



TABLE OF CONTENTS

OFFICERS OF THE BOARD	1
PRESIDENT	1
1 ST VICE PRESIDENT	1
2 ND VICE PRESIDENT	2
3 RD VICE PRESIDENT.....	2
4 TH VICE PRESIDENT.....	3
5 TH VICE PRESIDENT.....	3
SERGEANT-AT-ARMS	3
AREA DIRECTORS	3
CENTER SERVICE REPRESENTATIVES	4
YOUTH COMMITTEE	5
ASSOCIATION BOARD BADGES/UNIFORMS	5
AUDIT COMMITTEE	6
AVERAGE BOOK	7
AWARDS	7
AWARDS COMMITTEE	8
BOARD EXPENSE	8
BVL FUND/ROLL-OFF	9
BVL COMMITTEE	9
COMMITTEE APPOINTMENTS	10
COMMITTEE CHAIRMAN – DUTIES	11
CORRESPONDENCE	11
DELEGATES	12
FINANCE AND BUDGET COMMITTEE	12
HALL OF FAME	13

HISTORIAN.....14
LEGISLATIVE15
MINUTES OF MEETINGS AND REPORTS15
NOMINATING COMMITTEE16
PARLIAMENTARIAN17
POLICY AND PROCEDURES.....17
PUBLIC RELATIONS.....17
TOURNAMENTS18
GENERAL TOURNAMENT PROCEDURES19
MIXED DOUBLES TOURNAMENT20
MIXED DOUBLES TOURNAMENT COMMITTEE.....20
SENIOR TOURNAMENT21
MASTERS TOURNAMENT21
SENIOR MASTERS TOURNAMENT22
WAYS AND MEANS.....23
LANE CERTIFICATION/INSPECTION.....23
SECRETARY OF THE YEAR24
DIRECTOR/AREA REPRESENTATIVE OF THE YEAR24

OFFICERS OF THE BOARD

PRESIDENT

Presides at all meetings, acts as a spokesman for the Association, appoints committees, except Nominating and Youth, with board approval. Ultimately is responsible for all actions of the Association including:

- a. Authorized to sign checks of this association drawn by the Association Manager
- b. Ensure that the audit committee verifies that the proper amounts are on deposit in the Association accounts on a quarterly basis and other times as required
- c. Ensure that within thirty days (30) after the end of the fiscal year an audit report that has been audited by the audit committee has been submitted.

Eligibility: To be nominated for the office of President of the Citrus Belt USBC, the candidate must have served at least one year as a Vice President of this association, and satisfy the requirements outlined below:

- a. Be a member of a certified league in this association, or if a non-league bowler, reside within the jurisdiction of this association and be a member of this association on an affiliate basis.
- b. Not have a member of his/her immediate family concurrently serving as treasurer of this association.

Term of Office: Two (2) years beginning the first day of August following the election of officers at the annual meeting in April. Incumbent is limited to six (6) consecutive years.

1ST VICE PRESIDENT

Presides at all meetings in the absence of the President, responsible for the eight (8) Area Directors. Ex-Officio of the Open Senior and Mixed Doubles. (Annual tournaments are the responsibility of the Association Manager.)

Eligibility: To be nominated for the office of First Vice President, the candidate must have served at least one (1) year as an Association Vice President.

- a. Be a member of a certified league in this association, or if a non-league bowler, reside within the jurisdiction of this association and be a member of this association on an affiliate basis.

- b. Not have a member of his/her immediate family concurrently serving as treasurer of this association.

Term of Office: Two (2) years beginning the first day of August following the election of officers at the annual meeting in April. Incumbent is limited to six (6) consecutive years.

2ND VICE PRESIDENT

Ex-Officio for the following committees and will assist the President in the selection of Audit, Average Book, Publicity/Historian and Nominating committee chairs

Eligibility: To be nominated for the office of 2nd Vice President, the candidate must have been a member of the Board of Directors for a minimum of two (2) years.

Be a member of a certified league in this association, or if a non-league bowler, reside within the jurisdiction of this association and be a member of this association on an affiliate basis.

Term of Office: Two (2) years beginning the first day of August following the election of officers at the annual meeting in April. Incumbent is limited to six (6) consecutive years.

3RD VICE PRESIDENT

Ex-Officio for the following committees and will assist the President in selection of the committee chairs; Budget/Finance, Policy and Procedure, Secretary of the Year/Director of the Year, Scholarship, and Legislative

Eligibility: To be nominated for the office of 3rd Vice President, the candidate must have been a member of the Board of Directors for a minimum of two (2) years.

Be a member of a certified league in this association, or if a non-league bowler, reside within the jurisdiction of this association and be a member of this association on an affiliate basis.

Term of Office: Two (2) years beginning the first day of August following the election of officers at the annual meeting in April. Incumbent is limited to six (6) consecutive years.

4TH VICE PRESIDENT

Ex-Officio for the following committees and will assist the President in selection of the committee chairs: Events (BVL), Awards, Hall of Fame, Ways and Means and Public Relations.

Eligibility: To be nominated for the office of 4th Vice President, the candidate must have been a member of the Board of Directors for a minimum of two (2) years.

Be a member of a certified league in this association, or if a non-league bowler, reside within the jurisdiction of this association and be a member of this association on an affiliate basis.

Term of Office: Two (2) years beginning the first day of August following the election of officers at the annual meeting in April. Shall be limited to six (6) consecutive years.

5TH VICE PRESIDENT

Held by a certified active youth between the ages of 14 and 22. Responsibilities will be directed at coordinating youth programs. Shall be limited to six (6) consecutive years. Ex-Officio of the Youth Tournament, and Scholarship Committee.

SERGEANT-AT-ARMS

Maintain order in the meetings, ensure that only authorized persons attend a meeting, and ensure only eligible members cast votes, other duties as assigned. Shall be limited to six (6) consecutive years. Ex-Officio of the Uniform Committee.

AREA DIRECTORS

Keep in constant contact with the Center Service Rep and perform duties of the Center Service Rep when there is a vacancy.

The area directors shall report directly to the 1st Vice President. They shall keep in constant contact with the service representatives in their area to assure that the bowling establishments and bowler needs are being served.

Area 1	Bowlium, Deer Creek Lanes, Upland Bowl, Foothill Lanes
Area 2	Cal Oaks Bowl, Hemet Lanes, Trevi Zone & Entertainment
Area 3	Bowling Barn, Paradise Lanes

Citrus Belt USBC Board & Committee Information

Area 4	Arrowhead Lanes, Empire Bowl, Del Rosa Lanes
Area 5	ABC, Moreno Valley Bowl, Canyon Lanes
Area 6	Classic Lanes, Arlington Lanes, Riverside Lanes
Area 7	Bowladium, Fantasy Lanes, Palm Springs Lanes, Sandy Hill Lanes, Yucca Bowl
Area 8	Oasis Lanes, Victor Bowl

Term of Office: Shall be limited to six (6) consecutive years.

CENTER SERVICE REPRESENTATIVES

Shall become familiar with the USBC rules and By-Laws, Association By-Laws, and the Operations Manual.

- a. Attend all regular meetings of this association **and must** notify the Association office of the reason you cannot attend.
- b. Attend all special committee meetings of this association that you may be requested to attend.
- c. Present awards in a timely manner
- d. Check with the Association office weekly, at least by phone, to verify if there are any awards, mail or other information, which may need to be taken to your center.
- e. Make yourself known to the bowlers, and league officers at your center. Be available to the center and assist with completing forms when asked
- f. Meet with your center manager on a regular basis to promote association activities and build good relations with the center staff.
- g. Attend league organizational meeting
- h. Contact league officers when leagues are not certified
- i. Strive to present yourself in a profession manner at all times.

Term of Office: Shall be limited to six (6) consecutive years.

Attendance - Officers, Board Members

If a board member misses two or more consecutive meeting, without good cause, (executive board shall determine good cause) the board has the right to ask for removal from the board.

If a complaint is received from a center, a bowler, or a board member, for not doing their required job, the board has the option to ask for removal. Each situation will be handled on an individual basis.

Center management has the right to ask for removal or replacement of a Center Service Rep at any time.

YOUTH COMMITTEE

POLICY

Committee is made up of youths and adults representing the youths. Each league with youths 12 or older may have a representative. Youths need to be 12 years of age or older.

The committee makes recommendations for youth tournaments, local youth dues, awards celebrations and any other functions involving youth activities.

The Youth committee makes recommendations and selects 13 members of the committee to hold positions on the Citrus Belt USBC Board of Directors.

The Youth committee makes recommendations for delegates to represent the youth at California State and USBC Conventions. USBC delegates need to be 18 years of age or older.

ASSOCIATION BOARD BADGES/UNIFORMS

NAME BADGE

POLICY

A Citrus Belt USBC Association Board name badge will be given to each board member at the time of election or appointment. At the time of separation from the Board, the badge shall be returned to the Association. The name badge shall state current position held on the Board as well as USBC Logo and Association name. The badges shall be white background with black lettering (previously issued badges with blue letters shall be replaced on an as need basis). Name badges are to be worn on the left side.

Name badges shall be worn at the following:

- a. Annual meeting
- b. Board meetings
- c. Hearings
- d. Tournaments (when working)
- e. Award presentations
- f. National and State meetings
- g. All league meetings at which the Association is represented
- h. All other occasions as representatives of the Association.

Failure to wear name badge at board meetings shall result in a \$1.00 fine. All fines will be donated to the BVL.

UNIFORMS

POLICY

A Citrus Belt USBC Association Uniform shirt will be presented to each board member at the time of election or appointment. At the time of separation from the Board, the shirt shall be returned to the Association. The shirt shall be a blue polo with the outline of California and a star indicating the position of Citrus Belt in the state and black pants. Black jackets with Citrus Belt in red on the back and name on the front is optional.

Uniforms shall be worn at the following:

- a. Board meetings (optional)
- b. Hearings
- c. Tournaments (when working)
- d. Award presentations
- e. National and State meetings (Black Blazer required)
- f. All league meetings at which the Association is represented
- g. All other occasions as representatives of the Association
- h. Jackets are optional except when a jacket is needed and at one of the aforementioned Association functions.

AUDIT COMMITTEE

POLICY

This committee shall be responsible for the auditing of the Association accounts and accounting records. The Association fiscal year will be from August 1 through July 31, (per Articles of Incorporation, State of California.)

PROCEDURE

The committee will perform quarterly audits. The chairman will arrange a date and time with the Association Manager. The Chairman shall prepare and present the findings of the audit to the Board at the quarterly meetings.

The report should state the scope of the audit, give an opinion concerning the correctness of the financial report and comment on any major exceptions and contain suggestions from improvements in procedures, controls, etc. A written copy of the audit report should be presented and on file with the minutes and other submitted reports for said meetings.

The following items will be reviewed and evaluated:

- a. Bank statements will be verified and reconciled
- b. Paid invoices will be verified for accuracy and classification as to expense account
- c. Check register will be compared with the bank statement to verify all money is correctly listed and accounted for
- d. Verify (spot check) to ensure certification applications are processed in a timely manner as outlined in the national guidelines
- e. Verify 2 signatures are on all checks

AVERAGE BOOK

POLICY

The Citrus Belt USBC Association will provide a book containing the Association bylaws and bowling averages of all certified members. These averages shall be as of April 15th of each bowling season. These averages include all games bowled up to and including those bowled on April 15th.

PROCEDURES

The Association Manager shall request instructions and approval from the Board of Directors for additional information and material to be included in the average book. This includes, but is not limited to, the format of the average record pages. The Board of Directors, along with the Association Manager, shall determine the number of books to be printed.

The Average Book Committee, along with the Board of Directors, shall solicit ads for the average book to help defray the cost.

The Board of Directors, Bowling Centers, Tournament Managers, State Association, ad holders, and surrounding Associations shall be given a complimentary copy of the average book. Anyone else wishing to have an average book may purchase one for \$25.00

AWARDS

POLICY

The Citrus Belt USBC Association will have an awards program. These awards will be presented to the members of the Citrus Belt USBC Association. The Board of Directors will approve all awards and participation pins or bars. Local awards are designed to be generic for all bowlers unless specified. These awards are to give a broader list of awards and are not to duplicate national awards. The awards approved by the Board of Directors are:

ONGOING AWARDS - 1 per season unless otherwise specified.

- a. Stair Step award (must consist of consecutive games in increments of 1 pin)
- b. Clean Game (no open frames of any kind)
- c. First 200 game (once in a lifetime, very first 200 ever)
- d. 225 game (165 average or less)
- e. 250 series (youth only award, 70 average or less)
- f. 650 series (650 -699 series)
- g. 750 series (750-799 series)
- h. Split conversion, 4-6, 7-9. 8-10

- i. Youth only; First time, once in a lifetime
298, 299 or 11 in a row shall have option of \$25 scholarship or plaque
300, 800 or 900 shall have option of \$50 scholarship or plaque
- j. Rotten Orange – Leaving the 5, 7, 10 split (one per season)
- k. Clean Sweep-three game series with no open frames

TOURNAMENT AWARDS

To be given at all annual tournaments.

- a. Participation pin, designed to hang on year bars. This is given to first time annual tournament bowler
- b. Year bars, to be given each year, if bowling in more than one annual, given at first tournament only
- c. 50 pins over average (this is given one per tournament when rolling a single game 50 pins or more over tournament average)

AWARDS COMMITTEE

POLICY

The Awards Committee will be responsible for the selection of designs for Association awards, obtaining final drawings from vendors on original designs and obtaining cost figures for presentation to the Board of Directors.

PROCEDURE

Meetings will be held as necessary. The Committee Chairman will contact the President and the Association Manager to arrange meetings at the proper time.

AUGUST

Prior to the August Board meeting, the committee will meet to go over any possible changes, additions or exclusions to the local awards. The Committee Chairman will present a report of the recommendations to the Board at the August Board meeting.

BOARD EXPENSE

PROCEDURE

All requests for the reimbursements of expenses shall be submitted to the Association Manager within sixty-days (60) of the date the expense is incurred.

MEALS

The Association will furnish up to \$4 for meal allowance when a worker (excluding scorekeepers) works 2 or more squads in a single day. This includes all certified Citrus Belt USBC Sponsored Tournaments with the exception of the BVL Tournament. Monies to be deducted from the tournament expense accounts.

POSTAGE

The Citrus Belt USBC Association shall pay for all committee related postage plus any multiple mailings as authorized by the Board of Directors.

BVL FUND/ROLL-OFF

POLICY

The Citrus Belt USBC Association will participate in the Annual California BVL Tournament. The Citrus Belt USBC Association Tournament, on league level, and the Classic roll-off shall be managed and conducted by the Citrus Belt USBC Association Manager and BVL Committee Chairperson.

The purpose of the BVL Classic is to provide funds for the special recreational, rehabilitative and recovery needs for the veterans in California Military and Veterans Hospitals, and for such other projects as determined by the California State Association.

Participation is open to all certified (men, women, and youth).

All proceeds from the league level and Classic roll-off will go towards the BVL Fund.

Classic roll-off winners will be presented a shirt and award during a special BVL presentation at the opening ceremonies of the Citrus Belt USBC Association Women's Annual Championship Tournament. Each winner will be given the opportunity to participate in the State roll-off.

BVL COMMITTEE

The BVL Chairman acts under the control of the Citrus Belt USBC Association Board of Directors.

AUGUST

The Chairman will:

- a. Hold a committee meeting
- b. Make arrangements with the CBUSBCA office to provide information to the leagues
- c. Go over and update written information

OCTOBER

Check with the CBUSBC office to verify tournament certification

OCTOBER/NOVEMBER

The chairman or designee will

- a. Receipt and deposit monies received with league entries

Citrus Belt USBC Board & Committee Information

- b. Sort entries into appropriate divisions
- c. Qualify 100% of bowlers in each division
- d. Schedule qualifiers by league
- e. Alphabetize all qualifying entries
- f. Check with center regarding scorekeepers
- g. Schedule tournament workers
- h. Prepare certificates for centers donating \$500 or more
- i. Order plaque for presentation to the bowling center with the largest donations and the center with the greatest number of participants
- j. All monies need to be received on or before October 31. All monies received after this date will be credited for the following year

DECEMBER

- a. Conduct Classic roll-off, 1st weekend in the month
- b. Immediately following the roll-off, submit a list of BVL Champions to the Citrus Belt USBC office
- c. The Citrus Belt USBC office will notify the California office of the names of the BVL winners

JANUARY

The Citrus Belt USBC office will:

- a. Send out letters of congratulations to the winners
- b. Order plaques and shirts for the winners
- c. Notify the winners of date, time and place of the California State roll-off

APRIL

The chairman will schedule a meeting to review procedures and update files for the new chairman.

COMMITTEE APPOINTMENTS

POLICY

The Citrus Belt USBC Association President shall appoint the following committee chairmen and committee members at the May Board meeting each year:

- a. Audit
- b. Awards
- c. Budget and Finance
- d. B.V.L.
- e. Hall of Fame
- f. Historian
- g. Lane Certification and Inspection
- h. Mixed Doubles Tournament
- i. Nominating, (board members, 5, 7, or 9)
- j. Policy and Procedure
- k. Legislative
- l. Publicity

- m. Secretary /Director/Service Representative of the Year
- n. Senior Tournament
- o. Special committees as needed or as authorized by the Board of Directors
- p. Ways and Means

PROCEDURE

At a board meeting held during the first quarter of the calendar year, the President shall request Board Members to indicate their preference for committee assignments.

These committee appointments shall appear in the Citrus Belt USBC Average Book.

COMMITTEE CHAIRMAN – DUTIES

At the August Board of Directors meeting the chairman of a committee shall consult with the President and the Association Manager to set a date for the first meeting of the committee.

Chairman shall set subsequent meetings, as required, after first consulting with the President and the Association Manager.

A written committee report shall be submitted at the next meeting of the Board of Directors.

Chairman shall keep a committee manual with updated information and detailed procedures.

Committee Manual shall be turned over to the next chairman at the August Board meeting.

CORRESPONDENCE

POLICY

Copies of all correspondence by the Board Members, including committee chairman, shall be furnished to the President and the Association Manager.

The President and the Association Manager are to be informed, in writing, of any telephone conversations held by a Board Member that might result in a problem being referred to the Citrus Belt USBC Association Office for a decision.

Written correspondence received by the Citrus Belt USBC Association Office which needs clarification or board approval, shall be presented and read at the Board meeting following receipt of correspondence. This also applies to any correspondence, which is addressed to the Board.

DELEGATES

POLICY

Delegates shall be elected in accordance with the Citrus Belt USBC Association by-laws. Delegates at the Annual USBC Meeting and the California State Association Meeting will wear official uniforms.

PROCEDURE

Delegates are to attend delegates meeting prior to convention to discuss issues that need to be voted on at the convention. Attend workshops; represent the Association in voice and vote. Submit a written and verbal report at the Board Meeting following the convention

DELEGATES EXPENSE

Payment of delegate expense shall include travel expense, meal allowance, hotel expense and other incurred expenses, which will be determined by the Board of Directors from the Finance and Budget Report depending on financial approval.

The Board approved to send up to six (6) delegates to the State and National conventions. The delegates will be elected by the membership at the Annual Meeting.

The number of delegates, which the Board approves to send with paid expenses, shall be determined by the approved budget.

MEAL ALLOWANCE, with budget approval shall be as follows:

Breakfast	\$10
Lunch	\$15
Dinner	\$20

Maximum of \$45 per day

HOTEL ALLOWANCE, with budget approval, shall be based on 2 delegates sharing a room. If delegate chooses to take a spouse, who is not a delegate, then the delegate will reimburse half of the room charges (with the exception of the President).

FINANCE AND BUDGET COMMITTEE

POLICY

Shall counsel with the Association Manager on all financial matters.

The Finance Committee is composed of at least three members of the Board. The committee meets at least annually. It reviews and monitors the budget and ensures an audit is conducted. The Finance Committee will work with the Association Manager in reviewing and revising areas that may be changed or deleted from future budgets.

HALL OF FAME

POLICY

The Citrus Belt USBC Association shall have a Hall of Fame to honor and give recognition to those who have made outstanding contributions, enriched the general welfare, spirit, reputation, and/or progress of the game of American Ten Pin.

The Hall of Fame shall have two (2) categories with a maximum of 4 recipients.

- a. Meritorious Service
- b. Superior Performance

RESPONSIBILITY

- a. It shall be the responsibility of the Associations Hall of Fame Committee to govern the selections to the Hall of Fame
- b. The Board of Directors shall approve all candidates selected to the Hall of Fame and all matters and procedures relating to this program
- c. The Association Manager shall be responsible to the Board of Directors for the procurement of supplies, issuance and accountability of awards and the application of procedures concerning this program

PROCEDURES

Hall of Fame Committee Chairman shall supervise the activities of the committee. It shall be the duty of the committee members to:

- a. Insure the Hall of Fame program is publicized throughout the jurisdictional area of this association
- b. Review the Hall of Fame program on an annual basis and report to the Board of Directors
- c. Solicit, accept and review all candidates nominated to the Hall of Fame this year or in any previous year. The committee shall investigate the background of any candidate to insure the candidate does, in fact, satisfy the requirements nomination and/or selection and to prove the information pertinent to qualify the candidate for such consideration
- d. Insure their recommendations for selection to the Hall of Fame are submitted to the Board of Directors for approval at a monthly board meeting
- e. Attend all meetings requested by the committee chairperson and/or officers of the Board
- f. There may be more than one in each category selected. If eligible nomination is received yet not selected, or board decides not to present award at this time, clarification as to why needs to be presented to the Board
- g. Routinely advise and/or coordinate committee activities with the Association President, Manager, and the Board of Directors as requested

SUPERIOR PERFORMANCE

To be eligible in this category, a past or present member's bowling accomplishments must have been made while a member of this association for at least five (5) years and as an active bowler for at least five (5) years.

MERITORIOUS SERVICE

To be eligible for this category, a past or present member shall have performed meritorious service for the game of bowling and been actively involved in bowling within the jurisdictional area of this association for at least ten (10) years.

HALL OF FAME NOMINATIONS

Any group or individual may nominate a candidate for selection to the Association's Hall of Fame as follows:

- a. All nominations will be submitted in letter form, signed by at least three (3) persons and addressed to the Chairperson of the Committee
- b. All letters of nomination shall contain sufficient information and/or copies of documents or materials pertinent to qualify the candidate for consideration and prove the information contained therein
- c. Letters of nomination may be submitted at any time, however only those received not later than December 31 of the current year will be considered for selection

HALL OF FAME AWARDS

Each Hall of Fame winner shall receive a Navy Blue Blazer, along with a wall plaque or trophy to be accompanied by a certificate and name shall be placed on the perpetual plaque. The certificate and plaque shall be inscribed with the name of recipient, category and year.

Each Hall of Fame Nominee shall receive a certificate or plaque, which shall include their name, nominee and year of nomination.

POSTHUMOUS NOMINATIONS AND AWARDS

Persons who are no longer living may be nominated as a candidate to the Hall of Fame. Such nominations will be processed in the same manner as others and any subsequent award will be presented to the nearest relative or any other person designated to receive the award for the inductee

CEREMONIES

All Hall of Fame awards shall be made with a fitting ceremony, banquet, dinner, etc. The Hall of Fame dinner/banquet shall be held prior to August 1.

HISTORIAN

POLICY

The Citrus Belt USBC Association will maintain the integrity of the bowlers, the sport of bowling, and the Association. While moving forward, we will respect and maintain pertinent documents from the past.

PROCEDURE

Go through documents, pictures, and articles. Combine in books where appropriate. Gather articles pertaining to the Association. Solicit committee members to assist when needed.

LEGISLATIVE

POLICY

The Legislative Committee shall meet on a regular basis, when necessary, to review and revise the Association's bylaws.

PROCEDURES

The committee will periodically review the actions taken by USBC and Californian State and the Citrus Belt USBC Associations to determine any necessary revisions or additions to be made to the Association's bylaws. Committee recommendations will be presented to the Association at its next annual meeting for approval.

MINUTES OF MEETINGS AND REPORTS

Upon receipt of minutes of meetings by the Board of Directors, any additions, corrections, omissions or deletions, should be reported to the Association Manager, giving full particulars of changes requested.

ANNUAL MEETING REPORTS

Reports of the line officers and all committee chairmen shall be submitted to the CBUSBC office in writing. Such reports will be copied in the office and copies will be provided for members attending the meeting.

BOARD MEMBER REPORTS

If a Board member desires to give a report during the Board meetings, such report shall be submitted in writing. An original will be submitted to the Association Manager who will make copies for distribution. Directors or Service Reps reports should contain information on bowling activities in their centers or areas.

COMMITTEE CHAIRMEN REPORTS

Committee reports given during Board meetings shall be submitted in writing. An original will be given to the Association Manager who will make copies for distribution.

DISTRIBUTION OF MINUTES

Minutes of all Board meetings will be distributed to all members of the Board. If a member of the Association wishes to receive a copy of said minutes, the Association Manager will provide interested members with a summary of the meeting.

The President may authorize exceptions to these requirements.

NOMINATING COMMITTEE

POLICY:

1. Composed of odd number of members: 5, 7, and 9 etc.
2. Members of the Nominating Committee seeking office must resign.
3. Committee is elected by the Board
4. Serves until the next committee elections are conducted
5. Vacancies are approved by the Board
6. Committee selects its own chair
7. Meets at least once annually

RESPONSIBILITIES:

1. Establish eligibility requirements for elected board positions (with exception of youth representatives and Youth Committee members) to be approved by the membership and/or youth representatives and to be included in the Association's bylaws.
2. Establish eligibility requirements and criteria for elected delegate/alternate positions to be approved by the membership and/or youth representatives and to be included in the Association bylaws.
3. Establish eligibility requirements and criteria for the Nominating Committee to be approved by the Board.
4. Ensure reasonable representation based on age and diversity of membership.
5. Reviews and reports to the Board any potential conflicts of interest within the slate of candidates.
6. Establish procedures for determining whether a candidate meets the criteria and eligibility requirements.
7. Establish procedures for soliciting nominations/resumes.
8. Establish a system of staggered election for officers and directors to be approved by the membership and/or youth representatives and to be included in the Association's bylaws.
9. Establish procedures for voting.
10. Presents a slate for all open positions at the annual open meeting.

MERGED ASSOCIATIONS:

The Nominating Committee ensures that there are no more than three proprietors on the Board at any time and presents a slate of candidates for:

1. Up to 80% of the open officer and director positions.
2. Open Youth Committee positions based on the recommendations of the Youth Committee
3. Nominees for delegates representing adults and alternates for the USBC Annual Meeting
4. Nominees for delegates representing adults and alternates for the state annual meetings.
5. Nominees for youth representatives and alternates for the state annual meeting based on the recommendations of the Youth Committee.

PARLIAMENTARIAN

The services of a qualified parliamentarian may be designated at the discretion of the President for annual meetings of the Citrus Belt USBC Association.

POLICY AND PROCEDURES

POLICY

The Policy and Procedure Committee shall meet on a regular basis, when necessary, to review and revise the Association's policies and procedures.

PROCEDURES

The committee will periodically review the actions taken by USBC and Californian State and the Citrus Belt USBC Associations to determine any necessary revisions or additions to be made to the Association's policy and procedures. Committee recommendations will be presented to the Board of Directors at its next meeting for approval.

PUBLIC RELATIONS

POLICY

Citrus Belt USBC Association shall publicize all tournaments, meeting and all other events pertaining to our general membership.

PROCEDURE

Write articles on special events. Share articles or items of interests to the general membership. Write articles for the Bowling News and other papers as appropriate regarding special achievements or accomplishments on our bowlers.

Utilize the Citrus Belt USBC Website for honor scores, upcoming events, and final standings as well as make available any links in which may be helpful to our bowlers. Refer all bowlers to our site whenever possible.

www.citrusbelt.org

TOURNAMENTS

Association Tournaments

1. **Policy:** The Association shall conduct annually the following tournaments:

Annual Youth Championship	February
Annual Ladies Championship	March
Annual Open Championship	April

The Association may conduct the following tournaments with board approval:

Open Masters	April
Men's	November
Mixed Doubles	June
Senior Open	October
Senior Masters	October
BVL	December

2. **Responsibility:**

a. The Association Manager will be responsible for all Annual Tournaments. The Committee chairs will be responsible for all other tournaments. The Association office will assist with the scheduling and financial procedures.

3. **Tournament Site:** The site of all Tournaments shall be selected one year in advance under the following conditions:

- a. The CBUSBCA Association Manager shall solicit bids to host the tournaments from all eligible bowling establishments within the CBUSBCA area no later than 2 weeks prior to the Annual Meeting
- b. No bowling establishment may be allotted any of these tournaments more than once in a consecutive year
- c. No Bowling establishment shall be considered unless it has submitted a bid, in writing, to the Association Manager. No bowling establishment shall be eligible for consideration unless its bid stipulates an exact non-variable fee, which is to be charged for bowling and other services incidental to the operations of the tournaments
- d. The Annual Championship Tournaments may be split between two (2) bowling establishments, with a minimum of twenty-four (24) lanes each
- e. The CBUSBA Board will select the bowling establishment for the tournaments at its annual Board meeting

4. **Certification of Tournaments:** Association annual tournaments are automatically certified through USBC Headquarters. All other tournaments must submit an application to USBC headquarters for coverage.

5. **Eligibility**

Only members of the Citrus Belt USBC Association will be eligible to participate.

GENERAL TOURNAMENT PROCEDURES

1. Board sets dates for all Tournaments
 2. Association Manager sends out Bid letters to all bowling centers for all tournaments
 3. Board selects centers for all tournaments
 4. Association Manager sends in Certification Requests to USBC
 5. Committee chairperson selected if not an Annual Tournament for which the Association Manager is responsible
 6. Tournament Committee formed
 7. Staffing for tournament is scheduled
-
- Entry Applications Forms are drafted (If the entry fee changes from the previous year must be Board approved)
 - Entry forms are distributed to all bowling centers
 - Advertising Posters for tournament are distributed to all bowling centers
 - Entry forms are mailed to last year tournament participants
 - All other Publicity for tournament is completed
 - Entry forms received at office are receipted
 - Entry forms are inputted into computer and scheduled
 - Confirmation letters are mailed to entry participants
 - Contract is signed with bowling center
 - Entry check-in form is printed
 - Recaps are printed
 - Number of lanes required confirmed with bowling center one week prior to tournament
 - Entry names are submitted to bowling center for automatic scoring input at least one week prior to tournament
 - Staffing for tournament is confirmed: Office personnel, Monitors, Scorekeepers, Ways and Means table, Brackets and Side pots
 - Preliminary prize fund is determined
 - Scores are entered
 - Winners are determined
 - Final prize fund is determined
 - Results are posted on the website 10 to 14 days allowing time for inquiries, corrections and/or protests to be filed
 - Winners are paid within 30 days of close of tournament
 - A copy of the tournament results is sent to all team captains for tournaments with team events
 - Form for Final Results and Prizes is completed and sent to Nationals within 30 days of end of tournament

MIXED DOUBLES TOURNAMENT

POLICY

The CBUSBC Association will conduct and manage an Annual Mixed Doubles Tournament. The tournament committee shall meet annually to review the rules and will submit their recommendation for changes to the Board of Directors for approval.

The CBUSBC Association Board of Directors will select the tournament site and will adopt the rules governing the tournament.

The Tournament committee, under the direction of the Board of Directors, will supervise the operations of the tournament.

Only members of the Citrus Belt USBC Association are eligible to participate. Each team shall consist of one (1) female and one (1) male per team.

Obtaining scorekeepers for each squad will be the responsibility of the tournament site director.

AWARDS

First place patches from USBC along with checks for all places.

MIXED DOUBLES TOURNAMENT COMMITTEE

JANUARY

The Tournament Chairman shall contact the Association office regarding preparation and printing of entry forms and posters

MARCH

Check with the Association office regarding submission of tournament certification.
Check with the Association office regarding distribution of entry forms and posters.
The Board of Directors shall be responsible for the distribution of entry forms and posters to the bowling centers.

APRIL

The tournament committee shall mail an entry form to each entrant in the previous year's tournament. The Association office will provide a mailing list.

MAY

The tournament chairman shall keep in touch with the office to see how entries are going and to make sure deposits and entries are being processed. The chairman will check with the tournament site to make sure all is prepared and ready. The chairman, along with the Association Manager, will meet with the tournament site manager to go over contract as well as verify room for office and storage.

JULY

At the close of the tournament, the chairman will meet with the Association Manager to finalize the tournament, go over financial and prepare prize list. Meet with the committee to review and discuss any possible changes. Prepare a written report for board meeting.

SENIOR TOURNAMENT

POLICY

This is an open tournament to all members 50 years of age or older. This tournament will be held the last two (2) weekends in October.

ELIGIBILITY

Team, a minimum of at least 2 members must be 55 or older. This is a Citrus Belt USBC sponsored tournament; therefore the bowler must have a verified Citrus Belt average and be a current member of the Citrus Belt at the time of the tournament.

DIVISIONS

Team, Doubles, Men only Singles, Women only Singles, Men only All events, (scratch and handicap), Women only All Events, (scratch and handicap).

	Team	Doubles	Singles
a.	one division	130 of age or older	65 or older
b.		110 through 129	55 through 64
c.		100 through 109	50 through 54

Age as of October 1

MASTERS TOURNAMENT

POLICY

The Citrus Belt USBC Association will support an annual Masters Tournament to be run by a Chairperson while in communication with the Association Manager. This tournament is to allow our bowlers a chance to show off skills and compete on an individual basis. Enhance the quality and open up doors for a wide range of competition.

PROCEDURE

Association Manager will ensure tournament is certified. Squads shall be Saturday evenings at 6 PM during the same weekends as the Annual Tournament. Additional

squads may be added at the discretion of the Tournament Chairman providing lanes are available and tentative squad times are noted on the flyer. Final match shall be in the Sunday following the final day of the Annual Tournament as advertised on the original flyer.

The Tournament Chair will:

- a. Be included in the planning and scheduling of the tournament
- b. Update flyers, posters and complete rules and other literature
- c. Give all literature to the Association Office for printing
- d. Verify when printing is done and help in distributing information to the centers
- e. Receipt all monies taken for entries
- f. Keep track of lineage so that the Association Manager may pay the center
- g. Verify scores
- h. Keep in contact with the Association Manager as to how things are going
- i. Notify bowlers for final competition
- j. Verify final standings and pay out winners
- k. Give final standing and report to the Association Manager

SENIOR MASTERS TOURNAMENT

POLICY

The Citrus Belt USBC Association will support an annual Masters Tournament to be run by a Chairperson while in communication with the Association Manager. This tournament is to allow our bowlers **50 years** of age or older a chance to show off skills and compete on an individual basis. Enhance the quality and open up doors for a wide range of competition.

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- g. Verify scores
- h. Keep in contact with the Association Manager as to how things are going
- i. Notify bowlers for final competition

- j. Verify final standings, and pay out winners
- k. Give final standings and report to the Association Manager

WAYS AND MEANS

Ways and Means Committee

1. **Purpose**

The function of the Ways and Means Committee is to help defray the costs of the Association.

2. **Procedure**

- a. The committee will set up a sales table at all tournaments.
- b. The items for sale will be recommended by the committee and approved by the Board.
- c. The committee will conduct a 50/50 drawing for each squad at the tournaments.
- d. The committee may conduct a raffle at each tournament if items are available for this purpose, either donated or purchased.

Distribution of 50/50 and raffle money

All monies received at each tournament, i.e. 50/50, brackets, side pots, shirt and picture sales shall be split equally between BVL and the local Hall of Fame.

Lane Certification/Inspection

- Centers to pay \$5 per lane for yearly inspection
- New centers pay per USBC guidelines
- Checks made payable to Citrus Belt USBC
- The Certification committee shall receive \$3 per lane payable to Committee Chairman to be divided amongst those who inspected the lanes in question.
- Mileage shall be \$.40 per mile for inspections/routine or other wise. No mileage shall be paid for yearly certifications. Money for mileage is to be paid from specific tournament, or account depending on reason for inspection.
- Supplies and equipment shall be bought out of Certification account. Equipment not of routine use shall require board approval.

SECRETARY OF THE YEAR

POLICY

Each year the CBUSBC Association shall present an award to the league secretary who is judged to have been the most outstanding candidate among those whose qualifications were submitted to the CBUSBC office.

This is a one-time award. Board members are not eligible for this award

PROCEDURES

APRIL

The CBUSBC Association Manager will include a Secretary of the Year nomination form to all league presidents.

JULY

Secretary of the Year Committee Chair will review all nominations received to confirm eligibility. The committee will meet on a mutually agreed time to select the Secretary of the Year. The nomination forms will be reviewed and judged based on a point system.

SEPTEMBER

The CBUSBC Association Manager will inform in writing the Secretary of the Year winner and all the candidates who qualified for honorable mentioned.

OCTOBER

Presentation to the Secretary of the Year will be made at appropriate time and place. League level when appropriate.

AWARDS

Honorable mentioned would receive a certificate. The Secretary of the Year will receive a briefcase with plate on it inscribing name and Secretary of the Year.

DIRECTOR/AREA REPRESENTATIVE OF THE YEAR

POLICY

The Executive Board shall be the committee. Each year this award shall be presented to the Area Director or the Center Service Representative who is judged to have been the most outstanding candidate among those whose qualifications were submitted to the CBUSBC office. To be eligible for this award the applicant must have served one full term as an Area Director/Area Representative.

This is a one-time award.

PROCEDURES

APRIL

The CBUSBC Association Manager will solicit and give feedback to the President on all nominations. Centers and Board members may submit names for candidates.

JUNE

President will review all nominations received to confirm eligibility. The Executive Board will meet on a mutually agreed date to select the Director/Area Representative of the Year. The nomination forms will be reviewed and judged based on a point system.

JULY

The winner of the Director/Area Representative of the Year will be presented at the Hall of Fame Banquet. A plaque with name, Director/Area Representative of the Year and year inscribed will be presented.