



CABA USBC

(CADILLAC AREA BOWLING ASSOCIATION)

GENERAL PROCEDURES

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NAME

The name of the organization is the Cadillac Area Bowling Association USBC. (CABA USBC)

CHARTER

The association shall be chartered by the USBC and subject to its authority.

PURPOSE

The purpose of the association includes, but not limited to:

1. Providing equal opportunity for all in the sport of bowling without regard to race, religion, age, gender, disability or national origin.
2. Promoting the game of American Tenpins.
3. Conducting and supporting bowling competition.
4. Engaging in any other activities permitted by an organization classified as tax exempt under Section 501(c)(3) of IRC (Internal Revenue Code)

MEMBERSHIPS AND DUES

Membership is composed of individuals who pay dues to the association and is in effect from August 1st through July 31st.

Prior to bowling a member must complete and file the appropriate sanction application provided by the USBC and pay the appropriate sanction fees. Secretaries shall update the Association Manager monthly, by providing newly sanctioned bowlers' applications and fees.

Any non-association bowler wishing to participate in CABA USBC must pay only the local fee of \$6.00, once per season. All non-association membership applications are to be submitted through the league secretary(s) indicating which association and league the bowler first participates.

A sanction application is required for each bowler for each league the bowler participates.

Youth members will pay only the USBC sanction fee of \$4.00 annually.

METHOD OF RECEIPTING FUNDS

Complying with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the board, which must include;

1. Receiving and issuing a receipt for all funds paid to the association within 10 days.
2. Depositing association funds in the association's financial institutions(s), which must be federally insured or its equivalent, within seven days.

3. Ensuring each withdrawal has two signatures. (Two members of an immediate family cannot co-sign for withdrawals.)
4. Issuing a receipt to league secretaries within 10 days of receipt of dues.

CABA USBC BOARD COMPOSITION

The management and governance of the CABA USBC is vested in the Board of Directors. The CABA USBC members determine the number of Directors. The maximum number of Directors is a maximum of nine (9).

ELECTION OF DIRECTORS

Directors are elected by a majority vote* of the CABA USBC membership present and voting from:

1. A slate provided by the Nominating committee.
2. Nominations from the floor.

Voting will be by ballot if there is more than one nominee for each position.

The term for a Director is two (2) years. The CABA USBC will determine a stagger system.

ODD YEARS	EVEN YEARS
DIRECTORS #1, #3, 5, and 7	DIRECTORS #2, #4 AND #6

OFFICERS

The officers of this CABA USBC shall include a president and vice president. Officers are elected by a majority vote* of the CABA USBC board of directors.

1. A slate provided by the Nominating committee.
2. Nominations from the floor.

Voting will be by ballot if there is more than one nominee for each position.

The term for elected officers is two (2) years. The CABA USBC determines the number of years in a term and a stagger system.

ODD YEARS	EVEN YEARS
VICE PRESIDENT	PRESIDENT

*If a majority vote is not reached on the first ballot, the candidate receiving the lowest vote total is dropped and balloting continues until a candidate receives a majority vote.

ASSOCIATION MANAGER

The Association Manager is selected/appointed by and accountable to the board.

The office of Secretary Treasurer is not an elected officer. The CABA USBC Manager is also the CABA USBC Secretary Treasurer.

ASSOCIATION MANAGER'S SALARY

CABA USBC SHALL pay a salary to the position of Association Manager of \$3.00 per sanction purchased with the exception of Youth bowlers.

MEETINGS

An annual meeting of the CABA USBC shall be held at a time and place approved by the board of directors. Attendance is open to all members 14 years and older. Meeting Notice shall be a written notice forwarded to the board and league secretaries which should be 15 days prior to the meeting. The most recent edition of Robert's Rule of Order governs all meetings.

LOCAL CHARITIES

Leagues are strongly encouraged (although optional) to participate in raising funds for local charities/organizations. The Association Manager will give notification to league secretaries or designated league coordinator of which charity/organization the money is being raised. Money raised shall be submitted to the Association Manager in the form of a check payable to the CABA USBC, where it will be receipted and deposited in the association account. The Association Manager will then write one check from the CABA USBC account and forward to the appropriate charity. Charity donations will be collected during Oct. and Nov. of each year. The rotation of the charities will be as follows: 2019-20 will be Hospice, 2020-21 will be Cancer, 2021-22 will be Veterans and 2022-23 will be Heart. (8-2019) Repeat rotation.

WORKSHOP REPRESENTATIVES

Workshop representatives and alternates are appointed by the board at the Annual Meeting. It is suggested that the association president, association manager and one non board member attend this meeting. CABA USBC is allowed (?) representatives at this time. Representatives are required at the general meeting following their workshop to give a report and inform the membership of all pertinent information as received at the Workshop. The state association may reimburse representatives for one car per local association at \$0.30 per mile. Mileage expense must be submitted to the state association. The CABA USBC at this time does not allocate or assume any expenses incurred for the workshop.

STATE/NATIONAL CONVENTION DELEGATIONS/ALTERNATES

Delegates/Alternates are elected by the general membership at the Annual Membership meeting. At this time the CABA USBC is allowed three (?) members to represent the association. Delegates/Alternates are entitled reimbursement of the following expenses incurred during the convention by the CABA USBC:

1. Mileage for one car at \$0.50 per mile or a \$75.00 cap whichever the least for the purpose of attending the State Convention.
2. Lodging for one room for double occupancy
3. Meals, \$30.00 limit per person per trip

Delegates/Alternates must submit an itemized bill and receipts of expenses incurred to the Association Manager, whereas a check will be issued payable to the Delegate/Alternate.

Delegates/Alternates are required to provide a written report to the CABA USBC board, in order to inform the membership of all pertinent information as received at the State Association Convention.

CABA USBC AWARD PROGRAM

CABA USBC offers a category award program to its members based on the member's average. Applications are provided to League Secretaries in the pre-season league supply packets at the Organizational meeting held in August.

During the pre-league meetings, Leagues shall vote whether to participate in the CABA USBC award program. If the league votes to participate in the award program, the league Secretaries shall notify the Association manager of the leagues decision prior to the start of the season. League Secretaries shall submit completed award applications for qualifying members to the Association Manager.

All average based achievements apply after establishing a 21 game average and will be issued once per life time. See schedule "A" below for award increments.

CABA USBC GENERAL PROCEDURES

The CABA USBC will recognize exceptional bowling achievements, the first 300 and/or an 800 series. See schedule “B” for award increments.

*** All expenses of the USBC CABA award program are borne by the USBC CABA respectively.**

Youth award program is TBD, pending collection of information on this topic.

CABA USBC YOUTH ACHIEVEMENT AWARD SCHEDULE

CABA USBC ACHIEVEMENT AWARD SCHEDULE “A”

125 GAME (100 AVERAGE OR LESS)	300 SERIES (90 AVERAGE OR LESS)
150 GAME (120 AVERAGE OR LESS)	400 SERIES (120 AVERAGE OR LESS)
175 GAME (140 AVERAGE OR LESS)	500 SERIES (145 AVERAGE OR LESS)
200 GAME (165 AVERAGE OR LESS)	600 SERIES (175 AVERAGE OR LESS)
225 GAME (190 AVERAGE OR LESS)	700 SERIES (ALL ARE ELIGIBLE)
250 GAME (215 AVERAGE OR LESS)	75 PINS OVER AVERAGE GAME
275 GAME (ALL ARE ELIGIBLE)	140 PINS OVER AVERAGE SERIES

CABA USBC SPECIAL ACHIEVEMENT AWARD SCHEDULE “B”

1st LIFE TIME 11 IN A ROW	AWARDED A PLAQUE W/NAME,SERIES,DATE
1st LIFE TIME 300 GAME	AWARDED A PLAQUE W/NAME, SERIES, DATE
1st LIFE TIME 800 SERIES	AWARDED A PLAQUE W/NAME ,SERIES, DATE

***No more than one (1) award will be given per game bowled by the CABA USBC.**

CABA USBC ANNUAL CITY TOURNAMENT

The CABA USBC will predetermine the date of the city tournament at the annual meeting. The CABA USBC will determine the amount of the contribution of general funds to the tournament prize fund based on the number of entries prior to the start of the tournament.

Prior to the CABA USBC city tournament, representatives from the association will be asked to solicit area merchants and organizations for lane sponsorships. One hundred percent of the proceeds for sponsorships will go directly into the tournament prize fund.

The Association Manager will provide a receipt for cash entries upon request, entries are receipted in the Association’s general account. The host Center of the City Championship Tournament will be on a rotation basis. The rotation will be in this manner, First Right of Refusal per our written contract.

Odd Year	Center #1	Parkview Bowling Lanes
Even Year	Center #2	The Pines Bowling Center

The CABA USBC will provide a list of Tournament Rules with the Entry Application form. CABA USBC manager will manage the Tournament and will determine the Tournament Committee members, pre-tournament meetings, and assign dates and times for assisting during the tournament.

Tournament standings are to be posted in the centers and updated as needed, with final tournament standings to be posted within a week of the end of the tournament. Prizes are to be awarded within thirty (30) days following the close of the tournament.

CITYTOURNAMENT– 50% DRAWING (replaces the split ticket program, which provided money for youth sanctions)

CABA USBC will hold one 50% drawing per shift of the Tournament. Tickets are sold for \$1.00 each, or 3 for \$2.00, or 9 for \$5.00. The money will be divided as follows:

50% of the money will be awarded to 1 winning ticket. The other 50% will be deposited for Youth bowling expenses. (Sanctions, awards, BOWLOPULUS)

CITY TOURNAMENT – RAFFLE

Prior to the CABA USBC city tournament representatives from the association will be asked to solicit area merchants for articles appropriate for a raffle. The raffle drawing will be held the closing day of the city tournament. All proceeds from the raffle will be donated to the local chapter of the Michigan Special Olympics.

CABA USBC will hold one raffle from the donations received during our solicitation process. All proceeds of the raffle will be donated to the local Chapter of the Michigan Special Olympics.

TOURNAMENT CONTRACT

CABA USBC

TOURNAMENT: (CIRCLE ONE) CITY TOURNAMENT OR OTHER

DESCRIBE _____.

ASSOCIATION MANAGER/ TOURNAMENT DIRECTOR NAME: _____.

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DATE _____

BOWLING ESTABLISHMENT _____

PROPRIETOR NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DEAR _____,

The CABA board of directors voted at their annual board meeting on, _____ to continue the rotation process for selection of the tournament site.

The guidelines approved for the local city tournament are as follows:

To be held _____ (date) through _____ (date) weekends.

Bowling fees are not to exceed the cost of league lineage. Space should be available to be used as tournament office. We request tournament conditions, lanes dressed prior to bowling each shift, bowling pins which meet USBC specifications and foul detection devices in working condition and ON.

Number of lanes available for tournament bowling each day is _____. Bowling fee per game is \$____.00

We look forward to hearing from you by _____ (date).

Sincerely,

_____, Association Manager

Accepted

By _____ Date _____

CABA ANNUAL RECOGNITION (2020)

PURPOSE

The purpose of the CABA ANNUAL RECOGNITION program shall be to honor those individuals who have displayed outstanding ability and character in the game of American Tenpins and or recognize meritorious contributions of service and the promotion of the game in the area served by the CABA.

COMMITTEE/GOVERNANCE

The committee will consist of the current board members with the Pres. being the chairperson. A quorum of 4 board members must be present for the purpose of conducting committee business.

SELECTION

Selection will be made from a list of the top 3 average bowlers, male & female, adult & youth and nominations of former & current bowlers. One person from each category (4 total). Recipients only recognized once per lifetime.

Qualifications

At least 4 of the following and #1

1. Adults must have been a participating member of the CABA for a minimum of 10 years
2. Exemplifies good sportsmanship
3. Participation in league activities
4. Excellent punctuality and attendance
5. Recruiting and/or mentoring bowlers
6. Holds or as held a league officer position
7. Involvement within the community
8. Has shown determination to improve oneself on & off the lanes(current/past)

AWARDS

Inductees will receive a token of recognition and their names will be added to a plaque showing each year's inductees. There will be a plaque on display at each bowling center.

DIAMOND AWARD

Diamond awards are presented once in a lifetime and recognized with certificate and a small token gift.

Requirements are: Must have reached the age of 75 during the bowling year (Aug. 1 thru July 31), be a member of the CABA for at least 3 of the last 5 years, and bowl at least 2/3 of those seasons.

RUBY AWARD

Ruby awards are presented once in a lifetime and recognized with a certificate and a small token gift.

Requirements are: Must have reached the age of 80 during the bowling year (Aug. 1 thru July 31), be a member of the CABA for at least 3 of the past 5 years, and bowl at least 2/3 of those seasons.

EXPENSES

Any expenses incurred for awards will be covered by raffle ticket sales or CABA general funds.

Additional

For the 20-21 and 21-22 seasons, each center will pick 5 previous male bowlers to be added to the plaques.

Nomination form for honoring and recognizing past and present association members who have excelled on the lanes and/or made valuable contributions in the way of service to the association.

1 male and 1 female, adult and youth, will be selected per year

Name of nominee _____

Number of years as a CABA member _____

List the leagues participated on _____

List committees and board positions served on _____

Tournaments participated in?

City _____ State _____ National _____

Consideration/Requirements (check 4) plus #1

1. CABA member for a minimum of 10 years (adults)
2. Exemplifies good sportsmanship
3. Participation in league activities
4. Excellent punctuality & attendance
5. Recruiting and/or mentoring bowlers
6. Holds or has held a league office
7. Involvement within the community
8. Has shown determination to improve oneself on and off the lanes

Submitted by _____

Comments _____