



Southern LA County USBC

3673 Industry Ave #102

Lakewood, CA 90712

562-426-2030 office

562-925-0417 cell

562-426-2032 Fax

Email: info@slacusbc.com • Website: slacusbc.com

League Secretary Duties and Responsibilities MEMBERSHIP CARDS, AVERAGES and AWARDS

The secretary has many important responsibilities, which are outlined fully in the USBC Playing Rules. Below are just some of highlighted duties for membership, averages and awards. **Note:** In leagues using computer and/or average service, the elected secretary still remains responsible for all the duties specified in USBC Rule 102e.

MEMBERSHIP CARDS

- The league application form must be submitted **within 30 days** from the start of the league. Make sure the President signs the form and fill out the bonding amount if you want your league to be covered.
- Include Membership card applications and applicable fees (league secretary or bowling center check only) for all league members with the league certification form.
- Subsequent membership card applications must be filled out as they join and collect completed cards and membership dues. **SUBS INCLUDED!**
- Check the application cards as they are returned to you. It is easier to find errors and have them corrected rather than to submit incomplete information, which could cause a delay in the member receiving their card.
- If bowlers indicate paid in another league on the membership card, ask for a receipt, if no receipt collect the fees, they can be refunded upon proof of previous payment.
- Have the bowlers carefully complete their home address with apartment number if applicable, **national membership ID** if it does not already appear on the card and e-mail address.
- Complete the **DUES WORKSHEET** with each submittal of cards. Be sure to separate cards as paid cards; Paid other league (POL) cards; Transfers, etc.

NOTE: Any team using a player who has not paid appropriate membership dues subjects the games in which the bowler participated to forfeiture.

AWARDS

Submit all award applications within 20 days of the accomplishment. Award presentations should take place before the entire league and as soon as possible after the feat is accomplished and the award is available. A long delay, such as waiting for the league's season-ending banquet, can reduce bowlers' excitement about earning awards and their appreciation of their membership benefits. It may also affect the inventory of awards at the bowling office.

FINAL AVERAGES

Furnish a list of individual averages to the local association manager **within 15 days of the end of the league**. The list must show the full names and ID numbers of all bowlers who competed in the league, the number of games bowled, total pinfall and average for each bowler. This is how averages upload to BOWL.com. Averages must include all roll-off, playoff and sweeper games unless league certification specifies that the last week of bowling is NOT certified.