President. Members may be added at the discretion of the committee chairperson.
- C. The Board shall take into consideration membership numbers from the past summer and winter leagues in order to determine the budget for individual achievement awards. Comparative prices and award selection will be pursued based on that number..

05-11. LOCAL AWARDS PROGRAM (CONTINUED)

- D. The Board may change the awards to impact variety from time to time. However, the Board shall determine the selection and its designation.
- E. The USBC Merit Awards for High Average (Male/Female) based on 72 games, High Series (Male/Female) with no number of games restriction, and High Game (Female) 300 games only, will be awarded based on a fiscal year starting July 1 and ending June 30.

05-12. APPOINTMENT OF AUXILIARY DIRECTORS

- A. Auxiliary Directors are appointed by the President on recommendations of the nominating committee.
- B. The applicant is subject to approval by the association's board of directors.

05-13. RESIGNATION, REMOVAL, AND VACANCIES

Vacancies.

Vacancies in positions on the board are filled for the un-expired portion of each term as follows:

- A. Vacancies in director positions should be filled from Auxiliary Director pool providing a suitable candidate is available.

05-14. Authority and Duties

President

- A. President shall be ex-officio member of all committee except nominating committee.

05-15. AMENDMENTS

Procedure

- A. Amendment and Bylaw changes will be considered at the Annual Local Association Convention held in March.

05-17. Local Association Life Member Rights

Life Membership in this association may be granted to the following:

1. Past President
2. A Past Secretary, Assistant Secretary, Association Manager, Assistant Association Manager
3. Any person who has attended at least two meetings per year and has served 10 years on the board as a Director or 15 years as an alternate/Associate Director.

The Nominating Committee shall consider for Life Membership all who have the necessary service criteria.

All Life members will have voice.

Life Members will receive the following:

1. One paid in full dinner invitation to the Annual Local President's dinner ceremonies at which time the candidate receives their Life Membership status.
2. Recognition to be presented at the Annual Local President's dinner ceremonies will include:
 - a. Certificate of Recognition (Framed)
 - b. Permanent Life Membership Card (Wallet size format)
3. Lifetime paid Local portion and annual dues paid by the Local Association. Members will identify their status when they complete their annual certification card. The Association Manager will submit payment to the USBC on an Annual basis.

Note – Upon acceptance of this policy, all current life members will receive awards as described above in 2b and 3. All members awarded Life Membership status after adoption of this policy will receive awards as described above in 1, 2 and 3. (REVISED March 2006)

05-18. Honorary or Emeritus membership

- A. This association may, by two-thirds affirmative vote by the Board of Directors, select someone it wishes to honor, who has rendered valuable service to the bowling game.
- B. The Board of Directors may by similar action, select someone because of:
 1. Knowledge of the functions of this Association and his ability to act in an advisory capacity and/or
 2. Counsel in matters pertaining to policy and administration of a certain office.
- C. Such persons will hold the position titles Emeritus.
- D. Such persons shall not have the right to vote unless they hold an office/director position.

05-19. Lane Certification Inspection Fees

- A. The Association portion of the Lane Certification Fees for measuring lanes shall be up to \$5.00 per lane.
- B. Such fees shall be maintained by the Joint Lane Certification Committee, who in turn shall issue a check(s) to the inspector(s).

05-20. Average Record

This Association will publish an annual Yearbook with names listed alphabetically, exclusive of published summer leagues. Each League Secretary must submit a complete list of the following information to this Association no later than June 15 of the year just completed.

- A. Name of each USBC certified bowler that has bowled in the league.
- B. The number of games bowled.
- C. The average for the number of games bowled.
- D. The League secretary will supply this information on
 - 1. A form provided by the Local Association Manager and
 - 2. Will submit a final league average sheet

05-21. Assistant Association Manager Duties

- A. The Assistant Association Manager shall perform those duties as assigned by the President, Association Members, Board of Directors, and Association Manager to provide the fullest efficiency in operating the Association and to provide greater service to its members.

05-22. New Jersey State BA Delegates

- A. At the open meeting 4 delegates will be elected to attend the New Jersey State Bowling Association Open meeting, and the next 4 highest vote getters will be alternates.
- B. The Delegates to the New Jersey State Bowling Association shall attend and report on the Annual State Meeting.
- C. They shall represent this Association to pursue its best interests and functions.

05-23. NJS USBC WBA Delegates

The Association will elect ten New Jersey State Women's Bowling Association Members to attend the Annual State Meeting in May and report back to the board.

State Delegate, any State Officer of this Association, and eligible Life Members, shall be allotted the cost of lunch for each meeting/ seminar that they attend, to defray expenses. (Added 2008)

05-24. USBC NATIONAL DELEGATES

The First Vice President and Association Manager shall be encouraged to bid for position as USBC National Delegates to represent this Association at the USBC National Annual Meeting. Upon return, the First Vice President if elected shall be primarily responsible for making a comprehensive report to the members and the board of all pertinent subject matter related to convention business. Otherwise, the Delegate receiving the most votes will assume this responsibility.

- A. The Association membership shall elect the remaining number of required Delegates and Alternates. They shall be elected by secret ballot with a term of office to be held for one year. The selection of elected Delegates and Alternates shall be determined by a plurality count. Any board member may nominate any member of this association for the office of Delegate.
- B. The association shall provide financial assistance to each delegate as defined herein. The amount budgeted each year shall be determined by the difference between the balance of unused funds from the previous year and the amount necessary to achieve a maximum ceiling limited to \$3,000.00. (Changed Mar 2015).
- C. Elected Delegates when serving as an USBC National Delegate shall be allotted the incurred cost of a round-trip air fare, not to exceed the prevailing tourist class **airfare** rate from the home airport to the convention city, plus an additional \$150.00 expense allowance per day to a maximum of three days or \$450.00. (Changed June 2015).
- D. All Delegates shall be required to attend the USBC National Annual Meeting and one day of Pre or Post Annual Meeting Workshop Session (s) as scheduled. An amount of \$150.00 will be withheld from the delegates expense allowance for each day they fail to attend either the Annual Meeting or a minimum of one of the scheduled workshop session days as described above.
- E. Each Delegate shall have the option of using other means of transportation to the convention city, such as auto, bus, or the like. However, financial assistance shall remain based on the foregoing precept regardless of the mode of transportation taken.
- F. Each Delegate shall submit to the Association Manager, a voucher within thirty days of returning home, accounting for convention travel expenses incurred.

05-25. MC USBC Representatives To The Lanes

- A. Each Bowling Establishment shall have representative(s) assigned by the President to represent this Association in matters that will provide the fullest efficiency in rendering service to the members of each league.
- B. Each Lane Representative shall personally communicate directly with each league secretary
- C. Each Lane Representative shall also establish a good business-like relationship with the Bowling proprietor.
- D. Each Lane Representative will be furnished with a copy of specific responsibilities to carry out this Association's programs.
- E. Each Lane Representative shall be compensated \$50.00 for expenses. (REVISED MAR-2014)

05-26. MC USBC Director's Duties

- It is mandatory for all directors and officers of the MC USBC BA to attend three of the five scheduled meetings per year.
- It is mandatory for all directors and officers of the MC USBC BA to sign up and work five of the nineteen scheduled tournaments per year.

05-27. Annual Youth Scholarships

Four Scholarships valued at \$250.00 each will be awarded at the Hall of Fame dinner to Youth bowlers.

- A. High Series – male and female: A high series award (three game total scratch) recipient must bowl a minimum of 65 games in a Monmouth County League.
- B. High Average – male and female: A high average award recipient must bowl a minimum of 65 games in a Monmouth County League.
- C. The scholarship money will be provided by the MC USBC Youth Account.

05-28. NJS Traveling League (Revised 2014)

Monmouth County USBC members of the NJS Traveling League will be reimbursed \$50 for regular members. A disbursement of \$50 entry fee will be given for the full MC teams.

05-29. Inter-County Social Functions (Added 2008)

Monmouth County USBC board members will be reimbursed the cost of the dinner for each out of County Hall of Fame dinner they attend. (Revised Mar-2014)

05-30. Registered Volunteer Program (Added 2009)

All Board members who are involved with coaching Junior Leagues, plus the Youth Committee, shall be reimbursed the USBC RVP fee.

05-31. Tournament Financial Report

The official tournament financial report will contain all income, including certifications, and all expenses. The format to be followed is:

Monmouth County USBC

Tournament Financial Report

Tournament: _____ Date: _____

Income:

# of Pre-Paid Entries : _____ @ Entry Fee:\$ _____	\$ _____
# of Walk-In Entries : _____ @ Entry Fee:\$ _____	\$ _____
Sponsor Contribution	\$ _____
Ad Book Revenue	\$ _____
50/50 Revenue	\$ _____
Bracket Income	\$ _____
Other Revenue Source : _____	\$ _____
Total Revenue:	\$ _____

Expenses:

Prize Fee: # of Entries : _____ @ \$ _____ per entry	\$ _____
Lineage Fee : # games bowled @ \$ _____ per game	\$ _____
Bracket/50-50 Proceeds to MC USBC (75% of profit)	\$ _____
Supplies (postage, labels, paper, etc)	\$ _____
Printing Expense	\$ _____
Workers Compensation	\$ _____
Other Expense Items: _____	\$ _____
Total Expenses:	\$ _____
Profit/Loss	\$ _____

*** Balance to MC USBC : bracket + 50-50 proceeds + profit – seed money \$ _____

05-32. COMMITTEES (ADDED AUG 2016)

A. General.

The President shall appoint all committees, except the nominating committee, and unless instructed to the contrary, the committee chairperson may select others to serve on the committee. All committees should meet at least once before each board meeting and provide a report of progress at the board meeting. All committees should have at least three members when they meet. The President is an ex-officio member of all committees and should be invited to attend.

B. Audit Committee.

- a. This committee should be made up of people who are not directly responsible for handling or approving financial transactions. The committee will review the data for accounts presented, sign and date the financial report for the quarter, and present an audit report with any findings and suggestions at the next meeting of the Board of Directors for approval. At least three signatures are required on the quarterly financial report. This report with signatures should be submitted to the AM before the next BOD meeting, so that copies can be made ahead of time.
- b. The Audit Committee will receive all financial activity for each quarter for the main operating account from the Financial Administrator or Association Manager, the Charities account from the Charities Manager, and the Youth account from the Youth Administrator. Quarters are defined to be ending October 31, January 31, April 30, and July 31. To be included is three months of bank statements for the quarter, deposit slips, list of checks written, invoices/receipts for purchases or expenses, transaction detail report by category, and check register for the period. All data is reviewed for accuracy and compliance with the budget and operating procedures, such as, verifying that each check written has two signatures.
- c. All tournament accounts should maintain a balance of no more than \$200 when dormant, which is a period of no activity. Excessive overages will be transferred to the main operating account. Exceptions are the Masters, and County Open tournaments, which are allowed to maintain a balance of \$500 when dormant.
- d. Non tournament accounts have no restriction.
- e. Tournament accounts must provide a financial report within 30 days after the end of the tournament as illustrated in section 05-31. The Audit Committee must guarantee that tournament financial reports are submitted in a timely manner, and review the information provided for accuracy. A check register must accompany the financial report. See 05-07. G. The same is required of the Lane Inspection and Dinner accounts.
- f. The Audit committee must verify that the IRS Form 990 has been filed yearly by December 15th. Verification can be found on www.Guidestar.org. Periods being reported are from August 1st of the prior year through July 31st of the current year.
- g. The Audit Committee is also responsible for verifying that a list of all inventory, such as, computers, printers, scanners, fax machines, and lane inspection equipment, is maintained by the Association Manager.

C. Tournament Rules Review Committee.

- a. The committee will consist of a chairperson, assigned by the association president, and all tournament managers and co managers.
- b. The purpose of the committee is to review all current tournament and any new tournament rules to make sure they comply with USBC's Rules.
- c. Any proposed tournament rule changes, either by tournament committee or other person must be submitted in a timely manner for the committee to review them.
- d. The committee will have the final decision on whether a rule is accepted or denied. At least 5 committee members must agree for a rule change to be approved.
- e. Any and all Tournament Rule changes reviewed and passed by the committee would be final, and not need Board approval.

D. Felicitations & Condolences.

- a. The committee will consist of a chairperson, assigned by the association president, and anyone else the chairperson selects.
- b. The purpose of the committee is to make sure the Board is notified and kept informed of health issues of any current or past board member or their immediate family.
- c. In the event of death of a past or current Board member or their immediate family, the association will send a mass card, and make a donation of \$25 to the family's preferred charity.

E. Awards Committee.

- a. There shall be an award program whereby individual achievement awards will be given during the bowling season, winter or summer, based on scores bowled during regular league play.
- b. The awards and categories to be awarded will be determined by the Awards committee, consisting of the Association Manager and a Chairperson appointed by the President. Members may be added at the discretion of the committee chairperson.

F. Annual Membership Meeting.

See section 05-04.

G. Budget Committee.

- a. The committee will consist of a chairperson, assigned by the association president, and anyone else the chairperson selects. Members of the committee will also include the Association Manager, the Financial Administrator and the Youth Administrator.
- b. The purpose of the committee is to prepare a proposed budget for the following year. The proposed budget is to be presented to the membership for vote at the annual meeting. The term will cover August 1 thru July 31.

- H. Bylaws & Operations Manual.**
- a. The committee will consist of a chairperson, assigned by the association president, and anyone else the chairperson selects.
 - b. The purpose of the committee is to maintain the Bylaws based on changes voted on at the annual meeting. The Operations Manual is also maintained by this committee with changes voted on at regular board meetings.
- I. Nominating Committee.**
- a. The Association Manager will be the chairperson of this committee and can enlist members, who are not up for election, to assist.
 - b. The purpose of the committee is to review all resumes for membership on the MC Board of Directors or Officers.
 - c. This committee is also responsible for checking the credentials of all voting members of the association at the annual meeting and verifying the count of those voting.
 - d. The committee is responsible for collecting and counting the ballots and determining the status of each candidate.
 - e. The ballots are to be retained for a period of seven (7) years.
- J Annual President's & County Awards Dinner Committee.**
- a. The committee will consist of a chairperson, assigned by the association president, and anyone else the chairperson selects.
 - b. The purpose of the committee is to manage the annual dinner and all that entails. The contract for the following year should be set at least one year in advance. Invitations are sent to all New Jersey Local Associations and the State Association Presidents and VPs and to all past Hall of Fame members. Special invitations are sent to the current year's inductees and provide for a complimentary dinner for those being inducted.
- K. Planning Board.**
- a. The committee will consist of a chairperson, assigned by the association president, and anyone else the chairperson selects.
 - b. The purpose of the committee is to generate ideas for improvement to the MC Association. Proposals for change would be presented at the next board meeting and would not need a second, but would need a majority vote of those present to be enacted.
- L. Public Relations.**
- a. The committee will consist of a chairperson, assigned by the association president, and anyone else the chairperson selects.
 - b. The purpose of the committee is to notify members of the association of any and all activities, such as, tournaments, champions, events and the annual meeting.

- M. Lane Certification & Inspection Committee.**
- a. The committee will consist of a chairperson, assigned by the association president, and anyone else the chairperson selects.
 - b. The purpose of the committee is to schedule annual lane inspections with the county bowling centers, maintain equipment and produce an annual financial report by October.
- N. Website Committee.**
- a. The committee will consist of a chairperson, assigned by the association president, and anyone else the chairperson selects.
 - b. The purpose of the committee is to maintain the county website making sure all documents are kept up-to-date. The home page should have the most current announcements.
- O. Youth Committee.**
- a. The committee will consist of a chairperson, assigned by the association president, the Youth Administrator, and anyone else the chairperson selects.
 - b. The Youth Administrator maintains youth memberships and end of season averages for all youth members. He/she also maintains records of local youth achievement awards, manages youth financials and national achievement awards
 - c. The committee is responsible for proposing a budget for the following season to be voted on at the next annual meeting, planning for coaching events during the year and running fund raisers to support the scholarship program.
 - d. The Association will charge a local membership processing fee of \$6 for all youth memberships. (Added 2017-10)

**APPENDIX 1
HALL OF FAME EVALUATION - BOWLING ACHIEVEMENT**

Rev. 12/17/2017

	MEN				WOMEN		
	LOCAL	STATE	NAT'L.		LOCAL	STATE	NAT'L.
ELIGIBILITY							
MONMOUTH USBC MEMBERSHIP	10 YEARS			MONMOUTH USBC MEMBERSHIP	10 YEARS		
190 AVE. OR HIGHER	10 YEARS			190 AVE. OR HIGHER	10 YEARS		
MAJOR TITLE (ANY LEVEL)	1			MAJOR TITLE (ANY LEVEL)	1		
MIN. POINTS (50% must be Local)	100			MIN. POINTS (50% must be Local)	100		
TITLES							
TEAM	4	6	10	TEAM	4	6	10
DOUBLES	6	8	12	DOUBLES	6	8	12
SINGLE	8	12	16	SINGLE	8	12	16
ALL EVENTS	12	16	24	ALL EVENTS	12	16	24
MASTERS	12	16	24	QUEENS	12	16	24
SR. MASTERS	9	12	18	SR. MASTERS	9	12	18
SR. - DOUBLES			10	HIGH-FIVE SEL.	2	MAX. 10	
SR.- ALL EVENTS			10	MINOR	4	8	12
SR.-SINGLES			10	MINOR	4	8	12
MAJOR MIXED EVENTS	4	8	12	MAJOR MIX. EVTS.	4	8	12
OTHER TITLES				OTHER TITLES			
LOCAL	2			LOCAL	2		
PBA NATIONAL			24	PBA/WPBA NAT'L.			24
PBA REGIONAL		12		PBA/WPBA REG.		12	
TNBA NATIONAL			8	TNBA/WASA NAT.			8
TNBA REGIONAL		4		TNBA/WASA REG.		4	
OTHER NATIONAL			4	OTHER NATIONAL			4
OTHER REGIONAL		4		OTHER REGIONAL		4	
PLACING 2ND TO 5TH	1/2 VALUE			PLACING 2ND TO 5TH	1/2 VALUE		
SCORES			MAX				MAX
300 GAME	3		30	300 GAME	5		30
800 SERIES	4		40	800 SERIES	10		40
299 GAME	2		20	299 GAME	3		20
750-799 SERIES	2		20	750-799	5		50
				700-749	3		30
				650-699	1		10
COMPOSITE AVE. (FOR 10 YRS.)				COMP. AVE.(FOR 10 YRS.)			
220 AND OVER	16			220 AND OVER	16		
211- 219	12			211-219	12		
201-210	8			201-210	8		
191-200	4			191-200	4		
				LEAGUE Ave. 200 +	3	MAX 30	
ALL EVENT SCORES				ALL EVENT SCORES			
CHAMPIONSHIP TOURNEYS				CHAMPIONSHIP TOURNEYS			
(9 GAMES)				(9 GAMES)			
2200 AND OVER	6	8	12	2200 AND OVER	6	8	12
2100 TO 2199	4	6	8	2100 TO 2199	4	6	8
2000 TO 2099	2	4	6	2000 TO 2099	2	4	6
HONORS AND AWARDS	10	20	30	HONORS AND AWARDS	10	20	30
LOCAL ASSOCIATION AWARDS			MAX	LOCAL ASSOC. AWARDS			MAX
BOWLER OF THE YEAR	10		60	BOWLER OF THE YEAR	10		60
HIGH AVERAGE	8		48	HIGH AVERAGE	8		48
HIGH SERIES	5		30	HIGH SERIES	5		30
DISCRETIONARY	10			DISCRETIONARY	10		

APPENDIX 2.
Monmouth County USBC
Hall of Fame – Meritorious Service Evaluation

Minimum of 60 points required

A. Offices Held

Office	Local	State	National
President	8	15	25
Line Office	6	10	20
Director	4	8	15
Board Secretary	2/yr (max 10)	8	15
Board Treasurer	1/yr (max 10)	4	8
League President 10 yrs	2		
League Secretary 10 yrs	3		
League Treasurer	2		
Lane Rep	4 (min 10 yrs)		

B. Tournament Participation

	Local	State	National
Annual Champ-20 yr	4	6	10
Seniors – 10 yr min	2	4	
Masters – 10 yr min	2	4	

C. National Convention

Delegate	2	4 pts per yr/max 12 yrs
Alternate	1	2 pts per yr/max 12 yrs

D. Media

	Local	State	National
TV, Radio, Newspaper	10	15	20

E. Tournament Manager

	Local	State
Annual Tournament Manager	6 (max 12 pts)	10 (max 20 pts)
Annual Tournament Staff	3	4
Other Tournament Manager	3 (once only each tourn)	6 (once only each tourn)
Other Tournament Staff	2 (once only each tourn)	3 (once only each tourn)

F. Bowling Council

	Local	State	National
Officer/Delegate	4/2	8/4	
Hall of Fame	15	25	
Board Life Member	4	8	15

G. Promotion: A maximum of 10 points will be awarded for the candidates' efforts at promoting the sport of Bowling. League activities, innovative ideas, new programs, etc. Will be considered in this narrative section.

APPENDIX 3

BOWLER OF THE YEAR CRITERIA – MALE

Men's “ Bowler of the Year” Scoring Values

Tournaments- All scores/finishes are NET totals

Name	County	State	Natnl / Reg
Annual Championship – Team	5	7	10
Annual Championship –Doubles	10	15	20
Annual Championship – Singles	15	20	30
Annual Championship –All Events	20	30	40
Masters Championship – 1st Place	30	40	50
Masters Championship – 2nd Place	20	30	40
Masters Championship – 3rd Place	15	25	35
Masters Championship – 4th Place	10	20	30
Masters Championship – 5th Place	5	15	25
BAHR Supremacy Tournament	5		
Other Tournaments – 1st Place	2	2	2

Personal Achievements

Cert SPORT

Average	225 and higher	10	13	70 game min
	225 and higher	4	7	ea additional
	210-224	5	8	70 game min
	210-224	2	5	ea additional
	County High Average	15	18	
Series	800 and higher	6	9	
	776-799	2	5	
	751-775	1	4	
	County High Series	5	8	
Games	300	4	7	
	299	2	5	

Bowler of the Year selection Committee is to consist of the following:

President, Vice President, Jr Past President, Association manager as Core Committee members
 Three members of the bowling community selected by the Core Committee

APPENDIX 3

BOWLER OF THE YEAR CRITERIA – FEMALE

Women's “ Bowler of the Year” Scoring Values

Tournaments- All scores/finishes are NET totals

Name	County	State	Natl/Reg
Annual Championship – Team	5	7	10
Annual Championship –Doubles	10	15	20
Annual Championship – Singles	15	20	30
Annual Championship –All Events	20	30	40
Queens Championship – 1 st Place	30	40	50
Queens Championship – 2 nd Place	20	30	40
Queens Championship – 3 rd Place	15	25	35
Queens Championship – 4 th Place	10	20	30
Queens Championship – 5 th Place	5	15	25
Other Tournaments – 1st Place	2	2	2

Personal Acheivements

Average	220 and higher	10	70 game min
	216-219	8	70 game min
	211-215	5	70 game min
	206-210	3	70 game min
	200-205	2	70 game min
	County High Average	10	70 game min
Series	800 and higher	15	max of 75
	776-799	10	max of 50
	751-775	8	max of 40
	726-750	6	max of 30
	700-725	5	max of 25
	676-699	3	max of 15
	County High Series	3	
Games	300	5	max of 25
	297-299	4	max of 20
	279-296	3	max of 15
	265-278	2	max of 10
	County High Game	1	
County High Awards Sweep	10		
Member of High Five Team	2		

APPENDIX 4

Monmouth County Charles H. Bryde USBC Youth Scholarship Application

ELIGIBILITY REQUIREMENTS:

1. Applicant must not be bowling in an adult league.
2. Applicant must be a certified USBC Youth member in good standing.
3. Applicant must be a HIGH SCHOOL SENIOR, graduating in 2017.
4. Applicants must maintain at least a B four-year average or equivalent.
5. Applicant must be planning to further his/her education at an accredited college or trade school.
6. Applicant must provide coach and a minimum of one teacher references. If no coach, provide a minimum of two teacher references.
7. Applicants must have bowled at least 21 games in Monmouth County and be certified in Monmouth County USBC.
8. Applicant must submit an essay of 250 words or less (see application).

All completed applications must be returned no later than May 19th of the current year. Please note it is the applicant's responsibility to obtain certification of grades. **Incomplete applications will not be considered.**

The athletes selected by the committee will receive an educational assistance award in the amount of \$1,000. The athlete selected by the committee will receive a \$1,000.00 Scholarship to be held in escrow. Payment will be made directly to the school of his/her choice upon proof of enrollment and attendance. If the scholarship funds are not used within two years of high school graduation, it will be forfeited back to MC USBC.

The Award(s) will be presented to the winner at the Monmouth County Hall of Fame and County Awards Ceremony held during the summer of the current year.

**All Completed applications should be returned to:
Monmouth County USBC Scholarship Committee
David A Kline Jr
2 Rococo Court Jackson, NJ 08527-4836
Phone: 732-833-6165
Email: DKJBowling@gmail.com**

Monmouth County USBC Scholarship Nomination Application:

Name: _____ Date of Birth _____ (M / F)

Address: _____

City: _____ State _____ Zip: _____

High School Attended: _____

College planning to attend: _____ Major _____

Email Address: _____ Telephone #: _____

Name of league and Bowling Center which you are currently certified through:
_____ Sanction # _____

Bowling Information

Highest Bowling Averages Attained (Each Year)
2016-2017 _____ 2015-2016 _____ 2014-2015 _____

Highest Series Bowled (Each Year)
2016-2017 _____ 2015-2016 _____ 2014-2015 _____

Highest Games Bowled (Each Year)
2016-2017 _____ 2015-2016 _____ 2014-2015 _____

Highest Sport Bowling Averages Attained (Each Year)
2016-2017 _____ 2015-2016 _____ 2014-2015 _____

List any additional bowling awards or honors:

1) _____

2) _____

3) _____

4) _____

Tournament Participation/Highlights

Name of tournament	Year	Place
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

List contributions that have enhanced or assisted the sport of bowling. For example: coaching, fund raising, etc.

Special awards or honors outside the sport of bowling.

Scholastic information

Grade Point Average (Please Submit Transcript GPA) _____

Participation in School Activities, i.e. National Honors Society, Clubs, Sports, etc.

Future Goals:

On a separate sheet of paper attach an essay of 250 words or less stating your reason for applying for this award.

_____ Applicant Name (Print)	_____ Applicant Signature	_____ Date
_____ Parent/Guardian Name (Print)	_____ Parent/Guardian Signature	_____ Date
_____ *Coach Name (Print)	_____ *Coach Signature	_____ Date

*Coach's signature verifies that all the bowling information supplied on this application is accurate.

**All Completed applications should be returned to:
Monmouth County USBC Scholarship Committee
David A Kline Jr
2 Rococo Court, Jackson, NJ 08527-4836**

APPENDIX 5

MONMOUTH COUNTY USBC TOURNAMENT AGREEMENT

DATE _____

In consideration of the USBC granting its certification for the tournament event as indicated below, it is agreed that the following terms and conditions will be honored.

Tournament Name:

THE AUTHORIZED OFFICER, OR TOURNAMENT OFFICIAL, OF THE MONMOUTH COUNTY USBC _____, ALONG WITH THE AUTHORIZED MANAGEMENT REPRESENTATIVE _____ OF THE _____ BOWLING ESTABLISHMENT HAS AGREED ON THE _____ DAY OF _____, _____ TO THE FOLLOWING TERMS AND CONDITIONS.

ITEM 1---THE TOURNAMENT MANAGER WILL PAY THE TOTAL SUM OF ALL BOWLING FEES AT THE RATE OF \$ _____ PER GAME OR \$ _____ PER THREE GAMES FOR THOSE ENTERED AND SCHEDULED TO BOWL.

ITEM 2---PAYMENT OF BOWLING FEES WILL BE MADE PRIOR TO THE CONCLUSION OF THE LAST SCHEDULED SQUAD (EACH DAY OR EACH WEEKEND) OR AT THE CONCLUSION OF THE TOURNAMENT.

ITEM 3---MANAGEMENT OF THE BOWLING ESTABLISHMENT WILL TAKE THE PRIMARY AD OR ADS IN THE OFFICIAL TOURNMENT PROGRAM AT A TOTAL COST OF \$ _____.

ITEM 4---THERE SHALL BE NO OPEN BOWLING OF TOURNAMENT PARTICIPANTS ON THE LANES DESIGNATED AS TOURNAMENT LANES AT LEAST ONE HOUR BEFORE ANY SCHEDULED SQUAD IS TO START.

ITEM 5---OPEN BOWLING DURING THE TOURNAMENT, SCHEDULED OR RESCHEDULED SQUADS, WILL NOT BE ALLOWED BY THE MANAGEMENT WITHOUT THE KNOWLEDGE AND CONCURRENCE OF THE TOURNAMENT OFFICIAL IN CHARGE.

ITEM 6---WHEN THE NATIONAL ANTHEM IS PLAYED, OR WHEN THE TOURNAMENT RELATED PUBLIC ADDRESS ANNOUNCEMENTS ARE MADE, THEY SHALL NOT BE SUBJECT TO OPEN BOWLING OR OTHER DETRACTING INTERFERENCE.

ITEM 7---THE TOURNAMENT MANAGER SHALL BE RESPONSIBLE FOR RESTORING ALL LANE FACILITIES TO NORMAL OPERATING CONDITIONS AT THE CONCLUSION OF THE FINAL SQUAD OF THAT DAY.

ITEM 8---MANAGEMENT SHALL ALLOW THE TOURNAMENT MANAGER TO SET UP CLOAK ROOM FACILITIES AS AN OPTIONAL FUNCTION DURING TOURNAMENT SCHEDULES.

ITEM 9---TOURNAMENT BOWLING DATES AND SQUAD TIMES ARE TO BE SCHEDULED AS FOLLOWS:

DATE _____	FROM _____	AM/PM TO _____	PM DATE _____	FROM _____	AM/PM TO _____	PM _____
DATE _____	FROM _____	AM/PM TO _____	PM DATE _____	FROM _____	AM/PM TO _____	PM _____
DATE _____	FROM _____	AM/PM TO _____	PM DATE _____	FROM _____	AM/PM TO _____	PM _____
DATE _____	FROM _____	AM/PM TO _____	PM DATE _____	FROM _____	AM/PM TO _____	PM _____
DATE _____	FROM _____	AM/PM TO _____	PM DATE _____	FROM _____	AM/PM TO _____	PM _____

ANY CHANGES IN THE ABOVE SCHEDULES NECESSITATED BY EITHER THE NUMBER OF ENTRIES OR SOME UNFORESEEN EVENT BEYOND OUR CONTROL, WILL BE SUBJECT TO RECONSIDERATION AND RESOLVED IN A MANNER AGREEABLE TO BOTH PARTIES CONCERNED.

ITEM 10---MANAGEMENT SHALL COMPLY WITH ALL CONDITIONS RELATED TO USBC LANE CERTIFICATION REQUIREMENTS INCLUDING LANE CONDITIONING, PINS, FOUL LIGHTS AND HAVE "ON-THE-SPOT" MAINTENANCE READILY AVAILABLE WHEN NEEDED.

ITEM 11-ALL STATEMENTS IN THIS AGREEMENT SHALL BE ADHERED TO BY BOTH PARTIES, EXCEPT THOSE SPECIFICALLY IDENTIFIED HERE AS WAIVERED.

ITEM (S) NUMBER _____ SHALL BE CONSIDERED WAIVED.

ITEM 12---OTHER AGREEMENTS (IF ANY) NOT COVERED HEREIN ARE AS FOLLOWS _____ ATTACHED. _____ NONE

ITEM 13---TOURNAMENT LANES ARE LANE _____ THRU _____ AS NEEDED.

MONMOUTH COUNTY USBC
AUTHORIZED SIGNATURE

BOWLING ESTABLISHMENT MANGEMENT
AUTHORIZED SIGNATURE

Change Log:

The following table should be updated each time the attached document is edited.

Date Changed	Author	Changes
02/28/14	MLI	Requested by LCollucci Sec 05-07 Changed "other Tournaments to "Tournaments". Added Annual Championship tournament to the list. Deleted Paragraph E. 05-07 Removed references to 50/50 and Lottery 05-08 delete Section I regarding 50/50 05-28 – Changed Travel league from \$100 to \$50
03/8/14	MLI	Updated Appendix 2 with new Womens HOF application Sec 05-05. Change \$150 to \$50 per meeting for refreshments. (Budget change last year). Sec 05-08. Scholarship Awards. B. 7. The scholarship winners will be announced at the June meeting - it is no longer the "annual" meeting. B. 8. The annual banquet of the President's dinner. - (not "Past" President). Sec 05-09. Pg 10 - is a continuation of the previous paragraph and should not have a new number. It is part of G.2. Pg 12. Sec 05-08 should be 05-10. It is a continuation of the previous page. Pg 12 Sec 05-11. C. is part of paragraph B. Pg 12 at the bottom the title 05-11 cont'd should be top of pg 13. Sec 05-15. Bylaw changes are now in March not June. Sec 05-25. E. Remove "at the rate of \$5 per league plus" Sec 05-29. Remove "and their guests".
06/14/14	JMR	Sec 05-07 Paragraph G Added
08/12/15	JMR	Sec 05-05 D. \$50 changed to \$20 for refreshments at BOD Meetings. Sec 05-09 D. 3b. Changed to have the HoF Selection Committee select inductees for Hall of Fame without needing Board approval. Sec 05-22 D. Deleted. No travel expense to State Meetings. Sec 05-24 B. Allowance for National Convention changed from \$4,000 to \$3,000. Sec 05-24 C. Changed to delete reimbursement for 1 st VP and Alternates to Elected Delegates only.
08/22/16	JMR	Sec 05-32 Committees. A, B and C added. Appendix 4 replaced. Appendix 5 added. Sec 05-01. Added item 8.
03/16/17	JMR	Scholarship section 05-08 and Appendix 4.
10/22/17	JMR	Added Youth Membership Processing Fee of \$6, since dropped from Bylaws. Sec 05-32 Youth Committee.