

## **Policy and Procedure Manual**

### **Greater Ozaukee Washington Bowling Association (GROWBA) - USBC**

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The Greater Ozaukee Washington Bowling Association (GROWBA) policy manual is:

- A reference document which details the governance and structure of the GROWBA association. The information in this document provides a guide to the requirements, plus information on how to run the association to meet those requirements.
- Designed to break out each of the operations of the association by role and explain the responsibilities of each role.

**Policy One  
Council of Delegates (Association)**

**1-1. Jurisdiction:** The Greater Ozaukee Washington Bowling Association (GROWBA) USBC shall serve all individuals holding membership in the local association in such areas within the boundary lines of Ozaukee and Washington counties, including small areas of Eastern Dodge and Southern Fond Du Lac counties. All members of the Association are eligible to attend and vote at the annual delegate's (association) meeting

**1-2. Annual Meeting:** The annual meeting of the council of delegates (Association) shall be held at a time and place approved by the board of directors. In the event of an emergency, the association manager is empowered to choose another date, time and location, but all board members shall be notified in writing at least 15 days prior to the change.

**Policy Two  
Voting**

**2-1. Voting:** The Nominating Committee shall present a printed ballot with the names of nominees whom they endorse for the various offices to be filled. Any delegate or group of delegates may make other nominations for any or all offices provided the candidates meet all requirements outlined in the GROWBA USBC bylaws.

**Policy Three  
Board of Directors**

**3-1. Number of Directors:** The board of directors shall include:

Officers:

- 1 President
- 1-2 Vice President (s)

Directors:

- 6 directors (2-3 committed to youth)

**3-2. Board Eligibility:** A candidate for the board (elected or appointed) must be:

1. Individuals eighteen (18) years of age and over must be approved through the Registered Volunteer Program prior to working with youth, or within 45 days after taking office, whichever occurs first. RVP Program consists of:
  - a. USBC Membership
  - b. Current with SafeSport training
  - c. Approved background check through NCSI for USBC
  - d. Adhere to the policies and codes found in the Athlete Safety-RVP Handbook.
2. Must be an association member in good standing at the time of and throughout their term.
3. Must demonstrate a working knowledge of the sport of bowling and the industry.

4. Must demonstrate leadership qualities and the ability to think strategically as it relates to board responsibilities.

**3-3. Term of Office:** Directors will be elected for a term of three years, with one third to be elected each year. President and vice president will be elected for a three year term. The officers and board members will begin their term of office on August 1<sup>st</sup> following their election.

**3-4. Term Limit:** The President and vice president will not have term limits, but it is highly recommended to limit these officer positions to two terms (max of six years). Immediate past presidents may be re-elected as directors, but if they choose to become a past president-life member, they will have voice but no vote at Board meetings. Board directors will not have a term limit.

**3-5. Voting:** Officers and directors are elected by majority vote. Delegates and alternates (when there is more than one position) by plurality vote. The election shall be by ballot, except that a voice vote may be taken when the number of candidates does not exceed the number of positions to be filled. Voting procedures by majority are as follows:

- a. One candidate. A voice vote may be taken.
- b. Two candidates. If a majority is not reached on the first ballot, balloting continues until a candidate receives a majority vote.
- c. Three or more candidates. If a majority vote is not reached on the first ballot, the candidate having the fewest vote total is dropped. Balloting continues until a candidate receives a majority vote.

Voting procedures by plurality are:

- a. One candidate. A voice vote may be taken.
- b. Two or more candidates. The candidate(s) with the most number of votes is elected.

**3-6. Board Members Duties:** Officers and Directors shall be responsible for the completion of all duties assigned to them by the president or officers of this association. Those duties shall include but are not limited to:

- a. Enforce the bylaws and comply with the USBC Association Policy Manual
- b. Thoroughly familiarize themselves with the USBC Policy Manual, USBC Specifications and Rules Book, the GROWBA's bylaws, and the policy and procedure manual
- c. Attend all regular and special meetings of this association or notify the association President or Association manager as soon as possible of the reason why they cannot attend. Unexcused absence from three meetings in a three-year term will cause the association to remove said director from office.
- d. Attend all committee meetings of this association that they may be requested to attend or notify the individual requesting the meeting as soon as possible as to the reason they cannot attend.
- e. Always strive to present themselves in a professional manner, so as to not bring discredit upon himself or herself, the GROWBA, the USBC, or the game of bowling.

- f. Select/appoint the association manager and approve committee and auxiliary members
- g. Serve as liaison between the association and all bowlers
- h. Establish partnership with proprietors.
- i. Events: Conduct championship level competition for its membership constituency
  - a. Approve all rules and regulations appearing on the tournament entry blank.
  - b. Advertise properly all entry blanks in person when feasible and put all posters on display in all bowling centers. Work at least one squad at each tournament site each year.
- j. Comply with the dress code of this association while performing official duties and/or attending official functions (GROWBA attire).
- k. Perform any other duties as assigned by the president or officers of this association.
- l. Financial: Oversee the financial responsibilities of the association – active role providing checks and balances, and audits

Failure to cooperate and work for the best interests of the association will subject the individual to review by the board for possible removal.

**3-6. Board – Associate Members (Ambassadors):** The association may have associate members called ambassadors. These individuals may perform specific duties for the association and will be invited to board meetings to report on topics, but they will have voice but no vote at board meetings. Past presidents- life members may be named as associate members. Ambassadors will receive the same benefits and stipends as jurisdictional directors.

**3-7. Board – Officers:** The officers of the association will include a President and (1-2) Vice President(s).

a. **President.** As chief executive officer of this association, it is the president's responsibility to lead the board and this association toward constructive goals as to provide the best possible service to our members. These duties are centered on the principles of overseeing association activities and providing guidance in helping the association meet its goals. They shall also include but not limited to:

- a. Presides at all meetings
- b. Calls all board meetings, setting the date, time, and location.
- c. Acts as spokesperson for the association
- d. Chairperson of the finance committee
  - a. Arrange for a monthly/quarterly audit of the association accounts by the finance committee or an auditing firm.
  - b. Sign or use a facsimile stamp to their signature placed on all checks of this association, drawn by the association manager.
- e. Appoints and/or removes committee members and chairman with board approval. If a replacement is needed, appoint a person with board approval.

- f. Appoints two adult board members, at least 18 years of age, as adult advisors to the Youth Leaders Chapter (if there is a chapter in the jurisdiction) with approval of the association board and youth leaders' board
- g. Assign vice presidents to specific duties with the responsibility for certain areas within this association's jurisdiction.
- h. Ensure all board members and the association manager are RVP compliant.

b. **Vice President.** This individual would take over the responsibilities of the President due to absence or disability. The duties of the first vice president are but not limited to:

- a. Chairperson of the youth committee.
- b. Presides at all meetings when the president is absent.
- c. Performs other duties as prescribed by the board or requested by the president.
- d. Should be prepared to serve as presiding officer by:
  - a. Having a copy of the next meeting's agenda before the meeting
  - b. Having a good understanding of parliamentary procedure
  - c. Being familiar with the association's governing documents (bylaws, USBC Association Policy Manual, association operations manual, etc.

#### **Policy Four Meetings**

**4-1. Association Meetings:** The President shall schedule board meetings on Monday evenings at a time and place agreed upon by the board. Other meetings may be scheduled as required. 15 day notice of all meetings shall be required.

**4-2. Annual Meetings:** Annual meetings are generally utilized to review the past season and to elect new officers/directors. The President, along with the Association Manager and Nominating Committee select a date for this meeting, which must be made known to the public via physical posters to the association.

**4-3. Delegate Meetings:** The Delegates meeting shall be scheduled early enough to allow the Association manager to register the delegate for the annual WUSBC BA meeting in January.

#### **Policy Five Association Committee's**

**5-1. Finance Committee:** The Finance committee shall consist of the President, a Director and the association manager to monthly review and audit the finances. They shall prepare audit statements for presentation to the board at the association, annual and delegates meeting. The finance committee shall devote sufficient time to properly audit the books of the association manager, making their report as outlined. They shall also report to the board, any change in financial status. When there is a change in personnel of the association manager, an independent audit of all books shall be conducted. The finance committee shall arrange such audit within sixty days of said change. The finance committee shall work with the association manager to develop a budget.

**5-2. Youth Committee:** The Youth Committee consisting of the Vice President and 2-3 directors, shall be responsible for helping the Association Manager with all matters concerning the youth bowlers. To include but not limited to setting up and running the youth tournament and setting up the guidelines and criteria for youth scholarships.

**5-3. Nominating Committee:** This committee consisting of the Association Manager and 1-2 directors, shall select/review the nominees for president, vice presidents, sergeant-at-arms, directors, and life members from a list of eligible candidates. After the board has approved all nominations, the committee shall have printed ballots available for the annual meeting voting process.

**5-4. Tournament Committee:** This committee consists of two board members, and the Association manager, who is non-voting. The committee shall inspect the sites in the cities bidding to host the annual tournaments. The deadline for bids shall be August 1. Bids should state if they are good for more than one year or not. These inspections will be made in the most efficient manner possible. The committee shall have the authority of recommending the cities and the sites in the selected cities providing the following conditions are found satisfactory:

- a. The sites offered meet certifications, are suitable and up to standard conditions.
- b. The proprietors agree to signing a contract agreement.
- c. Complete cooperation is indicated by all parties concerned for promotion, advertising, prices, etc. of the indicated tournament and that the GROWBA has exclusive use of the site during the scheduled tournament.
- d. Eight lanes minimum are required for the tournament.
- e. Automatic scoring is required, or the proprietor's must supply score markers at their expense. In case the association must pay score markers, the expense will be deducted from the bowling fees paid.

The tournament committee shall review the entry blank and suggest changes as needed. They shall work with the finance committee and oversee changes in the entry fees as needed. They shall review the tournament classifications in both the regular and the handicap division and suggest changes as needed. The committee along with the Association manager shall review the prize list and authorized expenses for awards for the annual tournaments.

**5-5 Executive Committee:** The committee will consist of the executive board (President, Vice President(s), Directors) and the Association Manager. The committee will meet as scheduled and its recommendations on the operations of the GROWBA will be summarized in writing at the council meeting.

**5-6. Hall of Fame Committee:** The association President shall appoint the Hall of Fame committee each year. The committee will minimally include two non-board members. The chairperson will supervise the activities of this committee. The committee is responsible for proper fund raising, review of applicants, nominations and the nomination meeting/dinner.

## **Policy Six Association Manager**

**6-1. Selection:** The association manager will be hired by and be accountable to the board of directors. This position will be for a term of three years, after that time it will be up for renewal. Candidates for this position will be voted in as described in Section 3-5.

**6-2. Responsibility:** As principal administrative officer of this association, it is the Association managers' duty to ensure the administrative and accounting operations are completed in a timely and accurate manner, so as to provide the best possible service to our members.

**6-3. Duties:** In addition to the duties spelled out in the United States Bowling Congress Association Policy Manual (Chapter 7, Section A Finances, Meeting, Processing, Section B Tournaments, Section C Other Duties), the Association manager shall:

- a. Be responsible for the day-to-day accounting of the association, reporting to the membership and board, and is responsible for filing of taxes
- b. Review the prize list along with the Finance committee to determine the best balanced and most attractive prize list for the annual tournaments.
- c. Secure bids on awards, and after approval from the board, authorize such purchases.
- d. Manage the annual tournaments, receiving all entries in the name of the association and filing them promptly in the order received.
- e. Have full charge of preparing and drafting the schedules for the annual tournaments of this association and have the authority to change or amend it for the best interests of this association as required.
- f. Select the grade, weight, and quality of pins used for the tournaments according to the contracts drawn up with the bowling centers hosting said tournaments. Such a selection is to be made at a reasonable time before the start of the tournaments.
- g. Use appropriate judgment in regard to the tournament lanes, whether they must be screened just prior to the opening date of the tournament or resurfaced during the summer before the tournament is to be held. All lanes must conform to the bowling lane maintenance standards, prepared by USBC.
- h. Have charge of all officials whose duty it is to act as assistants, office aides, supervisors, wardroom attendants, scores, checkers of automatic scoring devices, and any other help needed to effectively operate the tournaments.
- i. Maintain the Winlabs program. This includes entering league/bowler sanction information, honor score award forms, final averages, and tournament signup/results
- j. Sanction all tournaments on bowl.com and submit financial reports to USBC upon conclusion
- k. Print average books at seasons end for the upcoming new season.
- l. Order league/secretary supplies in June for the upcoming season
- m. Print sanction cards for the upcoming season on pre-printed cards.

- n. Fill out 990E postcard and pay yearly dues for non-profit organization
- o. Set up and oversee lane certifications
- p. Order and distribute youth awards as needed
- q. Perform any other duties as assigned by the president, board of directors, or the council of delegates.
- r. Oversee volunteer activities, such as supporting the Hall of Fame committee

### **Policy Seven Hall of Fame**

**7-1. Policy:** There shall be created within this association, a bowling association Hall of Fame, having jurisdiction within the well-defined boundaries as prescribed in the Section 1-1 of the GROWBA Policy and Procedure Manual.

**7-2. Purpose:** The purpose of the Hall of fame is to perpetuate the names of past or present members of the bowling association, who through their competitive skills, leadership, or contributions, have enriched the general welfare, spirit, reputation and/or progress of the game of bowling.

**7-3. Responsibility:** It shall be the responsibility of the association's Hall of Fame committee to govern the selections to the Hall of Fame. The committee shall approve all matters and procedures relating to this program. The association manager shall be responsible to the Hall of Fame committee for the procurement of supplies, issuance and accountability of awards, and the implementation of procedures concerning this program.

**7-4. Procedure:** It shall be the duty of the committee members to:

- a. Ensure the Hall of Fame program is publicized and funded throughout the jurisdiction of the association.
- b. Review the Hall of Fame program on an annual basis and report to the board of directors if changes are necessary.
- c. Solicit, accept, and review all candidates nominated to the Hall of Fame. The committee shall investigate the background of any candidates to ensure the candidate does in fact satisfy the requirements for nomination and/or selection, as well as to substantiate the information pertinent to qualify the candidate for such consideration.
- d. Ensure their selection(s) are submitted to the Hall of Fame Committee on a specified date agreed upon by the committee (typically March 1st time frame)
- e. Attend all meetings requested by the committee chairperson and/or officers of the board of directors.

**7-5. Categories:** There shall be two categories of the Greater Ozaukee Washington Bowling Association (GROWBA) USBC Hall of Fame, a meritorious service category and a performance or skilled category.

- 1. **Meritorious and Service Division:** To honor members who have been recognized for their outstanding service to bowling, and whose long-standing hard work has contributed and dedicated themselves to the progress, welfare, and repute of the Greater Ozaukee



Washington Bowling Association (GROWBA) and its affiliated organizations, above and beyond the call of duty.

2. **Skilled Division:** To honor members who have excelled in bowling, and whose bowling fetes, exceptional accomplishments and outstanding bowling achievements have brought back honor to themselves and to the Greater Ozaukee Washington Bowling Association (GROWBA).

**7-6. Eligibility Requirements:** To be eligible for nomination to the GROWBA Hall of Fame, past or present members must be a minimum of forty years old and have bowled within the jurisdictional area of this association for at least ten years. Persons who are no longer living may be nominated as candidates 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, on behalf of the inductee. See the Hall of Fame Application - Eligibility Standards Section for further eligibility requirements.

**7-7. Nominations:** Any group or individual may nominate a candidate for selection to the Hall of Fame as follows:

- a. All nominations will be made on approved association nomination forms. All forms must be signed and contain the nominator's address and phone number. **Any forms incompletely filled out will not be accepted.**
- b. All nominations shall contain sufficient information and/or copies of documents or materials pertinent to qualify the candidate for consideration, as well as substantiate the information contained therein.
- c. Nominations may be submitted at any time; however only those received no later than March 1st, of the current year will be considered for selection that year.

**7-8. Awards:** Suitable awards shall be approved by the Hall of Fame Committee and Association Manager for presentation to the Hall of fame inductee's. The award shall consist of a plaque, Hall of Fame Jacket and by an appropriate USBC certificate. The award and certificate shall contain the name of the recipient, the category of the award, and the date of the induction. Further awards may be generated by the OCBA, dependent on financial status. All Hall of Fame awards shall be presented at an appropriate ceremony.

## **Policy Eight Salary and Expense**

**8-1. Expenses:** The Board shall devise and provide ways and means of defraying expenses of the association and they shall designate the president or one other officer to sign all checks drawn on the association funds, together with that of the office manager.

**8-2. Association Manager Salary:** The salary of the office manager shall be \$1.65 per association bowler annually. This is men, women and youth bowlers. There are no additional benefits such as medical, disability, and life insurance or any retirement funds that are paid by the association.

**8-3. Expense Account:** An expense account for the association manager to properly facilitate the needs of the GROWBA shall not exceed 25% of the total local sanction fees received for the given bowling season. Included in this account will be the office manager's business needs for software expenses, paper, stamps, printer toner, etc. All expenses must be presented to the finance committee for approval and must be accompanied by copies of invoices or receipts, including a statement of purpose.

**8-4. GROWBA Awards:** Expenses for each season's bowler awards, shirts and prize fund donations are determined each year by the association manager and must be presented to and approved by the finance committee before obtaining such awards.

**8-5. Annual Meeting Expenses:** To attract and reward bowlers for coming to annual meetings – the association manager and finance committee can provide complimentary drink chips or foods for participating in the betterment of the GROWBA.

### **Policy Nine Delegates**

**9-1. Delegates:** Delegates are defined as members who are elected to represent the association at the state or USBC Annual Meeting.

**9-2. Representation:** GROWBA representation to the National and State Annual meetings are dependent on USBC's records of the association's fiscal year membership as of July 31:

- a. Less than 500 members - two delegates and one alternate delegate
- b. 500 members or more - two delegates and one alternate delegate for the first 500 members and one delegate and one alternate delegate for each additional 500 members or major fraction thereof with a maximum of 30 delegates

**9-3. Responsibilities:** A delegate has significant responsibilities as he/she represents the state/local association members. As a representative of the association, the delegate should be prepared to vote on matters that are in the best interest of the association.

**9-4: Reimbursement:** An association may reimburse actual business expenses incurred by delegate/alternate without tax consequences to the individual as long as the:

- a. Expense is related to the business or purposes of the association, and
- b. Individual submits evidence of such expense (receipts).
- c. Please see the USBC Association Policy Manual for more details