



# **OPERATIONS MANUAL**

**REVISED: 1 AUGUST 2025**

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## LIST OF ACRONYMS

BoD-----	Board of Directors
BFTC-----	Bowl for The Cure
BVL-----	Bowlers to Veterans Link
GPA-----	Grade Point Average
HoF-----	Hall of Fame
IRS-----	Internal Revenue Service
OM-----	Operations Manual
POA-----	Pins Over Average
RVP-----	Registered Volunteer Program
SMART-----	Scholarship Management and Accounting Reports for Tenpins
USBC-----	United States Bowling Congress
VA-----	Veterans Administration or Virginia
VPUSBC-----	Virginia Peninsula United States Bowling Congress
VSUSBC-----	Virginia State United States Bowling Congress

## PREFACE

1. The purpose of establishing the Virginia Peninsula USBC (VPUSBC) Operations Manual (OM) is to provide basic guidelines and policies for all VPUSBC Association Board of Directors (BoD) in a printed format. This manual is to be used in conjunction with:

- USBC Bylaws and Association Policy Manual (reviewed annually)
- Virginia Peninsula USBC Bylaws (revised as necessary)
- Any other USBC publication (as applicable).

The various sections of this manual cover all the basic duties and responsibilities for each VPUSBC board member position and standing committees. All VPUSBC board members are to use this OM to perform their primary duties within this service organization of the United States Bowling Congress (USBC) and the VPUSBC.

These procedures are established and revised, as needed, by the VPUSBC BoD. All proposed changes and amendments made to the procedures, within this manual, will be voted on and approved by the BoD, becoming effective immediately unless otherwise specified.

The Association Manager of the VPUSBC may renumber, revise, codify, and correct any portion of this OM to eliminate any errors in spelling, grammar, or numbering, and to maintain proper order and sequence. The Association Manager shall not change the meaning or purpose of any procedures so changed and renumbered.

The concept and initial release of these procedures were voted on and approved by the Virginia Peninsula USBC Board of Directors on: **1 August 2025**

## **PURPOSE OF THE ORGANIZATION**

The purpose of the VPUSBC is to:

1. Provide equal opportunity for all in the sport of bowling without regard to race, religion, age, gender disability or national origin.
2. Promote the game of American Tenpins.
3. Conduct and support bowling competitions.
4. Engage in other activities permitted by an organization classified as tax exempt under Section 501(c)(3) of the IRS Code.
5. Provide services and benefits to its members.
6. Enforce the playing rules.
7. Promote the growth of youth bowling and activities.
8. Maintain or increase membership.
9. Foster programs to increase bowling skills among its members.

# **Chapter 1**

## **Executive Committee**

### **1.1. DESCRIPTION**

1.1.1 The VPUSBC Executive Committee shall consist of the officers on the BoD and the Association Manager. The President shall be the chairperson.

### **1.2. PURPOSE**

1.2.1. The purpose of this committee shall be to review the activities of the Association and, as necessary, recommend changes and/or improvements for procedures thereof.

### **1.3. DUTIES & RESPONSIBILITIES**

1.3.1. The committee shall consider future projects and programs which would benefit the Association. The committee shall include recommendations to the BoD for approval of procedural guides and programs.

# **Chapter 2**

## **VPUSBC Board President**

### **2.1. DESCRIPTION**

2.1.1. The President is the chief executive officer of the VPUSBC.

### **2.2. ELIGIBILITY**

2.2.1. Must meet all requirements for a board director of the VPUSBC as stated in the Association by-laws.

2.2.2. An officer or director may accept a nomination and run for election for another office on the board without resigning from the present office.

2.2.3. If defeated, then the individual completes the term for their current position.

2.2.4. Must be RVP credentialed. If not credentialed when elected, he/she must do so no later than 30 days after election.

### **2.3. DUTIES & RESPONSIBILITIES**

2.3.1. Presides over all meetings of the BoD and the Association's Annual Meeting.

2.3.2. Acts as the spokesperson for the Association.

2.3.3. Verifies all the Association accounts monthly.

2.3.4. When instructed by the BoD, he/she will sign and endorse all checks drawn by the Association Manager.

2.3.5. Appoints committees, except Nominating, with BoD approval.

2.3.6. Shall assign BoD members to the various standing committees, create new committees if necessary, and appoint committee chairperson. (In making the choice, he/she shall seek the advice of the Executive Board.)

2.3.7. Provide an agenda for the Association Manager within one week in advance of any meetings.

2.3.8. May attend President-appointed USBC committee meetings as an exofficio, in a non- voting capacity.

2.3.9. Conduct Executive Board meetings, as necessary, during the months when regular board meetings are not held to keep the channels of communication open.

2.3.10. Select a Director of the Year, which will be a director who has contributed to the VPUSBC and its bowlers above and beyond normal duties outlined in the VPUSBC Operations Manual.

2.3.11. Authorized to fill vacancies for delegates to State and National meetings. Vacancies will be filled with alternates in the order they were elected. If alternates are not available, the president is authorized to select available member(s) to fill the vacancy(ies).

# **Chapter 3**

## **VPUSBC Board Vice President**

### **3.1. DESCRIPTION**

3.1.1. The Vice President is the assistant executive officer to the President and if needed, will fill the position and act in the President's absence. This position can consist of 1 or 2 Vice Presidents pending size and availability of board members.

### **3.2. ELIGIBILITY:**

3.2.1. Must meet all requirements for the director of the VPUSBC as stated in the Association by-laws.

3.2.2. An officer or director may accept a nomination and run for election to this position on the BoD without resigning their current BoD position. If defeated, then the individual completes the term for their current position.

3.2.3. Must be RVP credentialed, and SafeSport trained. If not, RVP credentialed when elected, he/she must do so no later than 30 days after election.

### **3.3. DUTIES & RESPONSIBILITIES:**

3.3.1. The chief responsibility of the Vice President is to take over the duties of the President during his absence. In order to achieve this effectively, he should maintain an open line of communication with the President and should also be aware of all happenings in the Association.

3.3.2. Is an ex-officio member of committees as assigned by the President and oversees all their activities.

3.3.3. Shall report committee progress at the BoD meetings and to the members at the Open Membership meeting if requested by the board president.

# **Chapter 4**

## **VPUSBC Board Director**

### **4.1. DESCRIPTION**

4.1.1. A Director is elected to a specific position for a term as defined in Article 5, Section D of the VPUSBC Bylaws, by secret ballot at the Open Membership Meeting.

### **4.2. ELIGIBILITY:**

4.2.1. Must meet all requirements for the director of the VPUSBC as stated in the Association bylaws.

4.2.2. An officer or director may accept a nomination and run for election for another office on the BoD without resigning from the present office. If defeated, the individual completes their term in their present position.

4.2.3. Must be RVP credentialed, and SafeSport trained. If not, RVP credentialed when elected, he/she must do so no later than 30 days after election.

# Chapter 5

## VPUSBC Board of Directors

### 5.1. RULES OF CONDUCT

5.1.1. The VPUSBC has been established to serve the bowlers in this area. Whatever success we achieve is the result of the combined efforts of those who serve on the BoD. In this organization, as in most non-profit organizations, the work is hard, and rewards are rare. A director must dedicate a large portion of his time and make the necessary sacrifices to complete his assignments. A director that cannot meet the demands of his office should consider the possibility that the organization could best be served by another person who can devote the effort necessary to fulfill these duties. Therefore, each Director is expected to:

5.1.2. Review the VPUSBC Bylaws, the USBC Rule Book, Roberts Rules of Order, the VPUSBC Operations Manual, and the USBC Bylaws and Association Policy Manual.

5.1.3. Make every effort to attend all VPUSBC meetings. Attendance at these meetings should be a prime requisite when accepting the position of Director. Absences should be kept to a minimum. ***Missing three consecutive meetings without a valid excuse will be considered as a notice of resignation from that Director.*** He/she will be notified by mail and be requested to return all materials belonging to the VPUSBC.

5.1.4. Attend all committee meetings to which he/she is assigned. When an absence is unavoidable, the Director shall notify the board president and association manager and then familiarize himself/herself of what transpired.

5.1.5. Perform the duties of a bowling center representative for centers to which he/she is assigned. Remember, whatever action is taken or whatever advice a director renders is a reflection on the competency of the VPUSBC. His/her duties as a bowling center representative are:

5.1.5.1. Make personal contact with the proprietors and league officers.

5.1.5.2. Promote USBC membership to proprietors and league bowlers.

5.1.5.3. Encourage and assist leagues in certification (verify with the Association Manager) prior to the USBC deadline.

5.1.5.4. Attend league organizational meetings. Explain bonding, new USBC rules, awards program, dues, etc.

5.1.5.5. Ensure each league receives necessary supplies.

5.1.5.6. Resolve league problems and rules disputes if possible. If unsure of correct answer, tell them you will get back to them, and then call the Vice President responsible for that center for assistance.

5.1.5.7. Wear suitable attire, VPUSBC shirt and/or jacket when attending meetings or presenting awards.

5.1.5.8. Assist the VPUSBC Association Manager in obtaining any final average sheets that are delinquent at the end of the season.

5.1.5.9. Ensure each league is notified of the Annual Membership Meeting.

5.1.5.10. Promote all VPUSBC events (Annual Awards Ceremony, Annual Meeting, tournaments, etc.)

5.1.5.11. Personally present USBC national awards and VPUSBC local awards to the bowlers.

5.1.5.12. Keep a list of all leagues and officers (with phone numbers) for the center that you are responsible for. Get copies of each league's rules and bylaws for presentation to the VPUSBC Rules Committee. It should be understood that the activities of the VPUSBC are of a confidential nature and should not be openly discussed until approved by the USBC and/or the VPUSBC.

## 5.2. DUTIES & RESPONSIBILITIES:

- 5.2.1. Enforce the VPUSBC bylaws and comply with the USBC *Association Policy Manual*.
- 5.2.2. Ensure adherence to all USBC Performance Standards.
- 5.2.3. Assist with reviewing and maintaining the VPUSBC Operations Manual.
- 5.2.4. Assist the tournament manager(s) as required and support the staffing for the local/state championship tournaments.
- 5.2.5. Establish a procedure for the handling of funds which includes:
  - 5.2.5.1. Approving the financial institution(s), which must be federally insured or its equivalent.
  - 5.2.5.2. Designating BoD members to sign for withdrawals.
  - 5.2.5.3. Ensuring all withdrawals have two authorized signatures. **NOTE:** Two members of an immediate family cannot co-sign for withdrawals. (Immediate family members include mother, daughter, sister, wife, husband, son, brother and father, stepsister, stepmother, in-laws, etc. Even though members of an immediate family are not residing in the same household, it would not be permissible for them to act as signatories on Association accounts.)
  - 5.2.5.4. Ensuring all money is deposited within seven days.
  - 5.2.5.5. Authorizing all expenditures which can include electronic transfers of routine bills. (Electronic transfers and routine bills only need initial authorization.)
  - 5.2.5.6. Ensuring the President verifies the Association accounts monthly.
  - 5.2.5.7. Ensuring all required financial reports are filed. (IRS, payroll taxes, state taxes, etc.)
  - 5.2.5.8. Establish a procedure for quarterly and yearly audits.
  - 5.2.5.9. Approve and report the budget developed by the Association Manager to the membership. This report will include individual salary amounts, if any.
- 5.2.6. Choose the date of the Association's Annual Meeting.
- 5.2.7. Approve a procedure for retention of records which must include the financial records.
- 5.2.8. Oversee the transfer of Association records and property to the:
  - 5.2.8.1. Successors to a position, or employee, no later than the first day of their term or employment.
  - 5.2.8.2. BoD within two weeks from the date of vacancy.
- 5.2.9. Determine Association optional member benefits and dues, if applicable, not to exceed the maximum dues amount determined by the VPUSBC membership.
- 5.2.10. Develop and implement a strategic (action) plan.
- 5.2.11. Provide education, training, evaluations, recognition and other services as determined by USBC.
- 5.2.12. Implement USBC programs to include developing a volunteer/membership recruitment/retention plan that will assist centers with bowler recruitment and retention.
- 5.2.13. Develop promotions and marketing plans.
- 5.2.14. Implement an Association Representative Program.
- 5.2.15. Develop and implement a communication plan.
- 5.2.16. Select/appoint and evaluate the performance of the Association Manager.
- 5.2.17. Approve the use of membership records. Membership records are the property of USBC and the Association and are provided to USBC Headquarters as requested.

5.2.18. Establish a procedure for maintaining averages. It shall provide for the maintenance of an average record of Association members by publishing a yearbook or maintaining a list for office use. The average listing shall be maintained as part of Association records for at least three (3) years and must include the following information:

5.2.18.1. A listing, alphabetical by bowler name, of all league's averages. All such averages shall be considered official.

5.2.18.2. A listing of separate winter league and summer league average listings; or the Association may maintain a single combined listing provided such listing indicates which leagues are summer leagues.

5.2.18.3. The names of each league in which a member has bowled.

5.2.18.4. The number of games bowled by the member in each league.

5.2.18.5. The members' average in each such league.

5.2.19. Set a date for league secretaries to submit averages.

5.2.20. Re-rate the league average of an Association member when there is evidence the bowler's average does not represent the bowler's true ability.

5.2.21. Conduct suspension and reinstatement hearings.

5.2.22. Render final decisions on all protests and disputes within the Association unless they appealed to USBC Headquarters.

5.2.23. Provide other reports as required by USBC or the state association.

5.2.24. Conflict of Interest Policy and Disclosure (Appendix 1): All Association Officers, Directors, the Association Manager and any committee members or center representatives who are not members of the BoD are obligated to fully disclose any potential conflicts to protect themselves and the Association. Annually, each individual in any position noted above shall read the Conflict-of-Interest Policy and Disclosure and sign the attached form (Appendix 1, Page 4). Forms are to be maintained on file by the Association Manager.

# **Chapter 6**

## **VPUSBC Association Manager**

### **6.1. DESCRIPTION**

6.1.1. The association manager is hired by and accountable to the BoD and USBC and acts as the ex officio, non-voting secretary/treasurer of the BoD

### **6.2. ELIGIBILITY**

6.2.1. Must be a minimum age of 18, unless state laws mandate a specific age.

6.2.2. Must be USBC bondable.

6.2.3. Is required to be a member of the Association.

6.2.4. Must be Registered Volunteer Program credentialed.

### **6.3. DUTIES & RESPONSIBILITIES**

6.3.1. Association Manager reports to:

6.3.1.1. VPUSBC BoD on a regular basis. (At least quarterly)

6.3.1.2. USBC as required

6.3.1.3. Delegates/youth representatives/members at every membership meeting and as needed.

6.3.2. The Association Manager is responsible for providing:

6.3.2.1. Financial report, in writing, at every board and the annual open membership meeting.

6.3.2.2. Written, audited, year-end financial report no later than the 1<sup>st</sup> of October or the Board meeting nearest to that date. Said report should also be distributed at the annual open membership meeting.

6.3.2.3. The Board of Directors meeting minutes should be distributed within seven (7) days of each meeting for review and corrections as needed.

6.3.2.4. Minutes of the Annual meeting should be distributed to the Board of Directors at the last BoD meeting prior to the next Open Membership Meeting also to the attendees of the next scheduled Open Membership Meeting.

6.3.3. The Association Manager is financially responsible for:

6.3.3.1. Complying with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the BoD, which must include:

6.3.3.2. Receiving and issuing a receipt for all funds paid to the Association within 10 days.

6.3.3.3. Depositing Association funds in the Association's financial institution(s), which must be federally insured or its equivalent, within seven days.

6.3.3.4. Ensuring all withdrawals have two signatures. (Two members of the immediate family cannot co-sign for withdrawals.)

6.3.3.5. Ensuring the President verifies the Association accounts monthly.

6.3.3.6. Ensuring all required financial reports are filed (IRS, payroll taxes, state taxes, etc.)

6.3.3.7. Providing all information requested for the Association audits.

6.3.3.8. Preparing a budget for BoD approval. (Note: The Finance Committee reviews and monitors the budget.)

- 6.3.3.9. Staying within the budget.
- 6.3.3.10. Establishing a procedure for retention of records which must include the financial records, to be approved by the BoD.
- 6.3.3.11. Providing a report on financial transactions as requested by the BoD or USBC.
- 6.3.3.12. Paying all bills authorized by the BoD.
- 6.3.3.13. Issuing a receipt to league secretaries within 10 days of receipt of dues (Local Only).
- 6.3.3.14. Responsible for maintaining and updating as needed a record of all Virginia Peninsula USBC Assets to include furniture, equipment, computers, printers, etc.
- 6.3.4. Implementing USBC's Performance Standards when required by USBC.
- 6.3.5. Assisting with the Association self-assessment as directed by USBC.
- 6.3.6. Implementing and monitoring a strategic (action) plan for the Association and reporting progress to the BoD quarterly.
- 6.3.7. Applying for Association charter renewal every five years.
- 6.3.8. Ordering Association supplies.
- 6.3.9. Processing membership within 20 days of receipt (Local only).
- 6.3.10. Remitting dues to USBC within 20 days (Local only).
- 6.3.11. Overseeing volunteer activities.
- 6.3.12. Association correspondence.
- 6.3.13. Ensuring BoD members have a current copy of the Association's bylaws. Bylaws should be updated annually for any changes made by USBC and distributed to the Board of Directors at the start of each season or as soon as possible after August 1<sup>st</sup>.
- 6.3.14. Meeting notifications, as designated by the bylaws.
- 6.3.15. Maintaining the Association's Operations manual with assistance of committee members (if applicable).
- 6.3.16. Receiving, compiling and filing committee reports.
- 6.3.17. Recording and maintaining meeting minutes.
- 6.3.18. Submitting the Association's delegates/alternates credentials to USBC and, in the case of the local Associations, will also submit delegates/alternates credentials to the state, within the specified formats and dates.
- 6.3.19. Operation of the Association tournaments, either as tournament director or as the supervisor of the tournament director.
- 6.3.20. Distributing all prize funds within 30 days following the close of the tournament, except when USBC has authorized delay in payment.
- 6.3.21. Maintaining a record of and submitting tournament scores to USBC Headquarters as specified.
- 6.3.22. Maintaining a record of, verifying and submitting to USBC and the state association, averages of members who have participated in at least 21 games in each league.
- 6.3.23. Providing membership records and submitting to USBC when requested in a format specified by USBC.
- 6.3.24. Ensuring members' awards are fulfilled within seven days.
- 6.3.25. Other duties by the BoD, the USBC *Bylaws*, *Association Policy* and Association Operations manual.

#### **6.4. ASSOCIATION MANAGER SALARY**

6.4.1. The salary for the Association Manager shall be \$9,000.00 annually. This expense shall be paid monthly in the amount of \$750.00 per month. Federal and state tax laws will be taken into consideration regarding this compensation. The Association Manager's salary will be reviewed annually.

#### **6.5. PERFORMANCE REVIEWS**

6.5.1. The Association Manager is hired by the BoD and has many important responsibilities. The individual holding this position reports and is accountable to the BoD and USBC. Federal and state laws on employment must be taken into consideration and the President, or a committee appointed by the President, shall perform a yearly performance review.

6.5.2. A probationary period will be in force for the Association Manager as follows:

6.5.2.1. For new AM's there will be a one-year probation period with reviews performed at ninety (90) day intervals throughout the year.

6.5.2.2. For the AM's second year of employment, a review will be done every six (6) months.

6.5.2.3. For the AM's third and subsequent years, the review will be performed annually.

6.5.3. Should deficiencies be identified during the performance reviews, the following actions will be taken as needed: 6.5.3.1. The first identification of a deficiency (deficiencies) will result in a verbal warning noted on the performance review for (see attachment at Appendix 6) and witnessed by another party and kept on file. An action plan for correction will be identified.

6.5.3.2. The second warning will be in writing via letter. An action plan for correction will be identified and a follow-up will occur within 60 days. If correction has been made, and the issue is resolved, the process will start over.

6.5.3.3. If a third and final warning is warranted, it will be in writing and continued non-performance will result in employment termination.

6.5.4. If the BoD authorizes any other positions, such as office assistant, the Association Manager shall perform a yearly performance review and file a report to the BoD.

# Chapter 7

## VPUSBC Board of Directors Meeting Agenda & Timetable

### 7.1. OVERVIEW

7.1.1. The VPUSBC BoD shall hold no less than four (4) meetings a league year (**1 Aug-31 Jul**). The purpose of this section is to provide a meeting agenda as a guide for newly elected officers and directors. These are only guidelines suggested and can be changed as necessary.

### 7.2. MEETINGS/AGENDAS

#### 7.2.1. FOURTH QUARTER (1 AUG – 31 OCT)

7.2.1.1. President's Dinner meeting, meals paid for by the Association.

7.2.1.2. Install New Officers and Directors in offices.

7.2.1.3. Discuss upcoming tournaments and centers that will host them.

7.2.1.4. Inform House Representatives which leagues are delinquent on their final average sheets so the Representatives can follow up.

7.2.1.5. Budget review report (3<sup>rd</sup> Quarter)

7.2.1.6. Announce the Committee and House Representative assignments.

#### 7.2.2. FIRST QUARTER (1 NOV – 31 JAN)

7.2.2.1. Distribute league supplies.

7.2.2.2. Review Operations Manual if necessary

7.2.2.3. Distribute the VPUSBC City Tournaments entry forms.

7.2.2.4. Ensure preparations are in order/made for the Annual Awards Ceremony

7.2.2.6. Select winners for Al Watlet Service Award and Richard Gary Coach of the Year

7.2.2.7. Verify All Star Team members.

7.2.2.8. Go over league applications not received with House Representatives for follow up.

7.2.2.9. Vote on audit report to be presented to the Annual Open Membership Meeting

#### 7.2.3. SECOND QUARTER (1 FEB – 30 APR)

7.2.3.1. Distribute Annual Awards Ceremony tickets.

7.2.3.2. Budget review report (1<sup>st</sup> Quarter)

7.2.3.3. Request volunteers for the City Tournaments

#### 7.2.4. THIRD QUARTER (1 MAY – 31 JUL)

7.2.4.1. Prepare for Annual Open Membership Meeting

7.2.4.2. Budget review report (2<sup>nd</sup> quarter)

7.2.4.3. Discussion on new USBC rules/bylaws passed at the National Convention (if available)

7.2.4.4. Budget review report (3<sup>rd</sup> quarter)

# **Chapter 8**

## **Membership & Dues**

### **8.1. MEMBERSHIP**

8.1.1. Membership in the VPUSBC shall be open to all who bowl as members of any organized teams and leagues, bowl individually and anyone interested in bowling and qualified under the rules of the USBC and the VPUSBC.

### **8.2. JURISDICTION**

8.2.1. The area of jurisdiction of the VPUSBC includes the cities of Hampton, Newport News and Williamsburg, and the counties of Gloucester, James City, Mathews, York and Lancaster.

### **8.3. LIFE MEMBERS**

8.3.1. The Open Membership may, by a two-thirds vote of those present and vote at the Annual Open Meeting, select bowlers for recognition as life members.

8.3.2. Nominees may be proposed at any Open Meeting, but a vote for election must be conducted at a subsequent meeting. Nominees must have the following minimum qualifications:

8.3.3. Have been a member of the VPUSBC or its predecessors for at least 15 years.

8.3.4. Have served a minimum of 10 years on the VPUSBC BoD or its predecessors.

### **8.4. DUES**

8.4.1. The VPUSBC will collect its portion of dues from the members bowling in certified leagues during the league's entire schedule in the bowling centers within the jurisdiction of the VPUSBC.

8.4.1. The USBC dues for life members and legally handicapped members of certified handicapped leagues, shall pay National and State dues and \$9.00 for local dues.

### **8.5. TIME FRAME**

8.5.1. USBC membership cards are issued for the period of August 1 through July 31 and are valid for summer leagues. A non-USBC member shall pay all dues that are known to be, and upon payment thereof, shall become a member for the remainder of the current season.

# Chapter 9

## Committee Chairperson

### 9.1. OVERVIEW

9.1.1. A good chairperson does not do the work her or himself or keep specifics to her or himself. They develop a good working relationship with each member of their committee. They stimulate their committee through involvement. Giving each member a duty to perform enriches the members through experience and enhances the overall productivity of the committee.

### 9.2. DUTIES & RESPONSIBILITIES

9.2.1. Review assigned committee guidelines and files.

9.2.2. A preliminary meeting should be called to:

9.2.2.1. Review the committee's guidelines and files.

9.2.2.2. Formulate a schedule of activities for the upcoming year.

9.2.2.3. Distribute committee responsibilities equitably.

9.2.3. Notify the Vice President responsible for the committee and the Association Manager of all called meetings.

9.2.4. Schedule committee meetings at a time and place to obtain full participation from all committee members.

9.2.5. Obtain necessary reports from other committees to fulfill the needs of his committee.

9.2.6. Maintain a record of the activities of the committee.

9.2.7. Be prepared to issue status reports to the BoD at VPUSBC meetings. *Committee reports should be emailed to the President and Association Manager no later than one week prior to a BoD meeting or the Annual Meeting.*

9.2.8. Make certain the responsible Vice President and Association Manager is aware of all activities and is prepared to make the above status reports.

9.2.9. Review with the President the need for any additional committee members.

9.2.10. The President may call a committee meeting at any time.

# **Chapter 10**

## **Audit, Finance & AM Review Committee**

### **10.1. OVERVIEW**

10.1.1. The Audit/Finance/AM Review Committee shall consist of at least four members, to include one chair, appointed by the President. The VPUSBC Association Manager will provide the committee with all necessary documents to perform their duties when requested. This Committee combines the function of the Audit and Finance Committee with the Association Manager Review Committee.

### **10.2. MEETINGS**

10.2.1. This committee shall meet each quarter to review the budget, review VPUSBC committee expenses and audit VPUSBC accounts. Meetings will be held in, but not limited to, August, November, February and May.

### **10.3. RESTRICTIONS**

10.3.1. No expenditure over \$500.00 can be made without prior approval of the BoD.

10.3.2. Review and approve/disapprove expenses more than \$50.00 of all VPUSBC committees from the VPUSBC general fund. Ref: Appendix # 2, Expense Report, and Appendix #3, Financial Deferral.

### **10.4. DUTIES & RESPONSIBILITIES**

10.4.1. Audit VPUSBC accounts as required.

10.4.2. Audit VPUSBC financial records, provided by the Association Manager, in August.

10.4.3. Written report to BoD at the scheduled October meeting.

10.4.4. Written report on the membership at the Open Membership meeting.

10.4.5. Audit BVL, financial records, provided by BVL committee chairperson, in May/August.

10.4.6. Written report to the BoD at the scheduled November meeting and to the membership at the Open Membership meeting.

10.4.7. Audit the VPUSBC City Championship Tournaments financial records provided by the Tournament Manager(s).

10.4.8. Write a report to the BoD at the scheduled June meeting.

10.4.9. Written report to USBC as required, prepared by Tournament Manager.

10.4.10. Audit VPUSBC Scholarship Fund financial records.

10.4.11. Written report to the BoD.

10.4.12. Review the inventory of VPUSBC property, (computers, copier, etc.), and set dollar values on each for audit purpose. The inventory is to be included with the VPUSBC audit report prepared in August and presented to the BoD at a scheduled meeting and to the membership at the Open Membership Meeting.

10.4.13. Audit VPUSBC financial records quarterly

10.4.14. Write a report to the BoD at the next scheduled meeting after the audit.

### **10.5. AUDIT PROCESS**

10.5.1. Confirm bank balances at year-end, perform 12-month proof of cash & review bank reconciliations.

10.5.2. Estimate recorded revenue from membership dues and other revenue by:

10.5.2.1. Securing a membership list from the Association Manager and extending the number of members by the annual dues amount  
10.5.2.2. Identifying other revenue sources from BoD & Open Membership meeting minutes & financial records.

10.5.3. For disbursements, determine that each disbursement was approved in accordance with Association procedures and that the disbursement is supported by appropriate documentation.

10.5.4. Account for the numerical sequence of checks.

10.5.5. Locate documentation to verify that all state, federal, and national reports have been filed as required.

10.5.6. Review for timely deposits.

10.5.7. Follow up on previous recommendations.

10.5.8. Make recommendations based on procedures performed.

10.5.9. Submit a report on the results of the procedures to the BoD not later than the October BoD meeting.

10.5.10. Maintain a file of records to pass on to the committee chairperson at the end of the association year.

10.5.11. Review guidelines for the "Proposed Budget for FY\_\_\_." (August 1 through July 31)

10.5.12. Determine estimated income based on previous year membership.

10.5.13. Budget for items pre-set by the bylaws.

10.5.14. Review Association Manager's expenses, including taxes and social security.

10.5.15. Ensure awards program does not exceed 33% of estimated VPUSBC membership dues income

10.5.16. Ensure there are necessary expenses to function as an association.

10.5.17. Ensure office supplies are purchased regularly (paper, envelopes, stamps, etc.)

10.5.18. Proper office equipment maintenance

10.5.19. Payment of utility bills (i.e. phone)

10.5.20. Trips supported to represent the Association at State and National meetings.

10.5.20.1. USBC National Convention

10.5.20.1.1. Send up the authorized number of delegates if available.

10.5.20.1.2. Air fare at coach rate not to exceed \$800.

10.5.20.1.3. Mileage at current IRS rate

10.5.20.1.4. Hotel accommodation scheduled and paid for on association card.

10.5.20.1.5. Per Diem authorized at current GSA rate per authorized delegate

10.5.20.1.6. Rental car (per 4 delegates) for National convention, as necessary

10.5.20.2. Virginia State USBC meeting

10.5.20.2.1. Fall workshop and business meeting. (2 days)

10.5.20.2.2. Mileage at current IRS rate for driver only

10.5.20.2.3. Hotel accommodation scheduled and paid for on association card (2 nights)

10.5.20.2.4. Per Diem authorized at \$25 per day, per delegate

10.5.21. Review expenses incurred to cover special events and programs.

10.5.21.1. Open membership meeting

10.5.21.2. Rent for the meeting hall if needed.

10.5.21.3. Event funds for food, drinks and equipment rental, if necessary

10.5.21.4. The annual Awards Ceremony budget, including printing cost for raffle and dinner tickets.

10.5.21.5. Committee cost including mileage for any committee if requested.

10.5.22. Review and revise the budget each quarter if necessary.

## **10.6. ASSOCIATION MANAGER PERFORMANCE REVIEW**

10.6.1. The committee shall meet as indicated in Section 6.5 to review the performance of the Association Manager.

10.6.2. Upon completion of each performance review, the written review shall be submitted to the Executive Board for review.

# **Chapter 11**

## **Program/Credentials/Marketing Committee**

### **11.1. OVERVIEW**

11.1.1. The President will appoint the ex-officio of the Program Committee as well as the chairperson and remainder of the committee. This committee combines the duties of Programs, Credentials, Marketing, and Historian/Publicity Committee.

### **11.2. MEETINGS**

11.2.1. The committee shall meet as often as necessary to expedite the completion of their duties.

### **11.3. DUTIES & RESPONSIBILITIES**

11.3.1. Investigate date, time, locations, and prices for the following:

11.3.1.1. Membership Open Meeting - Develop the program for the Membership Open Meeting to include elections and any proposed changes to the by-laws, assist the Association Manager in preparing notices to the league secretaries, assist the Nominating Committee as requested and provide refreshments for the attendees.

11.3.1.2. League Officer Workshop - Develop the program for the annual league officers' workshop.

11.3.1.3. Any other function as directed by the BoD, and to make recommendations to the BoD.

11.3.2. The committee is to arrive at the meeting place early enough to set up for the meeting, check-in members, tally number of members attending to ensure a quorum is present and report the count to the President.

11.3.3. Prepare news releases for the various activities affecting the VPUSBC, such as:

11.3.3.1. Election of new officers and directors

11.3.3.2. BVL Fund Drive

11.3.3.3. City Championship Tournaments

11.3.3.4. Annual Awards Banquet

11.3.3.5. Any other event that is newsworthy

11.3.4. Cultivate a good working relationship with local sports writers and broadcasters.

11.3.5. Maintain a list of news media contacts.

11.3.6. Publish (with VPUSBC officers' input as required) quarterly, the VPUSBC Newsletter.

11.3.7. Contact each center periodically for items of interest.

11.3.8. Publish items of interest to the average bowler. (This publication is not a high score paper.)

11.3.9. Report on upcoming VPUSBC events.

11.3.10. Distribute the Newsletter to the bowlers.

11.3.11. Maintain a historical photo and news clippings album, photos and scrapbooks showing events of the Association, including but not limited to, membership meetings, workshop, tournaments and committee activities of interest to the membership. All expenses to maintain this information shall be paid by the Association. The historical information will be available at membership meetings and on the Association web site.

11.3.12. The Committee will maintain the Association's website and Facebook page

# **Chapter 12**

## **Annual Awards Ceremony Committee**

### **12.1. OVERVIEW**

12.1.1. The President will appoint the ex-officio of the Awards Ceremony Committee as well as the chairperson and remainder of the committee.

### **12.2. MEETINGS**

12.2.1. The committee shall meet as often as necessary to expedite the completion of their duties.

### **12.3. DUTIES & RESPONSIBILITIES**

12.3.1. Investigate date, time, location and price for the ceremony.

12.3.2. Develop the program for the Annual Awards Ceremony (i.e., arrange for a guest speaker, if desired; band or DJ, if dance desired, select awards (Hall of Fame inductions, Coach of the Year, Service Award and Director of the Year).

12.3.3. Ensure invitations are extended to award winners and that tickets are given to awardees and spouse/guest for the Hall of Fame recipient(s), VPUSBC Service Award, with the cost to be taken from the VPUSBC awards budget. Any special guest(s) such as the State President, USBC officials, etc., will also be provided with tickets with cost to be taken from the VPUSBC treasury as approved by the BoD. Solicit items for door prizes, etc.

# **Chapter 13**

## **Bylaws, Legislative & Operations Manual Committee**

### **13.1. OVERVIEW**

13.1.1. The President will appoint the ex-officio of the Bylaws, Legislative & Operations Manual (OM) Committee as well as the chairperson and remainder of the committee.

### **13.2. MEETINGS**

13.2.1. This committee shall meet as often as necessary to expedite the completion of their duties.

### **13.3. DUTIES & RESPONSIBILITIES**

13.3.1. Annually review the VPUSBC Bylaws and OM to determine if any amendments are necessary.

13.3.2. Prepare amendments for the presentation at the Open Membership meeting. This is done by:

13.3.2.1. Carefully consider all amendments received. Any member of the VPUSBC may submit amendments to the bylaws and OM.

13.3.2.2. Develop the amendment into the proper language for consideration by the Board of Directors. This can be done with the submitter's present and with his approval. Otherwise, the amendment is presented as written.

13.3.2.3. Making certain any proposal to amend or repeal is submitted in writing to the VPUSBC Association Manager.

13.3.2.4. Recording the BoD conclusions and recommendations for the purpose of reporting them to the members at the Open Membership meeting.

13.3.2.5. Furnishing the VPUSBC Association Manager a clean copy of all amendments so they can mail to the league secretaries a copy of all amendments to be considered.

13.3.3. Present to the members at the Open Membership meeting the amendment or amendments for consideration. The bylaws of a local association may be amended or repealed at any regular or special meetings of the members by a two-third vote provided there is a quorum present.

13.3.4. Review league rules submitted to the VPUSBC to ensure there is no conflict with USBC rules. If conflict exists, the Committee is to contact the league secretary and suggest changes necessary.

13.3.5. Review all suspension hearing requests, if requested by the VPUSBC Association Manager, to ensure proper procedures are followed i.e., timely and proper notification of the defendant/defendants in accordance with USBC rules, etc.

13.3.5.1. Local associations are not required to conduct suspension hearings in cases involving nonpayment of league fees and/or improper withdrawal, unless the accused requests a hearing. Since, in most cases, the only hearing held is the one conducted by the league, it is essential the VPUSBC review each case to ensure proper procedures are observed. This Committee will perform that review if requested by the VPUSBC Association Manager and request any required information from the league involved before forwarding the case to USBC.

### **13.4. AMENDMENTS**

13.4.1. The operations manual of the VPUSBC may be amended or repealed at any legally called regular or special meetings of the BoD by a 2/3 affirmative vote of the members present, providing such proposed amendment(s) has been submitted in writing to the Association Manager thirty (30) days prior to any meeting of the Board of Directors. Not later than fifteen (15) days preceding the said meeting of the BoD, the Association Manager will send a copy of all proposed amendments to the members of the BoD.

# **Chapter 14**

## **Nomination Committee**

### **14.1 OVERVIEW**

14.1.1. This committee shall be composed of 3-5 members proposed by the President. No potential candidates to the board may serve on this committee. Members of this committee wishing to seek re-election must resign from the committee. Proposed members are reviewed by discussion and elected by the BoD. Committee members will serve until the next committee elections are conducted. Vacancies are approved by the board. The committee selects its own chair.

### **14.2. MEETINGS**

14.2. The committee should meet at least once annually.

### **14.3. DUTIES & RESPONSIBILITIES**

14.3.1. Establish eligibility requirements and criteria for the Nominating Committee to be approved by the BoD.

14.3.2. Ensure reasonable representation, both adult and youth, based on age and diversity of membership.

14.3.3. Reviews and reports to the board of any potential conflicts of interest within the slate of candidates.

14.3.4. Establish procedures for determining whether a candidate meets the criteria and eligibility requirements.

14.3.5. Establish procedures for soliciting nominations/resumes.

14.3.6. Presents a slate for all open positions.

14.3.7. The Nominating Committee ensures that there are no more than three proprietors, as defined in the Association bylaws Article V, Section B-3, and the policy manual, on the board at any time and presents a slate of candidates for:

14.3.7.1. Open Officer and/or director positions.

14.3.7.2. Nominees for delegates and alternates for the USBC Annual Meeting.

14.3.7.3. Nominees for delegates and alternates for the state annual meeting.

# **Chapter 15**

## **Youth & Scholarship Committee**

### **15.1. OVERVIEW**

15.1.1. The President will appoint the ex-officio of the Scholarship Committee as well as the chairperson and the remaining members. The Scholarship Committee will consist of five (5) people. The committee provides an advisory/recommendation function to the VPUSBC BoD for monitoring, promoting, reviewing, and recommending youth programs and services conducted by the Association. As such, the committee is not a decision-making body and has no authority to implement programs or services without permission from the Board. This committee combines the duties of the Youth Committee with the Scholarship Committee.

### **15.2. STRUCTURE**

15.2.1. The Youth/Scholarship Committee and Chairperson are appointed by the President. Youth Directors shall be elected in accordance with the VPUSBC Operations Manual.

15.2.2. All Committee members must be members of USBC and at least 14 years of age (unless state law mandates a different age).

15.2.3. The Committee shall, at a minimum, meet annually.

15.2.4. Each member of the VPUSBC Youth/Scholarship Committee must be enrolled in the Registered Volunteer Program.

### **15.3. DUTIES & RESPONSIBILITIES**

15.3.1. The Committee shall operate in accordance with the USBC Association Policy Manual (Chapter Nine).

15.3.2. The Committee may conduct meetings or business activities in accordance with USBC and VPUSBC policies.

15.3.3. The Committee may not:

15.3.3.1. Operate independently from the Association.

15.3.3.2. Establish a bank account separate from the Association.

15.3.3.3. Have a president or vice-president.

15.3.3.4. Change Board decisions.

15.3.3.5. Implement programs without the Board's permission and approval.

15.3.3.6. Conduct fundraisers without Board approval.

15.3.3.7. Hold separate youth representative/youth delegate meetings.

15.3.3.8. Run the Association's youth championship tournament, unless assigned by the Association Manager.

15.3.3.9. Run other tournaments without Board approval.

15.3.3.10. Select scholarship recipients (two yearly) from graduating youth bowlers.

### **15.4. COACHES RESPONSIBILITIES**

15.4.1. VPUSBC Coaches are to submit eligible students' names (Graduating Seniors) to the VPUSBC Committee Chairperson by November 1st of the current bowling season.

15.4.2. Ensure that no members on the selection committee are a submitting coach or submitted a recommendation letter for the applicant.

## **15.5. COMMITTEE RESPONSIBILITIES**

15.5.1. Ensure that a letter or email has been sent to each coach requesting a list of eligible senior bowlers who qualify for the scholarship.

15.5.2. Send each coach enough Harry Sager/Harry Davis Scholarship Application Packages to give to each senior bowler. The package will be sent out no later than November 15th of the current bowling season. (Appendix # 6, 7, and 8)

15.5.3. Review the package to ensure all information has been received. If applications are incomplete, the Committee Chairperson will notify the applicant as to what information is missing to make the package complete. Incomplete packages will not be forwarded to the scholarship committee for evaluation. Completed packages are to have the names and addresses of the applicants, parents, coaches, and bowling centers bowled in removed by the Chairperson in order to keep the anonymity of applicants.

15.5.4. Ensure that no members on the selection committee are a submitting coach or submitted a recommendation letter for the applicant.

## **15.6. ELIGIBILITY**

15.6.1. Any graduating senior high school student is eligible to make an application for this scholarship providing that student meets the following requirements.

15.6.2. Files an application furnished by the VPUSBC Association Manager, giving complete information as required thereon, before February 28<sup>th</sup> of any year, with the VPUSBC Association Manager.

15.6.3. Must have unimpaired amateur standing in the game of bowling.

15.6.4. Is a member of a league certified in the VPUSBC and is in good standing for the current season. (This does not apply to college students applying for additional funds.)

## **15.7. EVALUATION PROCESS**

15.7.1. Evaluate completed applications (which have been numbered) to determine the winner and runner-up.

15.7.2. Meet in May to select the winner and runner-up.

15.7.3. Notify the winner and runner-up.

15.7.3.1. Recipients will be invited to the Annual Meeting for the presentation of the award.

## **15.8. EXISTING SCHOLARSHIPS**

15.8.1. The Committee will oversee existing scholarship recipients to ensure grade point averages are maintained.

15.8.2. The Association Manager will maintain accurate financial records for expenditures and monies received.

## **15.9. FUND RAISING**

15.9.1. The Committee will solicit funds as necessary to enable perpetuation of scholarship.

## **15.10. SCHOLARSHIP FUNDS**

15.10.1. Any and all legal contributions that might be presented to the Trustees may be accepted and shall be deposited into the VPUSBC Scholarship Fund. These funds shall be disbursed at the discretion of the

Scholarship Committee.

15.10.2. Upon receipt of any contributions, a letter of thanks will be mailed to the donor, and a copy will be retained for auditing purposes.

15.10.3. Funds shall be deposited in an insured, recognized banking institution and shall require two (2) signatures for any withdrawal.

15.10.4. The VPUSBC Association Manager shall be responsible for keeping complete records of all Fund activities.

## **15.11. STANDING RULES**

15.11.1. The VPUSBC Association Manager shall receive and deposit all funds in an institution insured by the Federal Deposit Insurance Corporation or Federal Savings and Loan Insurance Corporation in the name of the VPUSBC Scholarship Fund.

15.11.2. The VPUSBC Association Manager shall draw all checks and forwards for proper signatures.

15.11.3. The VPUSBC Association Manager shall receive and file all scholarship applications for presentation to the Scholarship Committee.

## **15.12. AWARD OF SCHOLARSHIPS**

15.12.1. First Place awarded \$2,000

15.12.2. Second Place is awarded \$1,500

15.12.3. Payment will be sent to SMART after the award plaques are presented.

## **15.13. CRITERIA FOR RATING APPLICANTS**

15.13.1. The three thresholds discussed below to make the bowlers "scholarship eligible." The scholarship committee will rank them, then award the most outstanding youth bowler the Harry Sager – Harry Davis Scholarship.

15.13.2. Bowling Participation & Coach Recommendation – 30%

15.13.2.1. Bowler must have participated in two years of organized VPUSBC Youth Leagues.

15.13.2.2. It is not mandatory that the bowler holds an office, but being team captain or youth representative is a plus and should be noted.

15.13.2.3. The bowler should participate in two state or regional tournaments. Please list the tournaments on form that he/she has participated in.

15.13.2.4. A Coach must write a letter of recommendation about the bowler. This letter is not to be more than (1) one typed page.

15.13.3. Community and Volunteer Service – 30%

15.13.3.1. Continued outstanding support of community service throughout the school year.

15.13.3.2. Provide descriptions of volunteer work at church, community, school and any extracurricular activity you are involved in or participated in at school.

15.13.3.3. The bowler should list the activities participated in during league play or season such as league fundraising or local/national events including Bowl for the Cure and Bowlers to Veterans Link.

15.13.3.4. Submit at least one typed character reference from an individual who can speak candidly about the candidate. This letter must be from someone other than a parent or coach.

#### 15.13.4. Academic performance - 40%

15.13.4.1. Must meet the minimum VPUSBC requirement for participation in sports programs and continue sustained academic excellence in order to be eligible for the scholarship award, the bowler must have maintained a (2.5) two-point five average accumulative GPA or better on a (4.0) four-point scale.

15.13.4.2. Guidance counselor should submit a transcript of your high school records/grades to the VPUSBC Association Manager.

15.13.4.3. The bowler must write a letter indicating why he/she should be considered for the scholarship. This letter should contain information that will assist the committee in reaching a final decision such as major course of study, college you plan to attend etc. This letter should not be more than (1) one typed page.

#### **15.14. GENERAL INFORMATION**

15.14.1. All the information requested must be in the application folder prior to the committee review; otherwise, the application will not be processed.

# **Chapter 16**

## **Fundraising, BFTC & BVL Committee**

### **16.1. OVERVIEW**

16.1.1. The President will appoint the ex-officio of this committee as well as the chairperson and remainder of the committee. The committee purpose is to promote activities to raise funds to support the Bowlers to Veterans Link charity, the Bowl for the Cure charity and general fundraising as necessary.

### **16.2. MEETINGS**

16.2.1. This committee shall meet as often as necessary to expedite the completion of their duties.

### **16.3. BOWLERS TO VETERANS LINK**

16.3.1. Hold a fundraising drive annually with all proceeds going to the Bowlers to Veterans Link.

16.3.2. Keep the Publicity Committee informed as to status and/or newsworthy items.

16.3.3. Maintain accounting of all funds.

16.3.4. After receiving BVL materials, hold committee meetings to decide on methods of raising funds.

16.3.5. Report fund raising method at a BoD meeting to allow house reps time to get the word out to the bowlers.

16.3.6. Prepare and distribute a progress report at the Membership Open meeting.

16.3.7. Prepare a final report on the BVL drives and present it to the BoD at the spring meeting.

16.3.8. Provide financial records with the Finance Committee for audit in August. Assist with the audit if necessary.

16.3.9. Provide written audit report to the BoD at the next scheduled VPUSBC meeting.

16.3.10. Attend presentations at the VA Hospital when invited by the VA. (Keep the VPUSBC President informed of the time and dates of the presentations.)

### **16.4. BOWL FOR THE CURE**

16.4.1. Hold a fundraising drive annually with all proceeds going to USBC on behalf of Bowl for The Cure.

16.4.2. Keep the Publicity Committee informed as to status and/or newsworthy items.

16.4.3. Maintain accounting of all funds.

16.4.4. After receiving BFTC materials, hold committee meetings to decide on methods of raising funds

16.4.5. Report fund raising method at a BoD meeting to allow house reps time to get the word out to the bowlers.

16.4.6. Prepare and distribute a progress report at the Membership Open meeting.

16.4.7. Prepare a final report on the BFTC drives and present it to the BoD at the spring meeting.

16.4.8. Provide financial records with the Finance Committee for audit in August. Assist with the audit if necessary.

16.4.9. Provide written audit report to the BoD at the next scheduled VPUSBC meeting.

# Chapter 17

## Local & Individual Awards Committee

### 17.1. OVERVIEW

17.1.1. The President will appoint the ex-officio of the Awards Committee as well as the chairperson and remainder of the committee.

### 17.2. MEETINGS

17.2.1. This committee shall convene as many times as necessary to expedite the completion of their duties.

### 17.3. DUTIES & RESPONSIBILITIES

17.3.1. Assist in the processing (as needed) and distribution of all VPUSBC local awards as specified in Section 5 of this operations manual. Distribution shall be to the House Representatives for presentation at the bowling centers.

17.3.2. Procure awards for the All-Star Teams, Hall of Fame, Al Watlet Service Award, Richard Gary Coach of the Year and any other awards deemed necessary by the BoD.

17.3.3. Assist managers of the VPUSBC sponsored tournaments with processing and procuring awards for the tournament champions if needed.

17.3.4. Keep appropriate records to ensure bowlers receive all the awards to which they are entitled and to ensure once-in-a-lifetime awards are not duplicated.

17.3.5. This committee may be reimbursed for expenses incurred in the performance of their duties as approved by the VPUSBC Finance Committee.

17.3.6. Submit all invoices to the Association Manager for payment. The Association Manager should order large quantities of items when necessary (i.e., shirts, patches, pins, key rings, etc.).

### 17.4. VPUSBC LOCAL AWARDS

**17.4.1 OBJECTIVE:** All members of the VPUSBC are eligible to receive the following awards in addition to any USBC National Awards earned for achievement during certified league and tournament (Association Championships, Mixed, Senior and League Officers?) play sponsored by the VPUSBC, unless approval has been denied or withheld by USBC.

#### 17.4.2. AWARD CATEGORIES

Award Category	Adult	Youth
All Spare	Choice of award	Choice of award
Triplicate	Choice of award	Choice of award
Dutch 200	Choice of award	Choice of award
Big 4	Choice of award	Choice of award
7-10 Split	Choice of award	Choice of award
Clean Sweep	Choice of award	Choice of award
11-in-a-row	Choice of award	Choice of award
POA (Game)	Choice of award	Choice of award
POA (Series)	Choice of award	Choice of award
Milestone Award (Game)	Choice of award	Choice of award
Milestone Award (Series)	Choice of award	Choice of award
700 Series	Choice of award	Choice of award
800 Series	Choice of award	Choice of award
300 Game	Choice of award	Choice of award

### **17.4.3. AWARD CRITERIA**

17.4.3.1. Each award is limited to one per season per bowler. The Awards Committee Chairperson shall maintain a record of awards issued. A quarterly audit with the Association Manager must be completed.

17.4.3.2. Awards for POA (Pins Over Average) and Milestones will be developed by the Awards Committee with average gates to balance the chance of achievement with the availability of budget.

17.4.3.3. Adults require a minimum of 21 games in league play in order to qualify. POA and milestone awards are retroactive.

17.4.3.4. Youth require a minimum of 9 games in league play in order to qualify.

17.4.3.5. POA and Milestone awards may be awarded retroactively. Once an adult bowler has established a 12-game average in a league any scores previously bowled in that league can be compared to the 12-game average to determine if the scores qualify for an award. Youth bowler's retroactive award average is established after 9 games.

### **17.5. INDIVIDUAL AWARDS**

17.5.1. The awards listed below are awarded in order to recognize the accomplishments of individual members each bowling season. VPUSBC members are eligible to receive the following awards in addition to any USBC National Awards earned for achievement during certified league and tournament (Association Championships, Mixed, Senior and League Officers') play sponsored by the VPUSBC.

### **17.6. AL WATLET SERVICE AWARD**

17.6.1. The Al Watlet Service Award shall be handled by the Awards committee appointed by the President. For the Al Watlet Service Award, the BoD may select for recognition an individual, group, bowling center, etc., who has contributed to the sport of tenpins or to the good and welfare of bowlers above and beyond normal responsibilities or duties. The honoree selected must be approved by a simple majority of the BoD. In the event of a tie between the two remaining candidates, the two candidates shall be declared co-winners. Nominations are due by September 1<sup>st</sup>.

17.6.2. The committee will solicit nominees from VPUSBC league bowlers, bowling center managers, VPUSBC youth leagues, coaches, and bowling center representatives for the bowler of the year. The committee members shall solicit a single page narrative for each nomination which should include specific bowling accomplishments, and any other details as to why this candidate should be considered (i.e., community service, sportsmanship, quotes from fellow bowlers, etc.).

#### **17.6.3. CRITERIA**

17.6.3.1. The Committee will solicit from the membership any potential candidates.

17.6.3.2. The award is based on accomplishments from August 1 to July 31.

17.6.3.3. The deadline for receipt of the application by the Association Manager is June 1 of each calendar year.

#### **17.6.4. AWARD**

17.6.4.1. Once the candidate has been selected by the BoD, the Awards Committee Chairperson shall select and purchase the awards. The committee chairperson shall be responsible for notifying the recipient in writing.

17.6.4.2. Recipients will be presented with a plaque or trophy.

17.6.4.3. Recipients will receive one ticket to the Annual Awards Ceremony.

## **17.7. DIRECTOR OF THE YEAR AWARD**

17.7.1. This award is administered and given by the President. There is no committee for this award.

## **17.8. RICHARD GARY COACH OF THE YEAR AWARD**

17.8.1. The Richard Gary Coach of the Year award is to be handled by the Awards Committee. It is given to a youth coach in the VPUSBC. It is to recognize an individual for their dedication and hard work in developing our future bowlers. The nomination is to be submitted in a single page narrative format. The committee will present all nominees to the BoD. The candidates will be selected by a simple majority vote of the BoD members present and voting. Nominations are due by September 1<sup>st</sup>.

17.8.2. The committee will solicit applications from VPUSBC youth league bowlers, coaches, parents and bowling center managers. After the voting by the BoD is complete the award winner shall be known only to the committee members and the Awards Chairman. The Awards Chairman shall select and purchase the award. All nominees will be asked to attend the Annual Awards Ceremony, and each will receive one ticket to the banquet. Prior to the announcement of the award winner, the resumes of all the nominees shall be read aloud by a committee member at the ceremony.

### **17.8.3. CRITERIA**

#### **17.8.3.1. Personal Character**

##### **17.8.3.1.1. Inspiration**

##### **17.8.3.1.2. Service**

##### **17.8.3.1.3. Sportsmanship**

##### **17.8.3.1.4. Personal Sacrifice**

##### **17.8.3.1.5. Moral Character**

##### **17.8.3.1.6. Civic Involvement**

##### **17.8.3.1.7. Leadership**

##### **17.8.3.1.8. Devotion**

#### **17.8.3.2. Outstanding achievement/contributions**

#### **17.8.3.3. Number of years of involvement in youth bowling**

#### **17.8.3.4. Other considerations which make this candidate stand out among his/her peers**

### **17.8.4. GENERAL INFORMATION**

17.8.4.1. Do not include the candidate's name in the narrative.

17.8.4.2. Forward the form and the single page narrative by September 1st to the Coach of the Year Chairperson.

17.8.4.3. Once the candidate has been selected by the BoD, the Coach of the Year Committee Chairperson is responsible for notifying the recipient in writing.

### **17.8.5. AWARD**

17.8.5.1. Once the candidate has been selected by the BoD, the Awards Committee Chairperson shall select and purchase the awards. The committee chairperson shall be responsible for notifying the recipient in writing.

17.8.5.2. The Coach of the Year will receive a plaque or a trophy

17.8.5.3. One ticket to the Annual Awards Ceremony

## **17.9. ALL-STAR TEAMS**

17.9.1. The All-Star Teams recognize the top bowlers for the Association. There will be eight All Star Teams. Each team will be comprised of the top five bowlers in that category. The teams are Adult Males, Adult Females, Senior Males, Senior Females, Super Senior Males, Super Senior Females, Youth Males and Youth Females. Upon selection, All Star Team Members will be notified in writing.

### **17.9.2. ADULT ALL-STAR TEAM**

#### **17.9.2.1. CRITERIA**

17.9.2.1.1. Bowl a minimum of 75 games in two different VPUSBC certified leagues.

17.9.2.1.2. ALL games bowled by that bowler for the entire fall season will be compiled to determine a composite average for all games rolled.

17.9.2.1.3. The top five composite averages for both men and women will determine the season's Adult All Star Team.

#### **17.9.2.2. AWARD**

17.9.2.2.1. Each All-Star member will receive an award as deemed appropriate by the BoD.

17.9.2.2.2. One paid ticket to the Annual Awards Banquet.

### **17.9.3. SENIOR ALL-STAR TEAM**

#### **17.9.3.1. CRITERIA**

17.9.3.1.1. Be at least 50 years of age as of August 1 of the year the composite average is taken (i.e., August 1, 2010, to be considered for the 2010 - 2011 Senior All-Star Team).

17.9.3.1.2. Bowl a minimum of 75 games in two different VPUSBC certified leagues.

17.9.3.1.3. If a bowler meets the above requirements, ALL games bowled by that bowler for the entire fall season will be compiled to determine a composite average for all games rolled.

17.9.3.1.4. The top five composite averages for both men and women will determine the season's Senior Adult All Star Team.

#### **17.9.3.2. AWARD**

17.9.3.2.1. Each All-Star member will receive an award as deemed by the BoD.

17.9.3.2.2. One paid ticket to the Annual Awards Ceremony.

### **17.9.3. SUPER SENIOR ALL-STAR TEAM**

#### **17.9.3.1. CRITERIA**

17.9.3.1.1. Be at least 65 years of age as of August 1 of the year the composite average is taken (i.e., August 1, 2010, to be considered for the 2010 - 2011 Senior All-Star Team).

17.9.3.1.2. Bowl a minimum of 75 games in any VPUSBC certified league.

17.9.3.1.3. If a bowler meets the above requirements, the bowler's highest average will be used to determine the Super Senior All Star Team. The top five Men and top five Women will constitute the Super Senior All Star Team.

#### **17.9.3.2. AWARD**

17.9.3.2.1. Each All-Star member will receive an award as deemed by the BoD.

17.9.3.2.2. One paid ticket to the Annual Awards Ceremony.

### **17.9.4. YOUTH ALL-STAR TEAM**

#### **17.9.4.1. CRITERIA**

17.9.4.1.1. Bowl a minimum of 39 games in a VPUSBC certified youth league. If he/she does not have 39 games in one league they must have bowled at least 2/3 of the possible games of any two leagues combined.

17.9.4.1.2. Attain one of the top five composite averages of all games bowled in all leagues. Any leagues bowling on sport condition will have the averages from that league adjusted per the USBC conversion table (Rule 202).

17.9.4.1.3. The top five girls and top five boys will constitute the Youth All Star Team.

#### 17.9.4.2. AWARD

17.9.4.2.1. Each All-Star member will receive their choice of a plaque/trophy and a scholarship.

17.9.4.2.2. One paid ticket to the Annual Awards Ceremony.

# **Chapter 18**

## **Hall of Fame Committee**

### **18.1. OVERVIEW**

18.1.1. The purpose of the Hall of Fame is to recognize those individuals having displayed outstanding ability and/or those who have contributed to the general welfare and progress of the sport of ten pins bowling for the VPUSBC. See Section II for Qualification. Nominations are due by September 1<sup>st</sup>.

18.1.2. The committee will consist of a chairperson, one BoD member, and at least three Hall of Fame Members who are not BoD members. The President is the ex-officio member. The committee chairperson will notify all committee members, including the ex-officio, of the time, date, and place of committee meetings. The chairperson will prepare and distribute current Hall of Fame candidate forms via League Start-Up kits. The chairperson will request the Association webmaster to post the candidate form on the website.

18.1.3. There will be two categories eligible for induction: Bowling Performance and Meritorious Service.

18.1.4. All completed applications must be sent to the committee chairperson by September 1st. The chairperson will inform the person submitting the application that it has been received. The chairperson and committee members will review and ensure the candidates meet qualifications.

18.1.5. Selection will be by written ballot by the BoD and the Hall of Fame members at a joint meeting of the two bodies. Although a BoD member may also be a member of the Hall of Fame, he/she receives only one vote. Eligible voting persons who are unable to attend the meeting will be allowed to vote by proxy by notifying the committee chairperson. If granted a proxy vote, the ballot must be returned to the committee chairperson prior to the joint meeting date. The vote will be by a point system with a perfect score being the number of voting members times the number of nominees in the category. Each category will be voted on separately. Each voting person will number the nominees in each category in their order of preference. Each voting person will vote by putting a one (1) for their first choice, two (2) by their second choice, and so on, until all nominations presented have a vote. The committee will tabulate the votes using the point system. Each nominee receiving a one will receive a number of points equal to the number of nominees in the category. Each nominee with a two (2) will receive one point less and so on. This will continue for each nominee. To be selected, the nominee must receive two-thirds (2/3) of the maximum points available. If a voting person chooses not to rank any nominee in a category, they may use a zero. If a blank is used, or repeats a ranking number other than zero, then the ballot shall not count as part of the total number of possible votes. Each category (Bowling Performance and Meritorious Service) is considered a separate ballot. Ballots will be counted by two or more persons.

### **18.2. QUALIFICATIONS**

18.2.1. Candidates must have shown active participation in the sport of bowling for at least fifteen (15) years as an adult member in the Virginia Peninsula USBC

18.2.2. Be 40 years of age or greater; and have contributed outstandingly to the good and welfare of the game through administrative or organizational work or in any other meritorious manner; or demonstrated outstanding ability in the sport of bowling.

18.2.3. Any nominee not selected to the Hall of Fame will have their nomination carried over for two (2) additional years or a total of three (3) years. At that time, if they have not been voted into the Hall of Fame, they will be dropped from consideration unless their nomination is resubmitted and/or updated.

### **18.3. AWARD**

18.3.1. Each member will receive a shirt with the VPUSBC logo “VPUSBC Hall of Fame”, the inductee’s name, and the year of induction.

18.3.2. An award signifying his/her induction into the Virginia Peninsula Hall of Fame, including his/her name and the year of induction.18.3.3. The induction will be held at the Annual Awards Ceremony. The chairperson will notify each inductee, in writing, of his/her selection to the Virginia Peninsula Hall of Fame. The VPUSBC will pay for the cost for each inductee and one guest.

# **Chapter 19**

## **Memorial Committee**

### **19.1. OVERVIEW**

19.1.1. The President will be the ex-officio of the Memorial Committee. The committee will be appointed by the President and have at least four (4) members.

### **19.2. PURPOSE**

19.2.1. The purpose of this committee is to recognize VPUSBC members who have passed away.

### **19.3. DUTIES & RESPONSIBILITIES**

19.3.1. The committee will procure cards to send out to the families of any members who have passed away with condolence from the VPUSBC for their loss.

# Chapter 20

## VPUSBC Tournament Committee

### 20.1. OVERVIEW

20.1.1. The Tournament Committee shall be appointed by the President. This committee shall meet as many times as necessary to expedite the completion of their duties.

### 20.2. DUTIES & RESPONSIBILITIES

20.2.1. The prime directive of this committee shall be to plan, promote and conduct successful VPUSBC Championships.

20.2.2. Assist the Tournament Manager(s) in preparation of entry forms, rules, filing for USBC certification, posters, promotional materials, prize list, and distribution of checks and submission of the final reports to USBC as required.

20.2.3. Shall pre-inspect the lanes for proper dressing distribution to each day's competition to ensure a complying condition, if requested.

20.2.4. Shall ensure an adequate number of Directors are present on each day of the tournament to work on the tournament, i.e. check-in table, computer input of scores, etc.

20.2.5. Shall meet on the site of the current VPUSBC City Championship Tournament, to settle any disputes over rules or eligibility, if necessary.

20.2.5. Decisions made by the committee will be recorded and filed with the VPUSBC Association Manager.

### 20.3. TOURNAMENT ROTATIONS

20.3.2. The tournament shall be certified in accordance with the rules and regulations of USBC and conducted in strict compliance therewith. The tournament dates and sites will be determined and approved by the BoD. The tournament sites will be on the following suggested rotation order. As of July 25, 2015, the military centers of Langley Lanes and Fort Eustis have been excluded from the rotation. The height of the current terrorist level has rendered base access extremely difficult for persons without military or civilian employee identification. Should the situation change at some point in the future, the centers can be reinstated into the rotation.

Year	Open Championship	Women's Championship	Youth Championship	Senior Championship
2025	Century Lanes	Century Lanes	Sparetimes	Sparetimes
2026	Bowlero Yorktown	Bowlero Yorktown	Century Lanes	Century Lanes
2027	Sparetimes	Sparetimes	Bowlero Yorktown	Bowlero Yorktown
2028	Century Lanes	Century Lanes	Sparetimes	Sparetimes
2029	Bowlero Yorktown	Bowlero Yorktown	Century Lanes	Century Lanes
2030	Sparetimes	Sparetimes	Bowlero Yorktown	Bowlero Yorktown
2031	Century Lanes	Century Lanes	Sparetimes	Sparetimes
2032	Bowlero Yorktown	Bowlero Yorktown	Century Lanes	Century Lanes

20.3.3. The BoD reserves the right not to reschedule a declining center or award a Championship Tournament to a center if it determines:

20.3.3.1. The center does not have adequate conditions for all participants

20.3.3.2. An agreement cannot be reached between the BoD and the bowling center.

20.3.3.2.1. If a bowling center declines a tournament or an agreement cannot be reached, the tournament will be offered first to the next bowling center in the rotation schedule and the declining center will be offered the tournament the following year.

20.3.3.2.2. If the second center declines the tournament, then the tournament will go out for open bid and the original declining center will need to wait until the next time that they come up in the rotation schedule and we will follow the original rotation schedule for the following year.

20.3.3.2.3. If new center(s) are opened within the jurisdiction of the Association, they will be added into the rotation, thus having a possibility of changing the order shown above.

# **Chapter 21**

## **Tournament Manager**

### **21.1. OVERVIEW**

21.1.1. A Tournament Manager(s), if/when appointed by the BoD, will be appointed for a two-year term. The Tournament Manager(s) will conduct tournaments under cognizance/sponsorship of the VPUSBC. These should include, but not be limited to, the Local Association Championship and the Local Seniors Championship. The BoD will provide definitive guidance and reach specific agreements with the Tournament Manager(s).

### **21.2. COMPENSATION**

21.2.1. The Tournament Manager(s) shall receive monetary compensation of \$100 per weekend per Championship Tournament and Senior Tournament, which is covered by the tournament(s) expense fund. After all expenses are paid upon completion of the tournaments, the remainder of the expense fund shall be deposited in the Tournament's general account.

### **21.3. DUTIES & RESPONSIBILITIES**

21.3.1. Responsible for maintaining accurate financial records for all tournaments. These records will be available for verification by the Executive Board of the VPUSBC within 60 days after completion of the tournament.

21.3.2. The Tournament Manager and the Association Manger shall co-sign all withdrawals from the account which has been opened in the tournament name.

21.3.3. Have printed posters and entry applications and be responsible for their proper distribution.

21.3.4. Keep complete tournament records. A copy of the financial statement as submitted to USBC, a complete prize list, and names and addresses of all scratch champions must be turned over to the VPUSBC Association Manager within 60 days after the closing of the tournament for review by the BoD.

21.3.5. Be responsible for notifying all team captains of date and time they are scheduled to bowler not more than ten days after the entry closing date for the tournament.

21.3.6. Distribute all prize money within thirty days after the close of the tournament, unless otherwise authorized by USBC. All such prize money shall be paid by check.

21.3.7. Distribute the prize fund of the tournament only after protest/appeals have been verified by USBC.

21.3.8. Shall be responsible for payment of additional prizes required because of protests/appeals verified by USBC.

21.3.9. Provide official score sheets/recap sheets in not less than one copy.

21.3.10. Verify the entering averages reported by all winners in each event.

21.3.11. Ensure that the tournament lanes comply with all USBC rules and regulations concerning lane dressing distribution prior to each day's bowling.

21.3.12. Ensure enforcement of tournament rules. All tournament rules are in OM attachments.

21.3.13. Provide financial report (collections, disbursements, expenses, etc.) of all tournament and fundraising activities (i.e., 50/50, raffles, brackets, side pots, etc.).

### **21.4. TOURNAMENT CONTRACT**

21.4.1. If needed, the tournament contract will be filled out with the host tournament house.

# VIRGINIA PENINSULA USBC TOURNAMENT CONTRACT

Date:

1. This is an agreement between \_\_\_\_\_ and VPUSBC Association to host the  
VPUSBC \_\_\_\_\_ Tournament.

2. The tournament dates/times are as follows.

Team Event Date: \_\_\_\_\_ Singles/Doubles Event Date: \_\_\_\_\_

If additional dates/times are needed, the Tournament Director will coordinate with the center management.

4. All lanes at \_\_\_\_\_ will be made available for the scheduling of the above events. A copy of the tournament schedule shall be given to the center management at least one week prior to the tournament start date. Lanes not used for tournament play may be used for open bowling during the tournament provided a pair of lanes immediately adjacent to the tournament are kept open in the event of a breakdown. If this pair of lanes is used due to a breakdown, the next pair of lanes will be kept open during the tournament play. Center management shall be present during tournament hours.

5. The VPUSBC Tournament Director shall pay lineage at the rate of \$ \_\_\_\_\_ per game per event (Singles, Doubles and Team) per bowler. The cost of no shows will not be paid to the center. Only those events bowled will be paid by the Tournament Director. The Tournament Director will pay the center (initial one):

After the tournament is complete \_\_\_\_\_

Each weekend after the final shift on Sundays \_\_\_\_\_

Each day after the final shift \_\_\_\_\_

6. USBC tournament rules shall prevail during the tournament.

7. Conducting fundraising activities (brackets, raffles, merchandise sales, food/candy sales, etc.) shall be identified and agreed upon in writing and attached to this document.

8. The center management shall advise the restaurant/snack bar manager of the event and ensure adequate food and service personnel are on hand during the tournament.

9. Additional center requirements include:

- All foul lights shall be operational for all events of the tournament.
- Lanes shall be dressed prior to the first squad each day of the tournament.
- A minimum of one lane mechanic shall be on duty during each squad.
- The center shall be open and available at least one hour prior to the start of the first squad and one hour after the completion of the last squad each day.
- No flash photography shall be used (including open play bowlers) during tournament play.
- No alcoholic beverages shall be served to any youth bowler. - If smoking and alcohol consumption are allowed the center management shall designate areas for these activities outside of the bowling and concourse areas.
- The center will provide the use of a public address system, a copy (CD, etc.) of the national anthem (with

suitable audio equipment to play) and shall display the US flag.

- Ten (10) minutes of practice on each lane shall be allowed prior to the start of each event.
- There will be no changing of lanes between singles and doubles.
- Bowling shoes for the youth bowlers will be furnished at no charge.
- Office space, with normal electrical service and lighting shall be provided by the center for use by the Tournament

10. Director and volunteers shall be equipped with a minimum of two (2) large tables and eight (8) chairs. Food and beverage discounts, if applicable, for the tournament staff shall be specified in writing and attached to this document.

The above agreement is approved on: \_\_\_\_\_

\_\_\_\_\_  
Center Representative

\_\_\_\_\_  
VPUSBC Tournament Director

# Appendix 1

## Conflict of Interest Policy and Disclosure

**WHEREAS** the Virginia Peninsula USBC (the “Association”) is a non-stock, nonprofit corporation organized and operated exclusively for charitable and educational purposes, rather than for the personal and private benefit of any person.

**AND WHEREAS**, the Board of Directors of the Association (the “Board”) seeks to ensure that all persons serving thereupon fully understand the nature, extent and implications of these principles, which at all times shall be deemed fundamental to the existence of the Association, and that such persons manifest a complete understanding and acceptance of, and commitment to, these principles.

**NOW, THEREFORE**, the Board hereby adopts the following Conflicts of Interest Policy:

### Section A. Definitions

**Interested Person.** Any person serving as a member of this Board who, as of the date of discussion or action by the Board, either:

Has direct or indirect Financial Interest, as defined in item 2 below, or

Intends, or understands it to be more probable than not, that he or she will acquire such a direct or indirect Financial Interest at any time during the pendency of the proposed transaction or arrangement.

**Financial Interest.** An interest, whether through business, investment, or immediate family (spouse, children and parents), which can be described as one or more of the following:

An ownership or investment interest in any entity with which the Association has a transaction or arrangement, or

A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement, or

A potential ownership or investment interest in any entity or individual with which the Association is negotiating a transaction or arrangement.

**Conflict of Interest.** With respect to a matter for discussion or action by the Board, any circumstance under which an Interested Person, by virtue of Financial Interest, may be influenced, or may appear to be influenced, either in whole or in part by any purpose or motive other than the success and well-being of the Association and the achievement of its public charitable purposes.

### Section B. Disclosure of Financial Interest and Determination of Conflict

**Disclosure of Financial Interest.** If, at any time, an Interested Person becomes aware that the Board may or shall discuss or act upon any transaction or arrangement which may have any bearing of any kind upon, or may relate in any manner to, a Financial Interest of the Interested Person, such Interested Person shall disclose such Financial Interest to the Board as follows:

The Interested Person shall provide to the Board, in advance of such discussion or action by the Board, written disclosure of the existence, nature and extent of the Interested Person’s Financial Interest, or

If written disclosure cannot be provided in advance, e.g., in situations where the Interested Person does not realize the nature of the transaction or arrangement to be discussed or acted upon until discussions have already begun, the Interested Person shall verbally inform the Board immediately upon such Interested Person’s realization that the transaction or arrangement may bear upon or relate to a Financial Interest of the Interested Person, and shall provide such written disclosure to the Board as soon as possible. All written or verbal disclosures of Financial Interests shall be made as a formal part of the minutes of the Board. Notwithstanding the foregoing, an Interested Person shall not be required to disclose pursuant to Section B any Financial Interest

which, in the exercise of such Interested Person's reasonable judgment is so de minimis that it would not under any circumstances influence, or appear to influence, the Interested Person's judgment or actions with respect to the proposed transaction or arrangement to be discussed and/or acted upon by the Board.

**Recusal by Interested Person.** In connection with an Interested Person's disclosure of a Financial Interest pursuant to Section B above, an Interested Person may determine that such Financial Interest creates a Conflict of Interest with respect to the proposed transaction or arrangement to be discussed or acted upon by the Board. In such circumstances, the Interested Person may voluntarily recuse himself or herself from discussion or action by the Board, at such time and in such form as is used by the Interested Person to disclose such Financial Interest pursuant to Section B above.

**Determination of Conflict of Interest.** Where an Interested Person has provided advance written disclosure of a Financial Interest but has not voluntarily recused himself or herself from discussion of or action upon the proposed transaction or arrangement, the Board shall, prior to commencing its discussion or taking action, determine whether the Financial Interest creates a Conflict of Interest, as defined above. The Interested Person shall not participate in any discussions or vote related to this determination, except to the extent necessary to fully explain Financial Interest and the manner in which the proposed transaction or arrangement to be discussed or acted upon by the Board may or will bear upon or relate to the Financial Interest. Acting either at the request of any member of the Board or in his or her individual discretion, the President may direct that the Interested Person leave the meeting room for all, or any part of the discussion or vote related to the determination of whether the Financial Interest creates a Conflict of Interest.

#### Section C. Procedures upon Determination of a Conflict of Interest

**Exclusion from Discussion and Vote.** In circumstances where the Board has determined that a Conflict of Interest exists, the Interested Person shall not participate in any discussion or vote regarding the transaction or arrangement at issue and shall not be present in the meeting room for any part of the discussion or vote relating to the transaction or arrangement.

**Action by Board.** With respect to any transaction or arrangement with regard to which the Board has determined that a Conflict of Interest exists, the Board shall discuss such transaction or arrangement as appropriate, but shall not formally approve such transaction or arrangement unless and until the non-interested members of the Board have decided, by majority vote, that the transaction or arrangement is in the best interests of and for the benefit of the Association, and is fair and reasonable thereto in all respects.

#### Section D. Documentation of Disclosure and Procedures

**Meeting Minutes.** Minutes of meetings of the Board shall include copies of all written disclosures of Financial Interests and shall describe all verbal disclosures thereof. Such minutes shall further reflect the determination of the Board as to whether a Conflict of Interest exists, and the objection of the Interested Person, if any, to such determination. Where a Conflict of Interest has been determined to exist, the minutes should reflect in significant detail the Board's compliance with the procedures described in Sections C item 1 and Section C item 2 above. With respect to any transaction or arrangement with regard to which a Conflict of Interest has been determined to exist, meeting minutes shall describe the substance of the discussions relating to the transaction or arrangement, and who was present for such discussions. In addition, minutes should identify the members who were present for any and all votes upon such transaction or arrangement, along with a record of the final vote.

#### Section E. Periodic Review

**Periodic Review of Policy Implementation.** To ensure the utmost efficacy of this Policy, the Board shall establish a system to ensure periodic review by one or more independent persons or organizations of the record

of implementation of this Policy.

**Periodic Review of Transactions and Arrangements.** In connection with and in addition to the above, the Board shall establish a system to ensure a periodic review of actions taken by the Board on behalf of the Association. Such a review is intended to ensure that the Association always continues to be operated exclusively for the achievement of its public charitable purposes, rather than for the benefit of one or more private persons.

#### Section F. Written Assent by Members

**Written Acceptance.** At least once per season (August 1 – July 31), each member of the Board shall sign a written statement certifying to all the following:

He or she has received a copy of this Policy.

He or she has read and understands this, Policy.

He or she agrees to comply with this Policy.

He or she understands that this Policy applies to all committees having board-delegated powers; and

He or she understands that the Association is a charitable organization and, to maintain the tax-exempt status of the Association under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, the Association must continuously engage primarily in activities which accomplish its tax-exempt purposes.

Any member of the Board who refuses or fails to sign such a statement shall be prohibited from participating in discussion or action by the Board.

**Failure to Disclose Financial Interests.** If it is determined at any time that an Interested Person has negligently or intentionally failed to disclose a Financial Interest, the President shall consider the imposition of such sanctions as the President, in his or her exclusive discretion, may deem appropriate. Written Acceptance of Conflicts of Interest Policy Board of Directors

I, the undersigned, as a member of the Board of Directors of the Virginia Peninsula USBC (the “Association”), hereby acknowledge and agree as follows:

I received a copy of the Association’s Conflicts of Interest Policy (the “Policy”).

I read and understood the Policy.

I agree to comply with the Policy.

I understand the Policy applies to all committees having board-delegated powers; and

I understand the Association is a charitable, scientific and educational organization and, to maintain the tax-exempt status of the Association under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, the Association must continuously engage primarily in activities which accomplish its tax-exempt purposes.

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

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

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

## Appendix 2

# VIRGINIA PENINSULA USBC TRAVEL EXPENSE FORM

Name:	Date Submitted:
Date(s) of Travel: _____ to _____	Total # of Days: _____
Purpose of Travel:	
Total Miles:	Current IRS Rate @ \$0.70 per mile =
Food	In state travel \$25/day, out-of-state travel days @\$65 and Current GSA Rate @ \$85 per day =
Lodging	Paid in full by member, receipt required for reimbursement =
Portage:	@ \$0.50 per bag, no receipt required for reimbursement =
Tolls	No receipt required for reimbursement =
Misc Expenses (Please list below, receipts required for reimbursement):	=
Misc Travel (Please list below, receipts required for reimbursement):	=
Travel Cash Advance	=
<b>TOTAL TRIP EXPENSES =</b>	
<b>TOTAL CASH ADVANCE =</b>	
<b>TOTAL PAID TO MEMBER =</b>	

By signing below, I verify that all the information listed above is accurate and accounted for.

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

Please send completed signed form to Anne Ray, VPUSBC Association Manager:

Email: [vpusbc757@gmail.com](mailto:vpusbc757@gmail.com)

Mail: VPUSBC, P.O. Box 7510, Hampton, VA 23666

### NOTES

**Mileage:** When a personal vehicle is used for in-state travel, the member will be reimbursed at the Current IRS business mileage rate ([www.gsa.gov](http://www.gsa.gov)). For all out-of-state travel, the same rate will apply provided the total amount does not exceed round trip airfare or rental car costs.

**Lodging:** Lodging reimbursement is permitted in full to include taxes at the full host hotel rate.

**Meals:** Meal reimbursement is permitted at \$25/day for in-state and current GSA rate for out-of-state

**Receipts:** Receipts are required for misc travel (i.e. air, bus, train, taxi, etc.). Members that share a ride with a committee or non-board member and who partially reimburse the driver for expenses may claim the expense and no receipt will be necessary.

## Appendix 3

# VPUSBC Harry Sager Harry Davis Scholarship Package

### 3A. NOTIFICATION FOR SCHOLARSHIP APPLICATION

To be considered for this scholarship, you will be required to complete the Scholarship Application Forms and supply the requested information to be returned to the VPUSBC Scholarship Chairman no later than February 28th of this bowling season.

**VPUSBC Scholarship Chairman**  
**P.O. Box 7510**  
**Hampton, VA 23666**

The following are required:

You Must be a Graduating Senior in High School

You must be an Active VPUSBC Certified Youth Bowler in good standing.

You need a GPA of at least 2.5 or higher.

Complete the Student Application Questionnaire

Have your Guidance counselor submit a transcript of your high school records/grades to the VPUSBC Association Manager before Feb 28.

Write a summary of your Bowling Participation

Number of years in an organized league

Have you held office in your league?

Have you participated in any tournaments - if so, how many?

Have your coach write a factual letter regarding you as an individual and bowler.

You must write a letter indicating why you should be considered for this scholarship along with other pertaining information such as: Major course of study, college you plan to attend etc. This letter should not be more than one (1) typed page.

You must have two (2) people (other than your parents) that know you well write a character letter for you.

Provide a letter listing and describing volunteer work in your church, community and school. Also, activities and clubs you are involved in at school.

It is imperative that you complete and submit all the information requested for the committee to review and assess your application. It is also imperative that you have your guidance counselor, coach and character references submit their information prior to the deadline date of February 28<sup>th</sup>.

**PLEASE NOTE:** ALL information must be in your folder before the scholarship committee reviews your application.

Sincerely,

VPUSBC Scholarship Committee Chairperson

### 3B. STUDENT APPLICATION QUESTIONNAIRE

#### Applicant Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

#### Parent Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

#### High School Information:

School: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Principle's Name: \_\_\_\_\_

### 3C. VPUSBC BOWLING ACTIVITIES

- Years bowling in youth leagues: \_\_\_\_\_
- List any league offices you have held: \_\_\_\_\_
- Please mark an "X" for each tournament that applies:

- \_\_\_\_\_ VPUSBC Youth City Tournament
- \_\_\_\_\_ VA Youth State Tournament
- \_\_\_\_\_ Pepsi State Tournament
- \_\_\_\_\_ VA Commonwealth Games
- \_\_\_\_\_ Junior Gold (Local or State)
- \_\_\_\_\_ Junior Gold Nationals

List any volunteer positions you had held in youth leagues: \_\_\_\_\_

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**3D. COMMUNITY INVOLVEMENT & EXTRACURRICULAR ACTIVITIES**

List your volunteer commitments & responsibilities within your community: \_\_\_\_\_

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List your extracurricular activities such as Scouts, Band, Clubs, etc.: \_\_\_\_\_

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**3E. HONORS, RECOGNITION AND AWARDS**

List any Honors, Letters of Recognition and Awards received from volunteer work and/or school: \_\_\_\_\_

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List any other Significant Accomplishments: \_\_\_\_\_

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### **3F. SCHOLARSHIP SELECTION PROCESS**

#### **SCHOLARSHIP EXPLANATION AND SELECTION PROCESS**

The selection is based on the following categories by the Scholarship Committee:

<b>CATEGORY</b>	<b>VALUE</b>
Academics	55%
Bowling Participation	5%
Community Involvement	15%
Coaches Recommendation	5%
Bowler Letter	10%
Character References	10%

#### **CATEGORY EXPLANATIONS**

##### **ACADEMICS - 55%**

To be eligible for the scholarship award, the bowler must have maintained a 2.5 average accumulative GPA or better on a (4.0) four-point scale.

##### **BOWLING PARTICIPATION - 5%**

Bowler must be participating in an organized VPUSBC Youth League.

It is not mandatory that the bowler hold an office.

The bowler must list the activities participated in during league play or season.

The bowler must list whether he/she has participated in tournaments and, if so, how many.

##### **COMMUNITY INVOLVEMENT / EXTRACURRICULAR ACTIVITY– 15%**

Provide descriptions of volunteer work at church, community, school and any extracurricular activity you are involved or participating in, etc.

##### **COACHES RECOMMENDATION – 5%**

The Coach must write a letter of recommendation stating information about the bowler. This letter is not to be more than (1) one typed page.

##### **BOWLER LETTER – 10%**

The bowler must write a letter indicating why he/she should be considered for the scholarship. This letter should contain information that will assist the committee in reaching a final decision such as: Major course of study, college you plan to attend etc. This letter should not be more than (1) one typed page.

##### **CHARACTER REFERENCE – 10%**

The bowler should have at least (2) two typed character references from individuals who can speak candidly about the candidate. This letter must be from someone other than a parent or coach.

**ALL THE INFORMATION REQUESTED MUST BE IN THE APPLICATION FOLDER PRIOR TO THE COMMITTEE REVIEW. OTHERWISE, APPLICATIONS WILL NOT BE PROCESSED.**

### **3G. SCHOLARSHIP CALENDAR OF EVENTS**

**November 1** - Coaches notify Scholarship Committee Chairman on number of Applications they need for their seniors

**November 15** - Scholarship Committee to send application packages to Coaches who will hand out packets to Seniors in leagues

**February 28** - Deadline to have completed packets to VPUSBC Committee Chairman

#### **March 2<sup>nd</sup> or 3<sup>rd</sup> Saturday in March**

- Scholarship Committee to select winners
- Notify winning applicants at the Annual Meeting
- Presentation of Scholarship Awards at Annual VPUSBC Meeting

## Appendix 4

# Richard Gary Coach of the Year Award Nomination Cover Sheet

NOMINEE:

PERSON(S) MAKING NOMINATION:

ADDRESS:

WORK PHONE NUMBER:

HOME PHONE NUMBER:

In nominating an individual for Coach of the Year Award, please provide, in narrative format, the following information **(DO NOT include the nominee's name in the narrative)**:

Rate the candidate based on the following criteria:

Inspiration

Service

Sportsmanship

Personal Sacrifice

Moral Character

Civic Involvement

Leadership

Devotion

Outstanding achievement/contributions:

Number of years of involvement in youth bowling:

Other considerations which make this candidate stand out among his/her peers:

Please forward this form and the narrative by September 1<sup>st</sup> to the VPUSBC Association Manager

VPUSBC Association Manager  
P.O. Box 7510  
Hampton, VA 23666

