



# **POLICY MANUAL**

**Lansing USBC Association**

**[www.lansingusbc.com](http://www.lansingusbc.com)**

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## **ASSOCIATION OFFICERS**

The president and two (2) vice presidents constitute the officers of the Association.

### **PRESIDENT**

The president acts as the official spokesperson for the association.

- a. Elected by majority vote at the association's annual meeting held in July.
- b. Authority and Duties:
  1. Presides at all board and association meetings.
  2. Acts as spokesperson for the association.
  3. Verifies the association accounts monthly.
  4. Appoints committees and committee chairman with board approval and has the authority to remove them. If a replacement is needed, appoints a person, with board approval.
  5. Provides an agenda to the association manager which should be two weeks in advance of the meeting.
  6. The president may attend president appointed committee meetings in an ex officio, non-voting capacity, unless stated otherwise in the association's policy manual.

### **VICE PRESIDENT(S)**

- a. Elected by majority vote at the association's annual meeting held in July.
- b. Authority and Duties:
  1. Presides at all meeting when the president is absent.
  2. Performs other duties as prescribed by the board or requested by the president.

## ASSOCIATION MANAGER

The Association Manager acts as the ex officio, non-voting secretary/treasurer of the board.

- a. Has voice only at board meetings, does not count towards the quorum and cannot make or second motions at board meetings. He/she may be excused from board meetings based on the issue/discussion at hand.
- b. Has voice and vote at membership meetings, unless he/she is not a current member of the association.
- c. Is selected/appointed by and accountable to the board and USBC.
- d. Must be a minimum of 18 years of age.
- e. Is not eligible to serve concurrently as an officer of the association; however, may be elected as a director.
- f. Authority and Duties:
  1. Reporting
    - A) To the board on a regular basis - at least quarterly.
    - B) To USBC Headquarters as required.
    - C) To directors/youth representatives/members at every membership meeting and as needed.
    - D) A financial report, in writing, at every board meeting.
    - E) A written, audited, year-end financial report at a board meeting and at the annual meeting.
  2. Financial - Complying with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the board, which must include:
    - A) Receiving and issuing a receipt for all funds paid to the association within 10 days, i.e. to league secretaries for receipt of dues.

- B) Depositing association funds in the association's account, in a financial institution which must be federally insured or its equivalent, within seven days of receipt. Non-board members handling/depositing association funds are not bonded through USBC.
- C) Ensuring all withdrawals have two signatures.
- D) Ensuring the president verified the association accounts monthly.
- E) Ensuring all required financial reports are filed (IRS, payroll taxes, state taxes, etc.).
- F) Publicizing all activities of the association.

### YOUTH MANAGER

The Youth Manager acts as the *ex officio*, non-voting secretary/treasurer for the youth.

- a. Is selected/appointed by and accountable to the board and USBC.
- b. Is not eligible to serve concurrently as an officer of the association; however, may be elected as a director.
- c. Authority and Duties:
  - 1. Reporting
    - A) To the board on a regular basis - at least quarterly.
    - B) To directors/youth representatives/members at every membership meeting and as needed.
    - C) A financial report, in writing, at every board meeting.
    - D) A written, audited, year-end financial report at the annual meeting.
  - 2. Financial - Complying with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the board, which must include:
    - A) Depositing youth association funds in the association's account, in a financial institution which must be federally insured or its equivalent, within seven days of receipt. Non-board members handling/depositing youth association funds are not bonded through USBC.
    - B) Ensuring all withdrawals have two signatures.

## DIRECTORS

The management and governance of the association is vested in the directors. The directors are elected at the annual meeting by a majority vote.

The board shall not engage in any acts constituting a conflict of interest. The board's duties include but are not limited to:

- a. Enforcing the by-laws.
- b. Complying with the USBC Association Policy Manual.
- c. Ensuring adherence to the USBC Performance Standards.
- d. Conducting championship level competition for its membership constituency (men women and youth) and complying with state and local laws in this area.
- e. Providing education, training, evaluations, recognition, and other services as determined by USBC.
- f. Implementing USBC programs.
- g. Selecting/appointing and evaluating the performance of the association manager.
- h. Approving use of membership records.

## HONORARY MEMBERS

**PURPOSE:** To provide a category of honorary membership status for individuals who have provided exemplary service to the Lansing USBC Association.

- a. Honorary members are non-voting members of the board of directors.
- b. A minimum of 10 years of services to the association as president, vice president, association manager and/or director are required to be nominated.
- c. Nominations are to be proposed to the Nominating Committee in writing 30 days prior to the annual meeting.
- d. A majority of votes cast must be obtained to be elected.

## YOUTH COMMITTEE

This committee is a standing committee designed to monitor the programs and services provided to youth members. The youth directors will handle youth related matters on the board level. In particular, the youth committee members will be responsible for:

- a. Developing eligibility requirements for board members representing the youth, subject to the approval of the youth representatives.
- b. Developing eligibility requirements for the youth committee, subject to the approval of the board of directors.
- c. Recommending the association's youth dues to the board.
- d. Monitoring, promoting, reviewing and recommending youth programs conducted by the association.

The youth committee will ensure that youth bowlers have voice and vote on the LUSBC Association board. Youth representation on the board will represent 20 percent of the board members.



# MEMBERSHIP RECRUITMENT

**PURPOSE:** To assist the Publicity Committee in the recruitment and retention of association members.

Membership is composed of individuals who pay dues to the association. Each individual shall pay national, state (where applicable) and local dues, except as provided in USBC rules.

The board may waive all or part of local dues for:

- a. Members of other USBC associations having a reciprocal agreement with the association.
- b. Other groups, such as seniors, etc. as determined by the board.
- c. The association cannot charge additional non-dues assessments.

## **DUTIES:**

The membership recruitment and retention should be an important part of the board's activities. Efforts should be made through advertising, getting the proprietor's involved, helping leagues look at other time frames (i.e. 20 week league), changing number of team members, starting new leagues for friendship, getting businesses to support the sport through sponsorship of teams and forming employee leagues.

The relationship between the Membership Recruitment Committee and the Publicity Committee should foster these activities. The board should provide leadership and guidance by providing publicity to the activities and people actually assisting the process.

Assist the association manager in assuring that bowlers and leagues are certified.

There should be focus on youth bowlers to assure that the sport of bowling will continue.

## MEETINGS

**PURPOSE:** To establish a procedure by which meetings of the association will be held.

Board meetings shall be held at least quarterly. A special meeting may be held upon the request of any board member if a majority of the board approves.

- a. Written notice for all regular and special meetings shall be forwarded to the board, which should be at least 15 days prior to the meeting.
- b. Eleven members of the board constitutes a quorum to conduct association business.
- c. A majority vote of those officers and directors present and voting, at a properly noticed meeting, when a quorum has been established, is required to take action, unless otherwise provided by law or the association bylaws. Absentee and proxy voting are not permitted.
- d. Twenty-four hour notice is required for an excused absence.
- e. Any member missing 3 meetings without permission is subject to dismissal. The president will determine what excuse is acceptable for missing a board meeting.

Annual meetings of association members/youth representatives shall be held at a time and place approved by the board of directors.

- a. Written notice for all regular and special meetings shall be forwarded to the membership at least 15 days prior to the meeting.
- b. A combination of board directors, officers or association members numbering 19 constitutes a quorum to conduct association business.

- c. The agenda for the annual meeting should be as follows:
- Roll Call
  - Call to Order
  - President's Report
  - Association Manager's Report
  - Committee Reports
  - Election of Officers (if required)
  - Old Business
  - New Business
  - Adjournment

Committee meetings should be held at least annually so that the chairperson can be ready to present a report at the annual meeting.

- a. The association shall have the following Standing Committees:  
Finance and Youth.
- b. Other committees may be established to provide ease of conducting association business.

### **MEETING MINUTES:**

Minutes of all board and committee meetings should be maintained. Board meeting minutes should be sent out within 5-7 days after any and all meetings/hearings.

If a member(s) is absent from a meeting, they should be sent a copy of the minutes, and all information handouts, etc. and not have to wait until the next scheduled meeting to receive same.

General guidelines for the minutes include:

- a. Minutes should not be taken verbatim, only actions should be recorded. The association manager is responsible for taking the minutes at meetings.
- b. The association manager signs the minutes at the time of preparation.
- c. The association manager presents the report to the board for additions and/or corrections prior to approval.

- d. Minutes are evidence of the facts of the meeting, the official legal accounting of what was accomplished, not said.
- e. Minutes should be clear, concise and brief. They should be written in such a manner as to accurately record what occurred. Not raise any questions later about the accuracy of what occurred. Report all motions/resolutions, reports, communications and actions taken. All actions of the board should be clearly stated.
- f. Minutes should not contain personal opinions or comments, be judgmental or contain adverse criticism of members or praise of a member unless in the form of an official adopted vote of thanks, gratitude or commendation.

Contents of minutes should include:

- a. Location, date, time and type of meeting.
- b. Call to Order.
- c. Name of presiding officer and association manager.
- d. Names of the board members in attendance and absent, using last names only.
- e. No names should be included with motions.

Motions should show/include the wording of each motion adopted or otherwise disposed of and the disposition of the motion. The proposer may allow the association manager to word the motion according to intent. The name of the proposer may be included at his/her request only.

When recording monetary amounts, the figure is written out with the numerical value following in parentheses; four hundred thirty-two dollars and twelve cents (\$432.12). This method eliminates typos in the totals.

Committee reports that contain recommendations for action may or may not be attached to the minutes.

NOTE: It is strongly recommended that if the meeting is recorded, those tapes/disks are to be erased 60 days after the minutes are finalized, distributed and approved.

## LEGISLATIVE COMMITTEE

**PURPOSE:** The Legislative Committee reviews the Association Constitution, Strategic Plan and Bylaws annually.

### **DUTIES:**

The committee researches any questions about our bylaws.

- a. Any individual can suggest change(s).

Proposed amendments shall be submitted in writing to the association manager or president thirty (30) days prior to the annual meeting of the association at which time the proposed amendments are to be presented for vote.

- a. The committee can recommend the changes and present them to the board for approval.
- b. If the changes are approved by the board and membership, they are then sent to USBC for final approval.

Only upon final approval from our local association and USBC are the bylaws changed.

Create a Strategic Plan:

- a. Goals, e.g., increase overall membership.
- b. Set a viable method of evaluation to determine the success and achievement of any goals.
- c. Create objectives that are specific, concrete and measurable statements describing what will be done within a fiscal year. Objectives are step-by-step actions/tasks required for goal achievement. These building blocks lead to the attainment of the goal. Each objective includes what will be accomplished, a completion date, who is responsible for completion and estimated cost (which is revised to actual cost once the budget has been finalized).

## **BUDGET & FINANCE COMMITTEE**

**PURPOSE:** The Budget and Finance Committee is a standing committee, appointed by the president to prepare a budget for the Lansing USBC Association.

### **RESPONSIBILITIES:**

It should consist of an uneven number of members. The president and association manager are *ex-officio* members of the committee.

### **COMPENSATION:**

If the board approves compensation for an individual, including the association manager, president, lane inspectors, etc., there are tax requirements.

The association manager shall receive a yearly salary. Future compensation will be negotiated with the Finance Committee and the association manager. The annual salary will be paid on a monthly basis. The use of an outside payroll company to handle the appropriate tax forms and payroll checks may be pursued by the association manager. The association manager will present a proposal to the board for approval.

### **EXPENSES:**

Legitimate business expenses may be reimbursed with board approval. Such expenses must be documented and include receipts. The association manager can issue checks where supported by receipts for up to \$500.00 per month without board approval for general operating purposes.

All deposits are to be made in a timely manner (within 7 days). Any cash withdrawal requires two original signatures.

a. The following accounts must be established to cover the association finances:

1. Checking
2. Savings/CD
3. Men's tournament checking
4. Men's tournament prizes
5. Women's tournament checking
6. Women's tournament prizes

The statement for all bank accounts should be mailed to the association manager and reviewed by the president.

All motions that are made from the floor at association or board meetings covering proposed expenditures must be referred to the Budget and Finance Committee by the president for review, approval and then presented to the board of directors for final decision.

Proposed projects of the Lansing USBC Association requiring expenditures must be presented to the Budget and Finance Committee for review and approval to insure if sufficient funds are available and the project is beneficial.

Unless otherwise stipulated, travel expenses will be calculated using the current State of Michigan travel reimbursement rates.

#### **AUDIT:**

Auditing of all accounts should be done on a quarterly basis. See Audit Committee Policy for complete details of the audit process.

## **BUDGET:**

The committee should meet prior to the first directors meeting of the new fiscal year for which the budget is being prepared.

It is important to review what expenditures were made in the previous years and in addition any other projects that may be funded in order to establish a basis for the next year's requirements.

## **PERFORMANCE REVIEW:**

The association manager is selected/appointed by the board and has many important responsibilities. The individual holding this position reports and is accountable to the board and USBC. Federal and state laws on employment must be taken into consideration and the president and the Performance Review Committee should perform, at a minimum, an annual performance review. Items to be considered include complying with the established bookkeeping procedures and accounting of assets and disbursements as approved by the board, which must include:

- a. Receiving and issuing a receipt for all funds paid to the association within 10 days.
- b. Depositing association funds in the association's financial institution(s), which must be federally insured or its equivalent, within 7 days.
- c. Ensuring all withdrawals has two signatures. (Two members of the immediate family cannot co-sign for withdrawals). It is required that at least one of these signatures be an original signature. The exception to this is in the event of payments for tournament prizes.
- d. Ensuring the president verifies the association accounts monthly.
- e. Ensuring all required financial reports are filed (IRS, payroll taxes, state taxes, etc.)
- f. Providing all information required for the association audits
- g. Preparing a budget for board approval. (Note. The Finance Committee prepares, reviews and monitors the budget.)



- h. Staying within budget (without approval of the board for any necessary overdrafts).
- i. Establishing a procedure for retention of records which must include the financial records, to be approved by the board.
- j. Providing a report of financial transactions as requested by the board or USBC.
- k. Paying all bills authorized by the board.
- l. Issuing a receipt to league secretaries within 30 days of receipt of dues.
- m. Meeting notification, as designated in the by-laws.
- n. Maintaining the association's operations manual.
- o. Receiving, compiling and filing committee reports.
- p. Recording and maintaining meeting minutes.
- q. Submitting the association's delegates/alternates credentials to USBC and to submit delegate/youth representatives/alternates credentials to the state, within the specified formats and dates.
- r. Operation of the association tournaments, either as tournament director or as the supervisor of the tournament director.
- s. Distributing all prize funds within 30 days following the close of the tournament, except when USBC has authorized delay in payment.
- t. Maintaining a record of and submitting tournament scores to USBC Headquarters as specified.
- u. Maintaining a record of, verifying and submitting to USBC and the state associations, averages of members who have participated in at least 21 games in each league.
- v. Providing membership records and submitting to USBC when requested and in a format specified by USBC.
- w. Ensuring lane certification and dressing inspections are completed and submitted to USBC in a timely manner.
- x. Other duties as prescribed by the board, the USBC Bylaws and association Policy Manual and the association's Operations Manual.

All paid individuals will be evaluated as outlined above.

# NOMINATIONS COMMITTEE

**PURPOSE:** The Nominations Committee will be responsible for the election of officers and directors of the association.

## **Section 1**

Nomination Committee Duties:

- a. Determine the number of incumbent directors and officers whose terms expire.
  1. Each year at the annual meeting, the Nominations Committee shall conduct elections of the positions that are up for re-election based on a three year stagger system.
    - **Year One** - 1<sup>st</sup> Vice President (Officer), Adult Directors (11 - 15) and Youth Director (4)
    - **Year Two** - 2<sup>nd</sup> Vice President (Officer), Adult Directors (6 - 10) and Youth Director (3)
    - **Year Three** - President (Officer), Adult Directors (1 - 5) and Youth Directors (1 - 2)
  2. If a director or officer wishes to be a candidate for re-election they should notify the Nominations Committee of their desire prior to February 1st. The Nominations Committee will ask them to submit a resume.
  3. The Nominations Committee will approach other bowlers who may be interested in running for a director or officer positions. For example, if there are six incumbents whose terms are expiring, the committee should try to solicit six (6) nominees to run against the incumbents. It would be preferable to have a minimum of two (2) candidates for each vacant position.

4. A midterm vacancy is not filled by an election; the president fills the vacant director position with board approval. The board fills a vacant officer position. If elected by the youth committee, vacancies are filled by the youth committee.
- b. The Nominating Committee will ask for nominations from the floor.
- c. Should meet at least annually to review candidates and prepare a slate for the board, delegates to the state and USBC annual meetings, and youth delegates to the state annual meeting.
- d. Help shape the association's structure.
- e. Place multiple individuals on the slate for each position, if qualified.
- f. Reads its report at election time.

## **Section 2**

### Nominee Requirements:

- a. All nominees must hold a current membership card and submit a resume which will be copied for the membership attending the annual meeting. A resume form will be provided by the association and **MUST BE USED**.
- b. Resumes must be submitted by February 15<sup>th</sup> or a date selected by the Nominations Committee, to correspond with the annual meeting.
- c. All nominees must be willing to serve a three-year term. The term for new elected officers and directors will begin August 1<sup>st</sup> of the elected year.
- d. Nominees elected from the floor must provide a paper resume to the Nominations Committee within seven (7) days after the election to legitimize the election results.

### Section 3

#### Board Election Procedures:

- a. The Nominations Committee should send a letter on association stationery to incumbents and new nominees informing them of date, time and place of the annual meeting.
- b. To be eligible for candidacy as an officer of the LUSBCA, a nominee must have served not less than one year as a member of the current LUSBCA board of directors.
- c. The election procedures should include the following:
  1. The chairperson should provide a paper ballot with the names of the nominated candidates and room for write-in candidates.
  2. All nominees from the floor must be present at the annual meeting. Nominations from the floor must be called from the members present at the annual meeting. A nominee must give a verbal resume to the membership if nominated from the floor during the annual meeting.
  3. Each nominee should be asked if they agree to run.
  4. After all nominations have been presented; the nominations are closed making sure that no more nominations are forthcoming. This is accomplished by calling three (3) times (as required by Roberts Rules). A call for the ballot should take place.
- d. Each vacant officer position should be voted on one at a time.
- e. When electing officers the majority voting system must be used. The winning candidate must receive one-over-half of all votes cast.
- f. Directors will be elected by a plurality vote. The winner(s) will be determined by the nominees receiving the highest number of votes.
- g. An individual may run for multiple positions. In addition, a board member wanting to run for another position does not have to give up their current position if currently a board member.
- h. Ballots will be collected and counted by non-members of the current LUSBC board. A director not currently running on the ballot will oversee the counting process and report the election results to the annual meeting.

## AUDIT COMMITTEE

**PURPOSE:** The Audit Committee shall audit the treasurer's books at the end of the bowling year (August).

**DUTIES:**

- a. By September 30th of each year, the Audit Committee shall complete an audit of the treasurer's books. The chairman should contact the treasurer and committee members to arrange a date for the audit.
- b. The audit should be accomplished by comparing all expenditures and income with the appropriate supporting paperwork.
  1. Make a notation of any discrepancies.
  2. Bank statements for each month should be coordinated with paperwork supporting the expenditures and income for the month.
  3. Checkbook, Certificate of Deposit, and savings accounts need to be checked to ensure that all have been reconciled each month.
  4. The Certificates of Deposit accounts should be checked for deposit of accrued interest.
  5. Make recommendations for any change in accounting system that might be required.
- c. The audit committee also makes sure that the Association Strategic Plan is being followed and updates prepared.

## LANE INSPECTION COMMITTEE

**PURPOSE:** This committee is responsible for the certification of the lanes in the bowling establishments in the city.

**DUTIES:**

- a. Before the season begins all houses have to be certified.
  1. Criteria established by USBC will be followed.
  
- b. Spot checking of lanes is done at the committee's discretion throughout the bowling season.
  1. The lanes will be checked every 30 days.
  2. During the off-season houses will be responsible for notifying the association to schedule an inspection.
  
- c. The committee is to meet at least 2 to 3 times a season to go over how many award scores have been turned in. The reports must be forwarded to USBC.

## AVERAGE BOOK

**PURPOSE:** Provide an end of the year average book for the Lansing USBC Association members and proprietors.

### **DUTIES:**

The Average Book Committee is responsible for compilation of all information necessary for publication of the Lansing USBC Association average book

### **COMMITTEE DUTIES:**

- a. The association manager will provide the Average Book Committee a copy of each average sheet, including award scores.
- b. Members of the committee will be responsible for checking off each final average sheet from the master league roster and entering the final average for each league into the computer. Any average not reported to the association by June 15<sup>th</sup> will not be included.
- c. Instructions have been written for entering the final average information and are available from the association manager.
- d. Before the final average sheets are received, the committee can proceed to prepare the extra pages that are needed for the average book, such as:
  1. Bowling houses, former champions of state and national tournaments, current city champions, all city team, match game champion, yearly honor roll, city bowling records, league index, and scholarship winners.

2. Information can be compiled during the year and any photos needed should be obtained as they appear in the paper or are taken. Do NOT wait until the bowling season is over to start gathering the above information. There is a limited time constraint after receiving the final average sheets, putting the information into the computer and getting the materials to the printer. All information should be to the printer no later than July 1st.
- e. League appreciation ads:
1. The league appreciation ad is purchased to thank the sponsors who support the teams that bowl in that league.
- f. Ads for the directory are obtained by any member of the board.
- g. The committee will be responsible for collating the directory and will make corrections in the ads where necessary and possible.
- h. After receiving all ads, information pages, and the computer printout of averages, the material should be put into camera ready status.
1. Generally two individuals are responsible for proofreading all ads and information pages before the final printing.
- i. At least two bids **MUST** be obtained for printing the book, binding, and preparatory work for the book. Once bids have been obtained the winning bid needs board approval.
- j. When a decision has been made on whom the printer will be, then the pages are taken to the printer.
- k. The chairperson will act as the representative for the committee and association to work with the printer to see that the directory is printed on time and ready for the local officer's workshop.
- l. The committee should provide a copy of the average book to the following: two (2) Nationals, eight (8) State, one (1) senior, and one (1) per bowling center with less than 40 lanes and two (2) per bowling center with over 40 lanes.



**ALL CITY TEAM - MEN**  
**REVISED for 2015-16 SEASON**

**CRITERIA FOR CONSIDERATION:**

1. Team consists of 5 men
2. Bowl in two leagues with at least 60 games bowled (Definition of league average means a league that has at least 3 bowlers on a team)
3. Lansing sanctioned bowler
4. Take 75% of the points computations for the two league averages of at least 60 games (same points computation that has always been in existence)
5. Take 25% of the All Events scores for the Lansing City, Michigan State and USBC Open tournaments
6. Award 25 extra points for each Lansing City Tournament Title won during the season
7. Award 150 extra points for each Michigan State Tournament Title won during the season
8. Award 300 extra points for each National Tournament Title (USBC Open Tournament) won during the season
9. Match game Bowler of the Year (Lansing Bowler) - 50 points bonus
10. Big Match Game Tournament - Declining Scale 100, 95, 90, 85....(Lansing Bowlers-up to 10 slots)
11. Regular Mini Match - Season points totals - Declining Scale 100, 95, 90, 85....(Lansing Bowlers-up to 10 slots)

## POINTS FOR EACH AVERAGE 201 THRU 250

### MEN ALL CITY TEAM

<b>AVERAGE</b>	<b>POINTS</b>	<b>AVERAGE</b>	<b>POINTS</b>
201	200	226	1100
202	225	227	1150
203	250	228	1200
204	275	229	1250
205	300	230	1300
206	330	231	1355
207	360	232	1410
208	390	233	1465
209	420	234	1520
210	450	235	1575
211	485	236	1635
212	520	237	1695
213	555	238	1755
214	590	239	1815
215	625	240	1875
216	665	241	1940
217	705	242	2005
218	745	243	2070
219	785	244	2135
220	825	245	2200
221	870	246	2270
222	915	247	2340
223	960	248	2410
224	1005	249	2480
225	1050	250	2550

**ALL CITY TEAM - SENIOR/SUPER SENIOR MEN**  
**REVISED for 2015-16 SEASON**

**CHAIRPERSON DUTIES:**

Have a committee meeting prior to June 1 to collect all data needed to select team.

Teams made up of 10 men from 2 age brackets:

- a. 55 years old to 64 years old
- b. 65 years old and up

**CRITERIA FOR CONSIDERATION:**

- a. MUST have a minimum of 60 games averages after reaching minimum age of group
- b. MUST have a minimum of 60 games average in each league (2 leagues)
- c. Figured on a point scale updated and adjusted for 2015 - 2016 from LUSBC Board

**INCLUDED IN POINTS TOWARD SELECTION:**

- a. Lansing City Tournament All Events (1700+) (from Tournament Manager)
- b. Michigan State Tournament All Events (1550+) (from Tournament Manager)
- c. USBC OPEN Tournament (1400+) (from Tournament Manager)
- d. Michigan State Seniors Doubles/Singles and Lansing Senior Team Open All Events (1650+) (from Tournament Managers)
- e. Senior Mini-Match Points (100 to high point bowler for season) (Lansing bowlers) From list- 10 spots (100- 95- 90---55 points) (from Tournament Manager)
- f. Extra event for super seniors only (65+). Super senior mini matches based on points (100 to high point for season) (Lansing bowlers)..Down 10 spots (100- 95- 90- -55) (from Tournament Manager)

**POINTS FOR EACH AVERAGE 200 THRU 250**

**SENIOR/SUPER SENIOR MEN ALL CITY TEAMS**

<b>AVERAGE</b>	<b>POINTS</b>	<b>AVERAGE</b>	<b>POINTS</b>
200	175	226	925
201	200	227	950
202	225	228	975
203	250	229	1000
204	275	230	1075
205	300	231	1100
206	325	232	1125
207	350	233	1150
208	375	234	1175
209	400	235	1200
210	475	236	1225
211	500	237	1250
212	525	238	1275
213	550	239	1300
214	575	240	1375
215	600	241	1400
216	625	242	1425
217	650	243	1450
218	675	244	1475
219	700	245	1500
220	775	246	1525
221	800	247	1550
222	825	248	1575
223	850	249	1600
224	875	250	1675
225	900		

**ALL CITY TEAM - WOMEN**  
**REVISED for 2015 - 2016 SEASON**

**CHAIRPERSON DUTIES:**

Have a committee meeting prior to May 1 to collect all data needed to select the team.

Team is to be made up of 5 women that are Lansing sanctioned (season - August 1 through June 1).

**CRITERIA FOR CONSIDERATION:**

- **Must** have a minimum of 60 games average in one league to qualify (Lansing sanctioned)
- Figured on a point scale for participation and ranking in the tournaments listed below
- 160 average and above

**INCLUDED IN POINTS TOWARD SELECTION:**

- Lansing Women City Tournament **Actual** All Events (1600+)  
(from Tournament Director)
- Michigan Women State Tournament **Actual** All Events (1600+)  
(from Tournament Director)
- Queens Tournament (Lansing sanctioned bowlers only)  
Declining scale 100, 95, 90 (from Tournament Director)  
(15 slots)

## Points for Women All City Team

15	25	35	45	55
171 - 15	181 - 200	191 - 485	201 - 870	211 - 1355
172 - 30	182 - 225	192 - 520	202 - 915	212 - 1410
173 - 45	183 - 250	193 - 555	203 - 960	213 - 1465
174 - 60	184 - 275	194 - 590	204 - 1005	214 - 1520
175 - 75	185 - 300	195 - 625	205 - 1050	215 - 1575

20	30	40	50	60
176 - 95	186 - 330	196 - 665	206 - 1100	216 - 1635
177 - 115	187 - 360	197 - 705	207 - 1150	217 - 1695
178 - 135	188 - 390	198 - 745	208 - 1200	218 - 1755
179 - 155	189 - 420	199 - 785	209 - 1250	219 - 1815
180 - 175	190 - 450	200 - 825	210 - 1300	220 - 1875

### City Tournament - Use All Events Actual Starting with 1601

1601 - 1	1875 - 275
1650 - 50	1989 - 389
1700 - 100	2000 - 400

### Queens Tournament

1 <sup>st</sup> 100	4 <sup>th</sup> 85	7 <sup>th</sup> 70	10 <sup>th</sup> 55	13 <sup>th</sup> 40
2 <sup>nd</sup> 95	5 <sup>th</sup> 80	8 <sup>th</sup> 65	11 <sup>th</sup> 50	14 <sup>th</sup> 35
3 <sup>rd</sup> 90	6 <sup>th</sup> 75	9 <sup>th</sup> 60	12 <sup>th</sup> 45	15 <sup>th</sup> 30

Participants bowling and not placing in top 15 are awarded 25 participation points.

**ALL CITY TEAM - SENIOR WOMEN**  
**REVISED for 2015 - 2016 SEASON**

**CHAIRPERSON DUTIES:**

Have a committee meeting prior to May 1 to collect all data needed to select the team.

Team to be made up of 5 women that are Lansing sanctioned (55 years old to 64 years old) (season - August 1 through June 1).

**CRITERIA FOR CONSIDERATION:**

- **Must** have a minimum of 60 games average in one league after reaching minimum age of group (Lansing sanctioned)
- Figured on a point scale for participation and ranking in the tournaments listed below
- 150 average and above

**INCLUDED IN POINTS TOWARD SELECTION:**

- Lansing Women City Tournament **Actual** All Events (1400+) (from Tournament Director)
- Lansing Women City Tournament **Senior Portion Participation** (15 points) (from Tournament Director)
- Michigan Women State Tournament **Actual** All Events (1400+) (from Tournament Director)
- Michigan State Seniors Doubles/Singles (900) (from Tournament Director)
- Queens Tournament (Lansing sanctioned bowlers only) Declining scale 100, 95, 90 (from Tournament Director)

**Points for Women Senior All City Team  
(Age 55 - 64)**

15	25	35	45
150 - 15	155 - 100	160 - 235	165 - 420
151 - 30	156 - 125	161 - 270	166 - 465
152 - 45	157 - 150	162 - 305	167 - 510
153 - 60	158 - 175	163 - 340	168 - 555
154 - 75	159 - 200	164 - 375	169 - 600

55	65	75	85
170 - 655	175 - 940	180 - 1275	185 - 1660
171 - 710	176 - 1005	181 - 1350	186 - 1745
172 - 765	177 - 1070	182 - 1425	187 - 1830
173 - 820	178 - 1135	183 - 1500	188 - 1915
174 - 875	179 - 1200	184 - 1575	189 - 2000

**Chart continues by 10 for each group of 5 (example 190 - 194 is 95 points) in each increased average group.**



## ALL CITY TEAM - SUPER SENIOR WOMEN REVISED for 2015 - 2016 SEASON

### CHAIRPERSON DUTIES:

Have a committee meeting prior to May 1 to collect all data needed to select the team.

Team is to be made up of 5 women that are Lansing sanctioned (65 years old and up) (season - August 1 through June 1).

### CRITERIA FOR CONSIDERATION:

- **Must** have a minimum of 60 games average in one league after reaching minimum age of group (Lansing sanctioned)
- Figured on a point scale for participation and ranking in the tournaments listed below
- 140 average and above

Included in points toward selection:

- Lansing Women City Tournament **Actual** All Events (1400+) (from Tournament Director)
- Lansing Women City Tournament **Senior Portion Participation** (15 points) (from Tournament Director)
- Michigan Women State Tournament **Actual** All Events (1400+) (from Tournament Director)
- Michigan State Seniors Doubles/Singles (900) (from Tournament Director)
- Queens Tournament (Lansing sanctioned bowlers only) Declining scale 100, 95, 90 (from Tournament Director)

**Points for Women Super Senior All City Team  
(Age 65 plus)**

15	25	35	45
140 - 15	145 - 100	150 - 235	155 - 420
141 - 30	146 - 125	151 - 270	156 - 465
142 - 45	147 - 150	152 - 305	157 - 510
143 - 60	148 - 175	153 - 340	158 - 555
144 - 75	149 - 200	154 - 375	159 - 600

55	65	75	85
160 - 655	165 - 940	170 - 1275	175 - 1660
161 - 710	166 - 1005	171 - 1350	176 - 1745
162 - 765	167 - 1070	172 - 1425	177 - 1830
163 - 820	168 - 1135	173 - 1500	178 - 1915
164 - 875	169 - 1200	174 - 1575	179 - 2000

**Chart continues by 10 for each group of 5 (example 180 - 184 is 95 points) in each increased average group.**

## TOURNAMENTS

**PURPOSE:** It is the responsibility of the board to provide tournaments for all the USBC members of the association.

### **DUTIES:**

USBC requires that an annual championship level competition for men and women comply with state and local laws in their area. This can be accomplished as a women's tournament and an open tournament. The association may offer a men's only championship tournament rather than the open tournament.

- a. The USBC national or state association championship tournament is held in the association's jurisdiction. The association board is given the authority to determine if it should forego the local tournament for the year.
- b. The association may not forego the tournament for any other reason except with permission from USBC Headquarters.
- c. Tournaments should be self-sufficient after an initial startup period or if not, the cost must be justified in the context of the association and its mission.
- d. The association manager is responsible for the operation of the tournament, either as tournament manager or as supervisor of the tournament director. The manager of the women's city tournament will be paid and trained by the association manager.
- e. Association tournaments are automatically certified through USBC Headquarters. If the association conducts additional tournaments it may apply to USBC Headquarters for a comprehensive certification. Tournaments, other than the association championships, must submit a certification application to USBC Headquarters for coverage.

- f. All prize funds shall be distributed within 30 days following the close of the tournament except when USBC has authorized delay in payment.
- g. Tournament prize lists must be maintained for at least one year.
- h. The championship tournament shall be governed by the rules and regulations set forth in the USBC Playing Rules. Tournament rules are adopted by the board or a committee (more than one member) appointed by the board. The board determines the procedure to select the annual association tournament site. A majority vote of the board or committee is required to adopt or change the tournament rules.

## AMENDMENTS

### PROCEDURE:

Any member of the association may submit proposed amendments to these policies. The local association policies may be amended at any membership meeting by a majority vote of the members/youth representatives present and voting. The amendment must be:

- a. Submitted in writing to the association manager or president.
- b. Submitted at least 15 days prior to the membership meeting when the association is considering the proposal.

All amendments are effective August 1 following the adoption, unless otherwise specified when adopted.

## YOUTH SCHOLARSHIPS

**PURPOSE:** The Lansing USBC will present a scholarship to a female and male youth bowler who meet the scholarship requirements.

The association will distribute two scholarships, one to the highest qualifying male and one to the highest qualifying female youth bowler. If there are two equally qualified individuals of the same gender, the Lansing USBCA board will be asked to decide whether or not to provide scholarships to both individuals.

The scholarship will be paid directly to the college of the individual's choice to support their education. In the event that the student drops out of school, the entire refund will be returned to the LUSBCA scholarship fund.

## MEMORIAL COMMITTEE

**PURPOSE:** This committee will send a planter or memorial donation to a specified charity, etc. of the person that the board indicates should receive them.

### **COMMITTEE DUTIES:**

Send the appropriate heartfelt gift and/or card to:

- a. Officers and current board members who have surgery or are hospitalized for any extensive period.
- b. In the event of the death of a current board member, immediate family member (spouse, children, parents, siblings or individual who lives in the home).
- c. Death of an ex-board member
- d. Death of a bowling proprietor

If the current member is not married, the memorial gift would be sent to the member's immediate family (children, parents, siblings, or individuals who live in the home).

### **CARDS:**

A card acknowledging the memorial will be sent to the family acknowledging the gift to the charity of their choice.

### **OTHER CIRCUMSTANCES:**

Will be decided by the board on a case-by-case basis.

### **BOARD OF DIRECTORS:**

Members of the board should attend (if possible) the funeral of any board member or the immediate family, proprietor and others deemed appropriate. Members of the board should be in uniform and sit together (if possible).

### **EXPENSES:**

Notify the committee of any death or illness for the individuals listed above.

The amount to be expended for planter or memorial is not to exceed \$75.00. Upon providing the proper receipt, reimbursement will be made to the committee member making the purchase or memorial gift.