



Southern LA County USBC

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Team Captain Duties and Responsibilities

Team captains are league members who may organize and enter teams. They represent their team and, unless they designate another, serve on the league board of directors.

Team Captains in adult leagues are responsible for:

- Collecting USBC membership application cards and applicable dues from team members, and forwarding them to the league secretary.
- Collecting league fees from team members and forwarding them to the league treasurer.
- Ensuring the team and its members are eligible to compete under USBC and league rules.
- The team members' conduct and attendance.
- Entering the team members' names in the lineup before the league series begins.
- Computing the scores, signing the recap sheet and securing the opposing team captain's signature.
- Distributing the prize fund to team members within 15 days of receipt.

Team Captains in youth leagues are responsible for:

- Collecting league fees from team members and forwarding them to the league treasurer or Youth league official.
- Computing the scores, signing the recap sheet and securing the opposing team captain's signature.

League Board of Directors

The league's governing body is its board of directors comprised of the officers and team captains. Each board member has one vote even if they are both a league officer and a captain. If a team captain also is a league officer, they have the option of appointing another team member to attend the board meeting and vote on behalf of the team.

A quorum must be present to conduct business. A quorum is a majority of the board for business transactions unless league rules state otherwise. Unless USBC Rules state another vote count is required, a majority (one more than half) of the votes cast must be obtained to decide any motion.

The Board:

- Elects league officers unless league rules allow league members to do so. (See Rule 102a.). Two members of an immediate family cannot serve as president, 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. Members of an immediate family include mothers, daughters, sisters, wives, husbands, sons, brothers, fathers, stepsisters, stepbrothers, stepmothers, stepfathers and in-laws. Same gender spouses are considered immediate family.
- Adopts league rules and a prize list, unless league rules allow league members to do so.
- Decides salaries, if any, to be paid to the league secretary or others, unless league rules allow for all members to decide.
- Decides all protests involving USBC or league rules.



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- Decides all questionable scoring and calculation errors, and questions not covered by the rules.
- Handles all disputes concerning prize money.
- Fills any office vacancies during the season.
- Board decisions are final, except when a written appeal is filed with the local association or USBC within the timelines of Rule 119.

All league officials

All league officers have the authority to enforce rules no later than 15 days of the series being bowled except when the series is bowled during the:

- a. Final two weeks of a league schedule rules must be enforced no later than 72 hours of the final date of the league schedule or the end of a segment if the league bowls a split season.
- b. League roll-off or playoff, rules must be enforced no later than 72 hours.

Required League Committees

AUDIT COMMITTEE

At least one audit must be completed no sooner than 30 days prior to prize payments. The committee checks the treasurer's or Youth league official's records at specified times to verify incomes, expenditures and balances. The committee ensures the league's funds have been deposited and disbursed as directed, records have been accurately and completely kept, and expenses have been paid. Also can be tasked with auditing league records, averages and position standings.

PRIZE/AWARD COMMITTEE

Develops and submits for consideration one or more prize/awards lists within five (5) weeks of the start of the schedule. They should contact the treasurer or Youth league official for an estimated budget or list of estimated expenses to work from and must consider any league rules that effect the distribution of prizes.