

**CENTRAL ARKANSAS USBC BOWLING ASSOCIATION  
OPERATIONS MANUAL**

The following policies although not a part of the Association By-Laws, have been adopted by the Board of Directors, and may be changed by the Board at any meeting:

The geographic area served by this association are Pulaski and Saline County from the Pulaski County line westward to and including the city of Benton in Saline County and the city of Stuttgart. Those portions of Pulaski County that fall within the boundaries of Little Rock Air Force Base and the corporate limits of Jacksonville, are excluded.

**Delegate Expense Policy**

**Travel:** Reimbursement for travel for privately owned vehicle will be set by the Board. If travel is performed by airlines, bus or train, the price of a round trip ticket will be paid by the Association. If 2 or more delegates travel in the same vehicle, only the one owning the vehicle will be given travel expense. If a delegate chooses to drive and the rate per mile exceeds the cost of airfare, they will only be authorized to be paid the cost of the round trip airline ticket.

**Lodging:** Payment for each night of lodging for the night prior to any meeting thru the last night of the meeting.

**Food:** \$35 per day for meals for each day required to be in attendance.

**Board Jackets, and Shirts Policy**

Each member of the Board will be furnished a shirt and jacket after having met the following requirements:

**Shirts:**

CAUSBCBA Shirts will be given to board members who have been elected to the Board for the first time after completing nine months of satisfactory attendance as determined by the Board. Those not qualifying in their first nine months will be considered after a second nine month period of satisfactory attendance. Board members may purchase a shirt on their own and will be reimbursed for the cost when they have met these requirements.

Whenever new shirts are purchased for board members, active life members and individuals who serve the association in a non board capacity, may also be provided shirts subject to approval by the board of directors.

**Jackets:**

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CAUSBCBA Jackets will be given to board members who have been elected to the Board for the first time after completing one year of satisfactory attendance as determined by the Board, and after having worked a minimum of 50 per cent of the total squads for each tournament hosted by the CAUSBCBA. Board members may purchase a jacket on their own and will be reimbursed for the cost when they have met these requirements.

Whenever new jackets are purchased for board members, active life members and individuals who serve the association in a non board capacity, may also be provided jackets subject to approval of the board of directors.

**Dues**

Member of the CABA USBC Hall of Fame will have their annual dues paid from the association's annual operating expenses. Board members and Life members who remain active by attending at least seventy five percent of the monthly meetings during the previous fiscal year will also have their annual dues paid from the association's annual operating expenses.

The association dues for seniors who bowl in senior leagues only will have their association dues waived.

**ASSOCIATION MANAGER DUTIES, SALARY AND EXPENSES**

In addition to the duties prescribed by the CAUSBCBA by laws, the following are additional duties required of the Association Manager:

**AVERAGE RECORD**

- (1) The Association Manager shall arrange for the publication of an annual yearbook listing the names and averages of each member of the association. In addition the Association Manager will maintain a listing of all summer league averages.
- (2) The cutoff date for averages will be May 1<sup>st</sup> of each year except for those leagues finishing prior to May 1<sup>st</sup> whose averages will be as of the date the league ends.

**SALARY AND EXPENSES**

- 1) Effective August 1, 2006 the annual salary for the Association Manager shall be \$1,500.00.
- (2) The Association Manger shall receive office rent in the amount of \$200.00 per month for housing all association equipment and files.

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If the association manager announces prior to the annual BA meeting, his intention not to seek reelection or reappointment, the board of directors shall as soon as possible, elect or appoint his successor. Such successor shall be designated as the association manager elect and shall assume the duties and responsibilities of the office when the current officers term becomes vacant or expires.

**OFFICERS**

**PRESIDENT**

In addition to the eligibility requirements outlined in the association by laws, the following requirements must be met in order for an individual to be elected to the office of president.

- (1) Nominees for the office of president must have served at least three (3) years on the board of directors.
- (2) Must have served at least one (1) year as a vice president.
- (3) Must have served as a vice president within three years preceding the election for which they are nominated.
- (4) Life members who have previously served one (1) previous term as president, vice president, secretary/treasurer or association manager are also eligible for nomination to the office of president.

**VICE PRESIDENT**

In order to be nominated to the office of Vice President, an individual must have served on the board of directors for two (2) consecutive years prior to assuming the office of Vice President or have served previously as a Vice President..

The president shall appoint one vice president as the administrative vice president who shall perform the duties of the president in his absence.

**LIFE MEMBERS**

All past presidents and association managers, upon completion of their terms of office, and any member who has served on the board of directors for at least seven (7) years, may be elected to life membership by a majority vote of BA members present at the annual meeting.

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**OFFICERS AND DIRECTORS TERMS OF OFFICE**

The terms of all officers and directors shall begin on May 1<sup>st</sup> in the year in which they are elected and end on April 30<sup>th</sup> in the year their terms expire.

**All Tournaments Hosted by the CAUSBCBA**

The CAUSBCBA Association Manager or his designated representative, shall be named the Tournament Manager for any and all hosted by the C AUSBCBA.

**Tournament Expense Money**

All tournament entry fees collected as expense fees for tournaments hosted by the CAUSBCBA shall be used by the Tournament Manager as stated below:

\$1.25 expense fee per bowler per event shall be paid to the Tournament Manager. Any other money collected as expense fees shall be used to pay the tournament expenses. These expenses shall include, but not be limited to, the following items:

1. Stamps and envelopes used to mail tournament entry blanks or tournament entry confirmation letters.
2. All paper used to print tournament entry blanks or tournament entry confirmation letters.

Any expense fees not used to pay the Tournament Manager or used to pay tournament expenses shall be deposited into the CAUSBCBA bank account and used as general operating money

**Sites for the Annual CABA Mixed Tournament and for the Annual CAUSBCBA  
Championship Tournament**

The sites for both the CAUSBCBA Annual Mixed Tournament and the Annual CAUSBCBA Championship Tournament will be selected by the Board of Directors taking into consideration lane conditions, cleanliness of the center, facilities available and any other factors which will insure the best possible success for both tournaments.

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**CAUSBCBA ANNUAL CHAMPIONSHIPS SPECIAL AWARDS**

The following suitably engraved awards as selected by the Tournament Manager, and paid for from the board's operating funds, shall be furnished as follows:

- (a) The individual who bowls the highest handicap series shall receive the T.J. Napoli Award.
- (b) The individual who bowls the highest scratch series shall receive the Carl O. McConnell award.
- (c) The individual who bowls the highest scratch all events score shall receive the Fritz B. Goodbar award.
- (d) The individual who bowls the highest scratch game in any event shall receive the Robert Winkler award.
- (e) The individual who wins the singles event shall receive the Raymond E. "Red" Minor award.
- (f) The team that wins the team event shall receive the Homer A. Rabjohn sponsor award.
- (g) The individual who bowls the highest handicap all events score shall receive the Jack Atkins award.

In the event of ties for any of the above awards, duplicate awards will be given.

**CAUSBCBA DUTIES OF HOUSE DIRECTORS AND COMMITTEE MEMBERS**

**HOUSE DIRECTORS**

The President shall appoint at least one House Director for each bowling establishment. If more than one is appointed, one shall be designated as House Chairman. The House Chairman will be responsible for insuring that a board member is present at all league organizational meeting. Of primary importance for discussion at league meetings are:

- 1. New rule changes.
- 2. Adoption of league rules that do not conflict with USBC Rules.
- 3. Stress the importance of league secretaries submitting league sanctions within the 30 day time period required by the USBC.
- 4. Stress the importance of final average worksheets being furnished to the Association Manger within the time period required.
- 5. Make league presidents aware of their responsibility in checking league balances at least monthly.
- 6. Cover special events such as planned tournaments.

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**COMMITTEES AND THEIR RESPONSIBILITIES**

**BUDGET AND AUDIT**

1. Prepare and submit an annual budget to the board of directors not later than September yearly.
2. Perform a monthly audit of the association's receipts and disbursements and submit a report of such monthly to the board of directors.

**BOWLER OF THE MONTH/YEAR**

1. Review league records and other data to use in selecting house bowlers of the month. Bowlers of the month will be selected starting with the month of September thru March yearly.
2. The committee will also select an overall bowler of the month the association monthly.
3. Award winners will be announced at monthly board meetings.
4. In addition the committee will meet yearly to select the Bowler Of The Year and the Senior Bowler Of The Year. In addition to the committee members the President and Association Manager will participate in the selection process.

**HISTORICAL/PUBLICITY**

1. The committee will assemble and catalog records, photos and other data that pertains to any association activities.
2. Review and disseminate to the news media any material or other information which is deemed historical and informative.
3. Arrange for the creation, design, printing or construction of promotional material which is necessary to publicize the association activities.
4. Handle publicity for all standing committees and provide publicity for the annual meeting of the association.

**LEGISLATIVE**

1. Review the association by-laws and operations manual and present recommendations for changes to the board of directors.
2. Present legislative changes at the annual meeting and conduct voting on changes.

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**HEARINGS**

1. The committee will meet to review charges filed against bowlers that require committee action prior to forwarding files to the USBC.
2. The committee will consist of eleven (11) members including the President Association Manager, four (4) Vice Presidents and five (5) board members.

**TOURNAMENT**

1. In conjunction with the Association Manager, develop criteria for the establishment of all tournament rules and regulations.
2. Present recommendations to the board of directors as to the site for all Tournaments.
- 3, Assist the tournament manager with necessary arrangements and support in monitoring, managing and closing all tournaments.

**SPECIAL EVENTS**

The duties of this committee are as follows:

1. Work with the Association Manager to select a suitable location for the annual meeting.
2. For any banquet needs, solicit possible sites and prices for board approval.
3. Select a suitable site for the board of directors annual picnic and submit proposals for board approval.

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**BOWLER AND SENIOR BOWLER OF THE YEAR**

The following is the criteria that will be used in selecting the bowler of the year and the senior bowler of the year:

Scores:	Points:	Games:	Points:
650-699 (seniors)	0.5		
700-724	1	300	5
725-749	2	299	4
750-774	3	298	3
775-799	4	11-In-A-Row	2
800-824	6		
825-849	7		
850-874	8		
875-899	9		
900	10		

**ALL STAR TEAM**

The following criteria will be used in selecting the Association All Star Team:

Select the top 20 bowlers based on average of 60 games

Award points as follows:

Series:	Points:	Games:	Points:
650-699 (seniors)	1		
700-749	2	300	5
750-799	3	299	4
800-849	4	298	3
850-899	5	11- In-A-Row	2
900	10		

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In addition to the above points 1 point will be awarded for each event a bowler enters in our Annual Championships and 3 points for winning any event disregarding any special scratch events.

In the event of ties the bowlers highest average will be used to break ties.

**AMENDMENT TO BOARD POLICIES**

These board policies may be amended or deleted by a two thirds vote of the board of directors present at any board meeting

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