



## ***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 on-line version is found on [BOWL.com/rulebook](http://BOWL.com/rulebook).
  - Officer duties are listed in Rule
    - 102c for the president
    - 102e for the secretary
    - 102f for the treasurer
- ★ The Rules page of [BOWL.com](http://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](http://www.IRS.gov) to complete the SS-4 form.
  - Under tools, 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. 8956, or e-mail [bonding@bowl.com](mailto:bonding@bowl.com)**



## 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		<b>1 WEEK DEPOSIT</b>
Paid Weekly by Bowler				Unless the number of bowlers changes this figure will not change.
2. _____	X	_____	=	_____
1 Week Deposit		# Weeks Bowled		<b>TOTAL REGULAR LEAGUE FEES TO DATE</b>
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.)	+	_____	_____
<b>3. Total ADDITIONAL INCOME</b>	<b>=</b>	_____	_____

### Calculate TOTAL INCOME TO DATE

_____	+	_____	=	_____
Total Regular League Fees To Date		Total Additional Income		<b>THIS AMOUNT SHOULD EQUAL THE BANK BALANCE</b>
<b>From item 2</b>		<b>From item 3</b>		If this amount is not equal to the bank balance and you cannot determine the reason, have the audit committee perform an audit.

If a loss is discovered, contact USBC Headquarters  
**1-800-514-BOWL, Ext. 8956, or e-mail [bonding@bowl.com](mailto:bonding@bowl.com).**  
 See the Bonding Chapter of the *USBC Playing Rules and Commonly Asked Questions*.



# League Application Packet

- This USBC league application packet has been designed to be used by your league only.
  - Information on purchasing youth league awards can be found at: [http://bowl.com/Youth/Youth\\_Home/Awards](http://bowl.com/Youth/Youth_Home/Awards).
  - 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 application cards and dues to local association.
- ★ **Male only**  
Send original application, adult league dues worksheets section, adult application cards and dues to local association.
- ★ **Female only**  
Send original application, adult league dues worksheets section, adult application cards and dues to local association.
- ★ **Youth only**  
Send original application, youth league dues worksheets section, youth application cards and dues to the Youth Processor (local association or center). If the Youth Processor is the center, one copy of the application is to be provided to the 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 the Youth Processor is the center, one copy of the application is to be provided to the local association.

## Non-merged Associations

- ★ **Mixed**  
Send original application, BA dues worksheet section, adult application cards and dues to BA Association.  
Send a copy of application, WBA dues worksheets section, adult application cards and dues to WBA Association.
- ★ **Male only**  
Send original application, BA dues worksheet section, adult application cards and dues to BA Association.
- ★ **Female only**  
Send original application, WBA dues worksheet section, adult application cards and dues to WBA Association.
- ★ **Youth only**  
Send original application, youth league dues worksheet section, youth application cards and dues to Youth Processor (local association or center). If the Youth Processor is the center, one copy of the application is to be provided to the local association.
- ★ **Adult/Youth**  
Send original application, BA dues worksheet section, adult application cards and dues to BA Association.  
Send a copy of application, WBA dues worksheet section, adult 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). If the Youth Processor is the center, one copy of the application is to be provided to the local association.



# League Application Instructions

- BOWLING CENTER:** Enter the name of the bowling center and the city and state in which it is located.
- LEAGUE NAME:** Enter the complete name of the league.
- ASSOCIATION NAME:** Enter the name of the local association(s) the league is submitting their league application through.
- TYPE OF LEAGUE:** Choose one type of league. Note: Adult Basic is a membership type for short-season leagues (16 sessions or less). A new Basic membership is required for each Basic league joined. Membership runs concurrent with the league.
  - 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).
- 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 American Tenpin game 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.
- 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.
  - If bowling on a white, blue or Sport pattern, please check the corresponding box.
  - If bowling on a Sport Bowling pattern, yet the league is not registered as Sport, please check the non-registered Sport condition box.
- TEAMS:** Enter the number of teams in the league and the number of players on each team.
- SCHEDULE:** Enter the date the league begins, ends, the day of the week bowled, the time league bowls, and the number of weeks the league bowls.

**Example: 09-12-14 05-01-15 Friday 7:30 PM 33**
- 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.)
- LEAGUE SECRETARY/MANAGER/YOUTH OFFICIAL:** Enter information for League Secretary, Manager (if a managed league) or Youth Official (if a youth league). Include telephone number, area code and complete mailing address.
- 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.
- Mark if the offices of secretary and treasurer are combined. If NO, complete information for the treasurer.
- 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).
- Adult Youth Representative:** Complete for Youth and/or Adult Youth Leagues only. Enter information for the adult youth representative.

**Attention Leagues:** New league and membership choices are available. Listed below are the benefits for each USBC membership choice:

#### USBC Youth Standard Membership

- \$4 National
- Membership Card
- USBC Recognized average and high scores
- Ability to compete in certified tournaments

#### 3 Upgrade Options:

- Bowlopolis - \$3.50
- U12 Junior Gold - \$10.00
- U15/U20 Junior Gold - \$30.00

#### USBC Adult Basic Membership

- \$10 (not including state dues) - \$7.00 national/\$3.00 local
- Paid for each Basic league
- Available to leagues that are 16 sessions or less
- USBC Recognized average and high scores
- Ability to compete in certified tournaments
- Membership Welcome Kit
- Electronic Membership Card

*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.*

NEW  
~~127838~~

# 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

- Adult**
- Adult Mixed
  - Adult Women
  - Adult Men
  - Adult/Youth Mixed
- Youth**
- Standard
  - Sport
  - Bumper
- STANDARD
- BASIC
- Scholastic
- Mission Possible

## 4a. Check any that apply

- This is a managed League (See Rule 100j)
- Scholarship SMART # \_\_\_\_\_
- Senior League
- Travel League

## 5. Game Format

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

## 5a. Lane Conditions

- Check all that apply
- Red (Standard House Shot)
  - White
  - Blue
  - Sport
  - Non-Registered Sport

6. Teams Number of Teams \_\_\_\_\_ Number of Players per Team \_\_\_\_\_

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

(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 \_\_\_\_\_

Mailing Address \_\_\_\_\_ Apt. # \_\_\_\_\_ Primary Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Secondary Phone \_\_\_\_\_

E-mail \_\_\_\_\_

10. League President/Youth Supervisor ID# \_\_\_\_\_ - \_\_\_\_\_  Male  Female

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

Mailing Address \_\_\_\_\_ Apt. # \_\_\_\_\_ Primary Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Secondary Phone \_\_\_\_\_

E-mail \_\_\_\_\_

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

ID# \_\_\_\_\_ E-mail \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

League Treasurer Primary # \_\_\_\_\_ League Treasurer Secondary # \_\_\_\_\_

## To Be Completed by Youth and/or Adult Youth Leagues

13. Authorized Adult Youth Representative at Local Association Meetings

ID# \_\_\_\_\_ E-mail \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Adult Youth Representative Primary # \_\_\_\_\_ Adult Youth Representative Secondary # \_\_\_\_\_

## 12. Bonding Burglary and Holdup Insurance

Estimated total league funds NOT INCLUDING lineages 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 MA0009 3/13	Application Received _____ Date _____
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# United States Bowling Congress League Application Please Print. League Application # ~~137838~~

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**  
**Adult**  
 Adult Mixed  
 Adult Women  
 Adult Men  
 Adult/Youth Mixed  
**Youth**  
 Standard  
 Sport  
 Bumper  
 STANDARD  
 BASIC  
 Scholastic  
 Mission Possible

**4a. Check any that apply**  
 This is a managed League (See Rule 100j)  
 Scholarship SMART # \_\_\_\_\_  
 Senior League  
 Travel League

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

**5a. Lane Conditions**  
*Check all that apply*  
 Red (Standard House Shot)  
 White  
 Blue  
 Sport  
 Non-Registered Sport

**6. Teams** Number of Teams \_\_\_\_\_ Number of Players per Team \_\_\_\_\_

**7. Date Schedule Begins** \_\_\_\_\_ **Date Schedule Ends** \_\_\_\_\_ **Day of Week Bowled** \_\_\_\_\_ **Time Bowled** \_\_\_\_\_ **# Weeks League Bowls** \_\_\_\_\_  
(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  
 \_\_\_\_\_  
Mailing Address Apt. # Primary Phone  
 \_\_\_\_\_  
City State Zip Code Secondary Phone  
 \_\_\_\_\_  
E-mail

**10. League President/Youth Supervisor** ID# \_\_\_\_\_ - \_\_\_\_\_  Male  Female

\_\_\_\_\_  
First Name Middle Initial Last Name Jr./Sr./III  
 \_\_\_\_\_  
Mailing Address Apt. # Primary Phone  
 \_\_\_\_\_  
City State Zip Code Secondary Phone  
 \_\_\_\_\_  
E-mail

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

ID# \_\_\_\_\_ E-mail \_\_\_\_\_  
 \_\_\_\_\_  
League Treasurer First Name, Initial, Last Name, Jr./Sr./III  
 \_\_\_\_\_  
Mailing Address  
 \_\_\_\_\_  
City State Zip Code  
 \_\_\_\_\_  
League Treasurer Primary # League Treasurer Secondary #

**To Be Completed by Youth and/or Adult Youth Leagues**

**13. Authorized Adult Youth Representative at Local Association Meetings**

ID# \_\_\_\_\_ E-mail \_\_\_\_\_  
 \_\_\_\_\_  
Adult Youth Representative First Name, Initial, Last Name, Jr./Sr./III  
 \_\_\_\_\_  
Mailing Address  
 \_\_\_\_\_  
City State Zip Code  
 \_\_\_\_\_  
Adult Youth Representative Primary # Adult Youth Representative Secondary #

**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



# League Dues Worksheet — Side 1

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 two different forms — USBC Youth and USBC Adult. 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: \_\_\_\_\_

	#	Cost for one		Total Cost
1		X	\$	\$
2		X	\$10	\$
3		X	\$	\$
4		X	\$15	\$
5		X	\$	\$
6		X	\$	\$
7		X	\$	\$
8		X	\$	\$
9				\$
10				\$
11				\$
12				\$

	#	Cost for one		Total Cost
13		X	\$	\$
14		X	\$	\$
15		X	\$21.00	\$
16		X	\$10	\$
17		X	\$	\$
18		X	\$	\$
19		X	\$	\$
20		X	\$	\$
21		X	\$15	\$
22		X	\$10.00	\$
23		X	\$1.00	\$
24		X	\$	\$
25		X	\$	\$
26		X	\$11.00	\$
27		X	\$	\$
28				\$
29				\$
30				\$

**Use the BA worksheet to calculate your leagues dues if:** Your local association is not merged and you are currently using Adult USBC 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 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 row 10 or 29, enter the number of members who already have a USBC membership and marked 'None' on their membership application (Purchased in another league or on BOWL.com).
- Please make your league check payable to your local association for the total amount in row 9 or 28.