Congratulations League officers!

Your election reflects the trust and confidence of your fellow league members in your leadership abilities.

Each of you has various duties. USBC provides you with the following resources to keep your league running smoothly:

★ *USBC Playing Rules and Commonly Asked Questions* book.
   - An expanded version with more Commonly Asked Questions is found on BOWL.com.
   - Officer duties are listed in Rule
       - 102c for the president
       - 102e for the secretary
       - 102f for the treasurer

★ The Rules page of BOWL.com is designed to assist you in everything from league rules, prize lists and handling protests, to conducting meetings and elections, and more.

The USBC maintains a policy of Bonding/Burglary and Holdup Insurance for league officers of certified leagues. See the Bonding Chapter of the *USBC Playing Rules and Commonly Asked Questions* for full details.

League finances are an important responsibility of all officers. Follow the procedures below to comply with USBC Rules and Bonding requirements:

★ The league must have an account in the name of the league in a federally insured institution or in-center banking. Account statements **must** be sent to the President.

★ Two league officers must sign for withdrawals and must be a minimum of 18 years of age.

★ Two members of an immediate family cannot serve as president and treasurer or secretary-treasurer; or vice president and treasurer or secretary-treasurer of the same league or co-sign for withdrawals from a league account. Immediate family members **are** mothers, daughters, sisters, wives, husbands, sons, brothers, fathers, stepsisters, stepbrothers, stepmothers, stepfathers and in-laws.

★ To protect league funds, get an Employer Identification Number (EIN) and keep the information updated when league officers change.
   - Go to **www.IRS.gov** to complete the *SS-4* form.
   - Under online services, click on "Apply for an Employer Identification Number (EIN) Online."
   - Do not check Nonprofit; check "View Additional Types, Including Tax-Exempt and Governmental Organizations."
   - Check "Sports Teams (community)."
   - The program will direct you through the next steps and assign a number.

★ League funds must be deposited within 7 days of receipt by a league officer.

★ The league president **MUST**
   - Verify the league account monthly.
   - Ensure the account statement is sent to the President.
   - Do the calculations to identify any discrepancies in the league funds. See the form on the reverse side to assist in completing this task.
   - **If a loss is discovered, report it immediately to the league board of directors and contact USBC bonding at (800) 514-BOWL, Ext. 3156, or e-mail bonding@bowl.com**

USBC

Monthly President Verification Worksheet

This form will assist you in determining overages or shortages in the league.
We suggest you make copies and use this form to complete the required monthly verifications.

Memberships

★ Dues collected MUST be DEPOSITED in the league account or a money order purchased WITHIN 7 DAYS of RECEIPT.

★ League application and dues MUST be sent to the local association no more than 30 DAYS after the LEAGUE STARTS.

   Enter membership fees collected $ _____. This is amount due to local association.

★ Additional memberships collected must be submitted to the local association WITHIN 30 DAYS OF RECEIPT.

   Enter additional membership fees collected $ _____ . This is amount due to local association.

League funds are usually over or short due to absences, arrearages and prepayments.

Calculate REGULAR LEAGUE FEES

1. _____   X   _____   =   _____

     Prize Fund + Other Fees*   # of Bowlers   **1 WEEK DEPOSIT**

     Paid Weekly by Bowler   Unless the number of bowlers changes this figure will not change.

2. _____   X   _____   =   _____

     1 Week Deposit   # Weeks Bowled   **TOTAL REGULAR LEAGUE FEES TO DATE**

     from item 1   to date

Other fees can be officer salaries, banquet fees, charity designation, sunshine funds, etc.

The following are optional additional income sources that must be added to the regular income.

ADD ADDITIONAL INCOME   Description

Team Sponsor Money required per league rules   +   _____   _____

League Sponsor Money   +   _____   _____

Prepayment required per league rules   +   _____   _____

50/50 or other fundraisers   +   _____   _____

Other fees* (ex. fines, salaries, etc.)   +   _____   _____

3. Total ADDITIONAL INCOME   =   _____

Calculate TOTAL INCOME TO DATE

_____   +   _____   =   _____

Total Regular League   Total Additional Income   **THIS AMOUNT SHOULD EQUAL THE BANK BALANCE**

Fees To Date   **From item 3**   If this amount is not equal to the bank balance and you cannot

From item 2   determine the reason, have the audit committee perform an audit.

If a loss is discovered, contact USBC Headquarters
1-800-514-BOWL, Ext. 3156, or e-mail to bonding@bowl.com.
See the Bonding Chapter of the *USBC Playing Rules and Commonly Asked Questions.*

USBC

League Application Packet

- This USBC league application packet has been designed to be used by your league only.
- League award kits are now available through your local association.
- It is important to supply all requested information. If this information is not furnished, USBC cannot process the application and will be required to contact you or the league president, resulting in an unnecessary delay and expenditure of membership dues.
- The instructions for completion of the application are listed below and continued on the reverse side of this page.

• Use dark ink. Print clearly and legibly.
• Please press hard. You are making three copies.
• Copy distribution for your league application, league dues worksheet, application cards and dues are as follows:

Merged Association

★ **Adult Mixed**
Send original application, adult league dues worksheets section, adult merged/BA application cards and dues to local association.

★ **Male only**
Send original application, adult league dues worksheets section, adult merged/BA application cards and dues to local association.

★ **Female only**
Send original application, adult league dues worksheets section, adult merged/BA application cards and dues to local association.

★ **Youth only**
Send original application, youth league dues worksheets section, youth application cards and dues to local association.

★ **Adult/youth**
Send original application, adult league dues worksheet section, youth league dues worksheet section, all adult and youth application cards and dues to local association. If youth processor is the center, follow directions for Non-merged Associations.

Non-merged Associations

★ **Mixed**
Send original application, BA dues worksheet section, adult merged/BA application cards and dues to BA Association. Send a copy of application, WBA dues worksheets section, WBA application cards and dues to WBA Association.

★ **Male only**
Send original application, BA dues worksheet section, Merged/BA application cards and dues to BA Association.

★ **Female only**
Send original application, WBA dues worksheet section, WBA application cards and dues to WBA Association.

★ **Youth only**
Send original application, Youth dues worksheet section, Youth application cards and dues to Youth Processor. (local association or center).

★ **Adult/Youth**
Send original application, BA dues worksheet section, adult merged/BA application cards and dues to BA Association. Send a copy of application, WBA dues worksheet section, WBA application cards and dues to WBA Association. Send a copy of application, Youth dues worksheet section, Youth application cards and dues to Youth Processor (local association or center).

League Application Instructions

1. **BOWLING CENTER:** Enter the name of the bowling center and the city and state in which it is located.

2. **LEAGUE NAME:** Enter the complete name of the league

3. **ASSOCIATION NAME:** Enter the name of the local association(s) the league is submitting their league application through.

4. **TYPE OF LEAGUE:** Choose one type of league. Note: Youth Basic is a new league type for short-season leagues. A new Basic membership is required for each Basic league joined. Membership runs concurrent with the league. Bowlers with Standard or Sport membership will not earn Special Achievement awards in a Basic league.

   4a. Check each option that applies to your league. (See USBC Rules for the following: Senior-Rule 100h. Travel League-Rule 100e and Managed League-Rule 100j).

5. **GAME FORMAT:** Indicate the game format your league uses. (Not to include any special contests held.)

   - Standard American Tenpin game format – Used by most leagues, consisting of 10 frames where a player delivers two balls in each of the first nine frames unless a strike is scored. In the 10th frame, a player delivers three balls if a strike or spare is scored. Every frame must be completed by each player bowling in a regular order.
   - Sport Bowling format – The same as standard, however, the games are bowled on special lane conditions.
   - Baker/Scotch Doubles format – Uses more than one bowler per game.
   - No Tap/3-6-9/Best Ball format – Uses alternative scoring.
   - Bumper – device generally used in youth leagues for younger bowlers.

   5a. Lane Condition: Choose the type of lane conditions that will be used during your league session. Please check all lane conditions that apply. If bowling on a standard house shot, please choose Red.

6. **TEAMS:** Enter the number of teams in the league and the number of players on each team.

7. **SCHEDULE:** Enter the date the league begins, ends, the number of weeks the league bowls, the day of the week and the time league bowls.
   Example: 09-14-10 04-26-11 33 Monday 7:30 PM

8. **LEAGUE DUES WORKSHEET:** The pre-printed dues worksheet provided by the local association or the form included with the league application **MUST** be completed and returned with the league application when it is submitted to your local association or youth processor. (For mixed leagues applying through non-merged associations, appropriate dues worksheet must be attached to each league application submitted.)

9. **LEAGUE SECRETARY/MANAGER/YOUTH OFFICIAL:** Enter information for League Secretary, Manager (if a managed league) or Youth Official (if a youth league). Include telephone numbers and area code. A complete mailing address is required for mailing the league award kit.

10. **LEAGUE PRESIDENT or YOUTH SUPERVISOR (if a youth league):** Enter information on League President or Youth Supervisor (if a youth league). Include telephone number, area code and complete mailing address.

11. Mark if the offices of secretary and treasurer are combined. If NO, complete information for the treasurer.

12. **BONDING, BURGLARY AND HOLDUP INSURANCE:** League President **MUST** sign to verify he/she has read and understands the duties and requirements that must be met to qualify for this insurance coverage. **Note:** Estimated total of league funds means the amount of money distributed as prizes, secretary's fees and other expenses of the league (not including lineage).

13. **Adult Youth Representative:** Complete for Youth and/or Adult Youth Leagues only. Enter information for the adult youth representative.

Attention Youth Leagues: New league and membership choices are available. Choose the type of league, either Youth Standard, Roll 'n Grow or Youth Basic. Bowler membership must correspond to the league type selected. Listed below are the benefits for each USBC Youth membership choice:

USBC Youth Standard Membership
- $17 - $14.50 national/$.50 state/$2.00 processing fee
- Membership Card
- Three issues of US Youth Bowler
- USBC Recognized average
- Ability to compete in certified tournaments
- League Championship Award emblems
- USBC Special Achievement emblems and High Score Awards
- Jersey

USBC Roll 'n Grow Membership
- $8 - $7.00 national/$1.00 processing fee
- Membership Card
- Progress Card
- USBC Recognized average (Non Bumper Leagues only)
- Ability to compete in certified tournaments
- Special League Awards package
- Bowlopolis DVD
- One issue of *Bowlopolis the MAG*

USBC Youth Basic Membership
- $5 - $4.00 national/$1.00 processing fee
- Paid for each Basic league
- Available to leagues that are 12 sessions or less
- Membership Card
- One issue of US Youth Bowler
- USBC Recognized average
- Ability to compete in certified tournaments
- League Championship Award emblems
- USBC High Score Awards

If you have any questions regarding the completion of this application, please call USBC Headquarters at (800)514-BOWL. We are here to assist you.

United States Bowling Congress League Application Please Print.   League Application

Send application and dues to local processor (local association or center) within 30 days of first league session. DO NOT send directly to USBC Headquarters.

1. Bowling Center _____

　　　　　Name　　　　　　　　　　　　　　　　　　City　　　　　　　　　　　　　　　State

2. League Name _____ **3. Association Name** _____

　　　　　　　　　　　　　　　　　　　　　　　　Adult Merged or BA　　　　　　Youth or WBA

4. Type of League - Choose one
- ❏ Adult Mixed
- ❏ Adult Women
- ❏ Adult Men
- ❏ Youth Standard
- ❏ Youth Basic
- ❏ USBC Roll 'n Grow
- ❏ Adult/Youth Mixed

4a. Check any that apply
- ❏ Senior League
- ❏ Travel League
- ❏ League uses a computer for record keeping
- ❏ This is a managed League *(See Rule 100j)*
- ❏ Scholarship SMART # _____

5. Game Format
See instructions for explanation.
- ❏ Standard American Tenpin
- ❏ Baker /Scotch Doubles
- ❏ No Tap/3-6-9/Best Ball
- ❏ Bumper

5a. Lane Conditions
Check all that apply
- ❏ Sport
- ❏ Blue
- ❏ White
- ❏ Red

6. Teams　　　Number of Teams _____　　　Number of Players per Team _____

7. Date Schedule Begins　　**Date Schedule Ends**　　**# Weeks League Bowls**　　**Day of Week Bowled**　　**Time Bowled**

_____　　_____　　_____　　_____　　_____

(Month / Day / Year)　　*(Month / Day / Year)*

> **8. Required: Attach completed dues worksheet to this form.**
> Use pre-printed form provided by your local association or the attached blank form

9. League Secretary/Manager/Youth Official　ID# _____ - _____　❏ Male　❏ Female

_____

First Name　　　　　　Middle Initial　　　　Last Name　　　　　Jr./Sr./III

_____

Street Address　　　　　　　　　　　　　Apt. #　　　　　　　　Night Phone

_____

City　　　　　　　　　　State　　　Zip Code　　　　Day Phone

_____

E-mail

10. League President/Youth Supervisor　ID# _____ - _____　❏ Male　❏ Female

_____

First Name　　　　　　Middle Initial　　　　Last Name　　　　　Jr./Sr./III

_____

Street Address　　　　　　　　　　　　　Apt. #　　　　　　　　Night Phone

_____

City　　　　　　　　　　State　　　Zip Code　　　　Day Phone

_____

E-mail

11. ❏ **Mark here if League Secretary is also the Treasurer.**

_____　_____

League Treasurer Night Phone　　League Treasurer Day Phone

_____

League Treasurer First Name, Initial, Last Name, Jr./Sr./III

_____

Street Address

_____

City　　　　　State　　　Zip Code

_____ ID# _____

E-mail

To Be Completed by Youth and/or Adult Youth Leagues

13. Authorized Adult Youth Representative at Local Association Meetings

_____　_____

Adult Youth Representative Night Phone　　Adult Youth Representative Day Phone

_____

Adult Youth Representative First Name, Initial, Last Name, Jr./Sr./III

_____

Street Address

_____

City　　　　　State　　　Zip Code

_____ ID# _____

E-mail

12. Bonding Burglary and Holdup Insurance

Estimated total league funds　　$ _____
NOT INCLUDING lineage fees　　*(Prize money, salaries, expenses, etc., (if none enter zero)*

I acknowledge it is my responsibility to protect the league funds and perform my duties as found in the
USBC Playing Rules book, Rule 102c.

_____　_____

Signature of League President　　　　Date

The USBC insurance and bonding program affords coverage for league officers. No coverage is provided for funds lost due to bowling center insolvency or liquidation.

**PLEASE REFER TO THE BONDING CHAPTER IN YOUR RULES BOOK.
See cover page for distribution instructions**

Local Association Use Only　　　　　　　　Application Received _____

MA0009-11546 3/11　　　　　　　　　　　　　　　　　　　　Date

USBC

If your local association has not provided a pre-printed dues worksheet, please return this form with the league application.

Instructions: This form will help you record and summarize USBC memberships in your league. USBC individual membership applications are available in three different forms — USBC Youth, Adult USBC WBA, and Adult USBC merged/BA. Your local association has provided you with the forms you need and can answer any questions about the dues for different types of membership. Record each application in the matching section. **See reverse side for other options.**

League Application #: _____   League Name: _____

Bowling Center: _____
Name   City   State

Association Name: _____

	USBC BA memberships	#		Cost for one		Total Cost
1	Standard		X	$	=	$
2	Sport		X	$	=	$
3	Upgrade to Sport		X	$	=	$
4	Local only		X	$	=	$
5	State & Local only		X	$	=	$
6	Other		X	$	=	$
7	Total members paying dues (Add 1-6)			Total Cost	=	$
8	Purchased in another league					
9	Total members in this league (Add 7-8)					
10						

	USBC Adult memberships	#		Cost for one		Total Cost
11						
12	Standard (inc. BA state dues)		X	$	=	$
13	Standard (inc. WBA state dues)		X	$	=	$
14	Standard (inc. both state dues)		X	$	=	$
15	Sport (inc. BA state dues)		X	$	=	$
16	Sport (inc. WBA state dues)		X	$	=	$
17	Sport (inc. both state dues)		X	$	=	$
18	Upgrade to Sport		X	$	=	$
19	Local only		X	$	=	$
20	Local and BA state only		X	$	=	$
21	Local and WBA state only		X	$	=	$
22	Other		X	$	=	$
23	Total members paying dues (Add 12-22)			Total Cost	=	$
24	Purchased in another league					
25	Total members in this league (Add 23-24)					

Use the BA worksheet to calculate your leagues dues if: Your local association is not merged and you are currently using Adult USBC merged/BA membership applications.

USBC Adult worksheet to calculate your leagues dues if: Your local association is merged and serve all Adult leagues; and you are currently using USBC Adult merged/BA membership applications.

USBC Worksheet Directions

Enter your league information including center and association name.
(League application # is found in the upper right corner of the application form.)

Explanation of USBC memberships is found on the back of the individual membership application card.

Enter the number of paid memberships for each category that applies to your league members.

Enter the cost for one in each category. Cost is provided by your local association.

Multiply the number of memberships times the cost for one and enter the total dues in the Total Cost column.

In column 8 or 24, enter the number of members who already have a USBC membership and marked 'None' on their membership application *(Purchased in another league).*

Please make your league check payable to your local association for the total amount in column 7 or 23.

League Dues Worksheet — Side 2

If your local association has not provided a pre-printed dues worksheet, please return this form with the league application.

Instructions: This form will help you record and summarize USBC memberships in your league. USBC individual membership applications are available in three different forms — USBC Youth, Adult USBC merged/BA, and Adult USBC WBA. Your local association has provided you with the forms you need and can answer any questions about the dues for different types of membership. Record each application in the matching section. **See reverse side for other options.**

League Application #: _____   League Name: _____

Bowling Center: _____
              Name   City   State

Association Name: _____

	USBC WBA memberships	#		Cost for one		Total Cost
1	Standard		X	$	=	$
2	Sport		X	$	=	$
3	Upgrade to Sport		X	$	=	$
4	Local only		X	$	=	$
5	State & Local only		X	$	=	$
6	Other		X	$	=	$
7	Total members paying dues (Add 1-6)			**Total Cost**	=	$
8	Purchased in another league					
9	Total members in this league (Add 7-8)					
10						
11	**USBC Youth memberships**	**#**		**Cost for one**		**Total Cost**
12	Youth Basic (current league only)		X	$ 5	=	$
13	High School Basic		X	$ 5	=	
14	USBC Roll 'n Grow		X	$ 8	=	$
15	Standard (inc. state dues)		X	$ 17	=	$
16	Sport (inc. state dues)		X	$ 27	=	$
17	Upgrade to Sport		X	$ 10	=	$
18	Upgrade to Sport plus processing fee		X	$ 12	=	$
19	Processing fee only		X	$ 2	=	$
20	Processing fee plus state only		X	$ 2.50	=	$
21	Other		X	$	=	$
22	Total members paying dues (Add 12-21)			**Total Cost**	=	$
23	Purchased in another league (Standard/Sport)					
24	Total members in this league (Add 22-23)					

Use the WBA worksheet to calculate your leagues dues if: Your local association is not merged and you are currently using USBC WBA membership applications.

Use the USBC Youth worksheet to calculate your leagues dues if: You are currently using USBC Youth membership applications.

USBC Worksheet Directions

Enter your league information including center and association name.
(League application # is found in the upper-right corner of the application form.)

Explanation of USBC memberships is found on the back of the individual membership application card.

Enter the number of paid memberships for each category that applies to your league members.

Enter the cost for one in each category. Cost is provided by your local association or youth processor.

Multiply the number of memberships times the cost for one and enter the total dues in the Total Cost column.

In column 8 or 23, enter the number of members who already have a USBC Standard membership and marked 'None' on their membership application *(Purchased in another league)*.

Please make your league check payable to your local association or youth processing center for the total amount in column 7 or 22.