



Cecil Harford BA

**POLICY**

**AND**

**PROCEDURE**

**MANUAL**

**FORWARD**

The purpose of this manual is to record the directives, procedures and policies made by the Board of Directors relating to the business affairs of the Cecil Harford USBC Bowling Association, Incorporated.

Updated October, 2011– supersedes all others prior.

### **DUTIES OF THE BOARD OF DIRECTORS**

1. The Board of Directors shall have and exercise all the power granted to it by the bylaws except that it shall have no power to alter, adopt, rescind or nullify any part of the bylaws, rules and regulations.
2. The Board of Directors shall direct and control the annual tournament of the Association, which is under the supervision of the Association Manager. The USBC championship tournament's rules and regulations shall be formulated, enacted and executed by the Board of Directors.
3. The Board of Directors may request the president to appointment committees from among its membership to facilitate the fulfillment of its duties. The president and Association Manager shall be ex-officio members of these committees.
4. The Association Manager at the annual meeting of the Association shall report the acts of the Board of Directors. When officers/Association Manager receive salaries for Association service, these individual salary amounts are also to be reported to the delegates at the annual meeting. Information concerning the salaries of elected officers/Association Manager shall also be made available to members, at any time upon request.
5. The Board of Directors may establish annual salaries for the and Association Manager.
6. All withdrawals in the name of the CHUSBC BA shall carry the signatures of at least two authorized persons. The authorized signatures include the President, Vice-President and or the Association Manager.
7. The USBC automatic bonding procedure for the Association shall be in effect and the Board of Directors shall determine if additional coverage is necessary. A request for additional coverage shall be made to USBC. The Board of Directors shall annually review this subject. The amounts for which Association officers and employees are bonded will be in proportion to the transferable assets of the Association, which are available to the officers and employees who handle funds and sign withdrawals.
8. The Board of Directors shall approve the nominee to be inducted into the CHUSBC BA, Inc. Hall of Fame by 70% vote.
9. Investment of funds will be reviewed annually by the Board of Directors at the Fall meeting and action will be recorded in the minutes.
10. The Board of Directors shall meet at least quarterly at the direction of the president.
11. If a member of the Board of Directors misses two meetings in succession, (including board and annual meetings) they shall be sent a letter advising them, that if one more meeting is missed, they shall be asked to appear before the Board of Directors to express their interest in serving the CHUSBC BA, Inc. This does not apply to ex-officio members of committees. If the Board of Directors then determines the absences were not for a good cause, a board of director majority note shall request a written resignation.
12. Board of Directors shall be responsible for notifying the president or Association Manager of any illness or death of a board of director, life member, HALL OF FAME (DEATH ONLY), or death of a member of their immediate families.
13. Any Board of Director, who guarantees attendance at CHUSBC BA, Inc. functions, where monies must be guaranteed, and fail to attend, must reimburse the CHUSBC BA, Inc. the cost expended.

### **DUTIES OF THE PRESIDENT**

1. Preside at all meetings of the Association and of the Board of Directors.
2. Acts as spokesperson for the Association.
3. Obtains financial records from the Association Manager and verifies the Association accounts monthly.
4. Appoint members of all committees and their Chair, by August 1<sup>st</sup> of each year,
  - A) It is recommended a vice president be chair of at least one committee.
5. Appoint a tellers committee for the annual meeting at least two weeks prior to the meeting and send the committee members a copy of the CHUSBC BA, Inc. policy concerning the tellers committee.
6. The president shall appoint a credentials committee comprised of the members who are to attend the CHUSBC BA, Inc. annual meeting at least two weeks prior to the meeting.

7. Provides an agenda to the Association Manager which should be within one week in advance of the meeting in accordance with the CHUSBC BA, Inc. Bylaws.
8. Make a report in writing with recommendations, if any, at each Association meeting.
9. The president may attend president-appointed committee meetings in an ex officio, non-voting capacity, unless stated otherwise in the Association's operations manual.
10. Perform such other duties as pertain to his/her office.

#### **DUTIES OF THE VICE PRESIDENTS**

1. The Vice Presidents, in order of their precedence, in the absence of the president, shall perform the duties of that office and shall discharge such other duties as may be required..
2. It is recommended that vice presidents will chair at least one major committee as indicated in the duties of the president.

#### **DUTIES OF THE ASSOCIATION MANAGER**

1. Acts as the ex officio, non-voting secretary/treasurer of the board.
2. Has voice only, does not count towards the quorum and cannot make or second motions at the board meetings, unless he/she is also a director. He/she may be excused from board meetings based on the issue/discussion at hand.
3. Has voice and vote at membership meetings, unless he/she is not a current member of the Association.
4. Is selected/appointed and accountable to the board and USBC.
5. Must be a minimum age of 18 unless state laws mandate a specific age and be USBC bondable.
6. Is not required to be a member of the Association however, it is suggested.
7. Is not eligible to serve concurrently as an officer of the Association.
8. Is eligible to serve as a director. (Not recommended due to possible conflicts of interest.)

#### **9. Reporting**

- 1) To USBC Headquarters as required.
- 2) To the board/members at every meeting and as needed.
- 3) A financial report, in writing, at every board and membership meeting.
- 4) A written, audited, year-end financial report at a board and membership meeting.

#### **10. Financial**

- 1) Complying with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the board, which must include:
  - a. Depositing Association funds in the Association's account's, in a financial institution which must be federally insured or its equivalent, within seven days of recap. Non-board members handling/depositing Association are not bonded through USBC.
  - b. Ensuring all withdrawals has two signatures (Two members of an immediate family cannot cosign for withdrawals).
  - c. Providing the president with all records for month verifications.
  - d. Ensuring all required financial reports are filed. (IRS, payroll taxes, state taxes, 990 etc.)
  - e. Providing all documentation for Association audits.
  - f. Preparing a budget for board approval. (Note: The finance committee reviews and monitors the budget.)
  - g. Establishing a procedure for retention of records which must include the financial records, to be approved by the board.
  - h. Providing a report of financial transactions as requested by the board or USBC Headquarters.
  - i. Paying all bills authorized by the board.

#### **11. Other**

- a. Implementing USBC Performance Standards,
- b. Assisting with the Association self-assessment as directed by USBC Headquarters.
- c. Implementing and monitoring the strategic (action) plan of the Association and reporting

- d. progress to the board quarterly.
- e. Applying for Association charter renewal every five years.
- f. Handling Association correspondence, including distributing information to and from USBC Headquarters to the respective board, proprietors and members.
- g. Ensuring board members have a current copy of the Association Bylaws.
- h. Distributing meeting notifications, as designated in the Bylaws.
- i. Maintaining the Associations operations manual.
- j. Receiving, compiling and filing committee reports.
- k. Recording and maintaining meeting minutes.
- l. Managing the Association championship tournament(s) and all other Association tournaments. The Association Manager is the tournament manager, or acts as the supervisor of the tournament manager.
- m. Distributing all prize funds within 30 days following the close of the tournament, except when USBC Headquarters has authorized delay in payment.
- n. Maintain a record of and submitting tournament scores to USBC Headquarters as specified.
- o. Ordering Association supplies.
- p. Selecting/appointing individuals for additional non-board positions if these positions have been approved by the board. Positions could include, but are not limited to, office assistant, clerk, awards chairman, etc.
- q. Providing membership records and submitting to USBC Headquarters when requested and in format specified by USBC Headquarters.
- r. Performing an upload of Win LABS backup twice per year. (The first one must be completed after “starting a new season” in Win LABS).
- s. Transmitting all board member information to USBC Headquarters within 20 days of election and maintaining the accuracy of the information.

12. **Records and Notices**

- a. Send notices as follows:
  - 2. Association annual meetings to members and CHUSBC Bowling Association, Inc. Board of Directors 30 days prior.
  - 3. Packets with proposed amendment, copies of bylaws – 30 days prior.
  - 4. Proposed amendments to board members and league presidents – 30 days prior.
  - 5. Board meetings – 15 days prior.
  - 6. Revised copies of CHUSBC Bowling Association, Inc. Bylaws to each board member by September 1<sup>st</sup>.
- b. Maintain accurate record of all the proceedings of meetings of the Association and of Board of Directors in books provided for that purpose. Minutes shall be sent to board members within 20 days following the meeting.
- c. Report the acts of the Board of Directors at each annual meeting of the Association.
- d. Compile and record all activities from reports made by members of the Association and from all tournaments held by the Association.
- e. Have charge of and conduct the correspondence of the Association.
- f. Issue a receipt for funds paid or donated to the Association, deposit them within seven days of receipt in a bank that is a member of and whose deposits are insured in the Federal Deposit Insurance Corporation or Federal Savings and Loan Insurance Corporation in the name of CHUSBC Bowling Association, Inc., as authorized by the Board of Directors.
- g. Issue warrants against the Association as ordered by the Board of Directors. The president shall sign warrants. Supporting itemized statements and cancelled checks must be attached to the warrants.
- h. Maintain an account of all earnings, savings, reserves, holdings, receipts and disbursements. At each meeting, provide a detailed written financial report of all financial transactions of the Association, its officers and Board of Directors. Make reports and statements to the President and Board of Directors as may be required by them.

- i. **All checks outstanding or more than one year shall be added back to the bank balance.**
- j. May be an ex officio member of all but the nominating committee.
- k. Send the names and addresses of all officers and directors to USBC within ten days after the annual meeting with a copy of any adopted legislation; submit report to USBC as required.
- m. Shall receive the bank statement containing the cancelled checks and shall forward a duplicate copy of the bank statement to the President.
- n. Furnish the finance and budget committee chairman with a copy of all warrants monthly.
- o. Maintain liability insurance.
- p. Maintain equipment inventory and location. Update as necessary and provide an annual written report to the Board of Directors.
- q. Maintain historical records, beginning with Transition. Provide a copy to each board member at the beginning of each season and include in Annual Meeting book.
- r. Maintain records and perform such other duties as may be required of him/her by the president or Board of Directors.

**EXPENSES ALLOWED  
GENERAL FUND**

**1. Board of Directors**

Board, Committee and Annual Meetings

- A. CHUSBC BA, Inc. shall pay mileage at the rate of 20 cents per mile plus tolls.
- B. CHUSBC BA, Inc. will pay for 1 night hotel stay for all state meetings.
- C. If a delegate attends the state jamboree meeting and plans on attending the Hall of Fame dinner, the CHUSBC BA will pay for that delegates dinner.
- D. Expense vouchers shall be submitted within 30 days following the date the expense was incurred.
- E. Expenses not outlined above will be approved on a case by case basis by the Board of Directors.

**2. Officers - President**

Shall be paid mileage incurred at a rate of 20 cents per mile as a result of duties associated with the office of the president.

**3. Association Manager**

- A. Shall be paid a monthly salary with the amount to be determined by the Board of Directors.
- B. Shall be paid mileage incurred at a rate of 20 cents per mile as a result of duties associated with the office of the Association Manager.

**4. USBC Annual Meeting / Convention**

Expenses for the CHUSBC BA delegate will be up to \$900.00. (Air Fare, Rent a Car, Hotel and parking) Any additional expenses need to be presented to the Board of Directors approval.

**5. Hall of Fame**

- A. The CHUSBC BA, Inc hall of fame award will be presented to the inductee at the annual Dinner / Dance.
- B. One guest of the inductee will be the guest of the CHUSBC BA, Inc.

**6. Purchases**

Comparative bids will be secured for all Association purchases in excess of \$500.00.

7. **Death of a Board Member, Life Member, or Member's Spouse AND HALL OF FAME MEMBERS**

Flowers or a donation, not to exceed \$60.00 shall be made. Board members or spouse will be responsible for notifying the president or Association member of any deaths.

8. **Contributions**

Toys for Tots  
MD Ten Pin Counsel  
Empty Stocking Fund  
Cecil Harford Youth

## COMMITTEES

### General Duties

- A. The chairman of all committees will keep a complete file of activity. This file is to be turned over to the new chairman as appointed. The file will include recommendations, if any, in writing.
- B. The chairman of a committee will call a meeting of a committee when deemed necessary after consulting with the President and Association Manager for an acceptable date.
- C. If the chairman does not request a meeting and the President is of the opinion that meeting is necessary, he/she will so advise the chairman.
- D. All committees will annually review their policy and procedure and submit recommended changes to the board for approval.

### Audit Committee (Annual Audit)

Under USBC Association Policy Manual (Revised August 2010) – Chapter Two: National Supplement-Charter Requirements–Section

- A. Charter Requirements-Item #6. Conduct an Annual audit with an outside provider.
- B. The committee shall meet prior to October 1st.
- C. The committee shall be comprised of 4 outside members (cannot be any family of the current board) with at least two present to represent a quorum.
- D. The committee shall follow the USBC guidelines when performing the audit.

### Audit Committee (Mid Year Audit optional)

- A. The committee shall meet prior to Annual meeting.
- B. The committee shall be comprised of 4 with at least two present to represent a quorum.
- C. The committee shall follow the USBC guidelines when performing the audit.

### Awards Committee

- A. Awards and participation certificates are expenses to be paid from tournament funds. Any expenses not met by the tournament expense fund shall be absorbed by the general fund.

#### Open Championship Tournament

- A. Champions in Singles, Doubles, Team and All Events (scratch and handicap) are to receive awards and emblems.

#### Mixed Championship Tournament

- A. Champions in Teams and Doubles (scratch and handicap) are to receive awards and emblems

#### Senior Singles Tournament

- A. Champions in each handicap age division will receive a paid entry into the MD state senior singles tournament. (Age group 50-54 will not get a entry into the state senior tournament.)
- B. Champions in each scratch age division will receive \$25.00 and emblems.

#### Champion of Champions

- A. Champions will receive awards and emblems.

### Credentials Committee

- A. The President shall appoint a credentials committee comprised of the members who are to

- attend the CHUSBC BA Annual Meeting at least two weeks prior to the meeting.
- B. The credentials committee shall be responsible for registering members, CHUSBC BA Board members and guests.
- C. The credentials committee shall receive the properly executed credentials.
- E. The credentials committee shall report the number in attendance to the president.
- F. These include the following:
  - a. CHUSBC BA, Inc. Officers
  - b. CHUSBC BA, Inc. Directors
  - c. CHUSBC BA members
  - d. Guests
- G. Credentials will be accepted no later than one hour after the meeting has commenced.
- H. A copy of the credentials committee report is attached and made a part of this policy and procedure manual.

#### **Finance and Budget Committee**

- A. The finance and budget committee is appointed by the president of the Association. It should consist of an uneven number of members.
- B. The finance and budget committee along with the Association Manager shall meet after February 1 to develop next years budget that will be presented to the Board of Directors for approval.
- C. The funds to be budgeted for the upcoming year are based on total income including anticipated membership dues, earned interest from money market account(s), any certificates of deposit and the interest bearing savings account. A written review showing the comparison of the proposed budgeted expenses to the actual performance of the current year as of August 1<sup>st</sup> to the present is necessary.
- D. All proposed Association projects, which involve expenditure of funds should be presented to this committee for a thorough review and study. Beneficial projects will be considered for necessary funding.
- E. All motions made from the floor at Board of Directors meetings or at the CHUSBC BA, Inc. annual meeting covering UNUSUAL expenditures shall promptly be referred by the president to this committee for investigation. This committee's report and recommendation shall be presented to the Board of Directors for final action.
- F. After an annual review of their policy and procedures, this committee shall submit recommended changes to the Board of Directors for approval.

#### **Hall of Fame Committee**

- A. The application of the prospective candidates with their qualifications must be submitted on the required form and postmarked by November 30th. Send copies to the Association Manager and to the Hall of Fame chairman.
- B. All voting shall be by paper ballot. If more than one nomination is to be considered, a majority vote of the committee members present shall determine the selection. A majority vote approving the selection of a nominee must be reached. Final selection shall be decided by a 75% vote of the Board of Directors of those present at the meeting.
- C. The president shall inform the inductee(s) of his/her selection to the CHUSBC BA Hall of Fame by telephone, followed by a letter.
- D. The Association Manager shall inform the National Bowling Hall of Fame and Museum of the name(s) of the inductee(s) annually. INTERNATIONAL BOWLING HALL OF FAME ARLINGTON TEXAS 76011
- E. The Association Manager shall procure a USBC Hall of Fame certificate.
- F. The Hall of Fame Chairman should immediately publicize the award after approval will be made by the Hall of Fame Committee Chairman.
- G. Qualified Candidates not selected for induction into the Hall of Fame will be held for resubmission the following years.
- H. Candidates not meeting the qualifications will be returned to the nominator for updates and resubmission.

- I. The Hall of Fame selection committee chairman shall maintain a file of relevant materials including forms and procedures. This material will be given to the next committee chairman as soon after August 31<sup>st</sup> as possible.
- J. After an annual review of their policy and procedures, this committee shall submit recommended changes to the Board of Directors for approval.

**Hall of Fame Award**

- A. The CHUSBC BA Hall of Fame award shall be presented to a member or past member of the CHUSBC BA.  
Categories to be considered:
  - 1. Meritorious service to the game of bowling for the CHUSBC BA.
  - 2. Superior performance in the game of bowling in the CHUSBC BA.
- B. The hall of fame inductee(s) shall receive a specially designed award. The Association Manager shall order the award with engraving immediately after the selection has been made. The Association Manager shall then forward a copy of the order to the hall of fame selection committee chairman. Delivery date shall be requested for at least two weeks prior to the induction dinner and shall be part of that order.
- C. The award shall be presented at the induction dinner.
- D. The CHUSBC President shall make the introduction to the inductee(s) or may at his/her discretion appoint another individual to make the introduction.
- E. One guest of the inductee will be the guest of the CHUSBC.
- F. Copies of the hall of fame nomination form will be made available to each tournament bowler at CHUSBC sponsored tournaments. Copies shall also be sent to each local board member through the local associations. Copies will be available on our website.
- G. The Hall of Fame Chairmen shall forward all hall of fame nominees with qualifications to all committee members two weeks prior to the fall board meeting.
- H. CHUSBC certificate to all local Hall of Fame inductees: The Association Manager shall issue certificate of recognition from the CHUSBC to the local association hall of fame inductees.

**Bylaws Committee**

- A. Shall review the bylaws and verify compliance with the USBC mandatory form. Verify that adopted legislation in the year prior is correctly included by August 31<sup>st</sup>.
- B. Submit all proposed amendments to the bylaws in writing, to the President, Association Manager or legislative chairman no later than 30 days prior to the annual meeting.
- C. The legislative committee shall meet prior to the spring board meeting.
- D. The chairman maintains a file of all proposals and correspondence received.
- E. Shall study the Association’s needs and submit amendments accordingly.
- F. The chairman shall present amendments and the committee’s recommendations at the spring board meeting. A vote at the spring board meeting recommends amendment(s) for adoption or rejection.
- G. At the Annual Meeting, the chairman shall present the amendment(s) along with the Board of Directors recommendations for approval or rejection.
- H. This committee, after annually reviewing their policy and procedure shall submit recommended changes to the Board of Directors for approval.

**Nominating Committee**

- A. President will appoint a chairman.
- B. No potential candidates to the board may serve on the committee.
- C. The committee prepares a slate of candidates for the open officers and directors positions (refer to the CHUSBC election chart below) for presentation to the delegates at the annual delegates meeting.
- D. All nominees must meet the eligibility requirements listed in the association bylaws.

**ELECTION CHART**

**ODD YEARS**

**EVEN YEARS**



**President**  
**2 Vice Presidents**  
**5 Directors**

**2 Vice Presidents**  
**6 Directors**

**Policy and Procedure Committee**

- A. Shall be responsible to insure that all policy changes, made by the Board of Directors since August 1<sup>st</sup> are incorporated in the manual.
- B. Each member of the committee shall be responsible for noting these changes as they occur in order to be prepared for the committee meeting.
- C. The committee shall meet between the CHUSBC BA, Inc. annual meeting and August 1<sup>st</sup> of the following year.
- D. This committee, after annually reviewing their policy and procedure shall submit recommended changes to the Board of Directors for approval.

**Tellers Committee**

The President shall appoint a tellers committee at the annual meeting. The President shall appoint a head teller at least two weeks prior to the annual meeting and send them a copy of the policy and procedures.

**Procedures for each election:**

- A. The President shall instruct the tellers when to distribute and collect the ballots.
- B. The President shall instruct the delegation on proper voting procedures. When all ballots have been collected and the polls are declared closed, the tellers will report to the teller room for counting of the ballots.

**Counting Procedures**

- A. Separate votes cast by the names of the candidate. (Incorrect name spelling which can be deciphered as a candidate's name are counted as legal ballots).
- B. Separate illegal ballots. Examples: an illegal ballot is a vote cast for a person not nominated, more than one name appears on the ballot (even if one name is scratched out) or the wrong ballot was used. In the event there is a question about an illegal ballot, the Sergeant-at-Arms shall decide.
- C. Do not count blank ballots as a ballot cast, but tally to determine a legal count.
- D. Count the ballots and bundle. Indicate on the top ballot the number of votes and initial.
- E. Exchange ballots with another teller and recount. If the number agrees, initial.
- F. Add the total of legal and illegal ballots cast. These figures should total the number of votes cast and shall not exceed the total number of eligible votes.
- G. The tally sheet must be completed and signed by all tellers prior to reentry into the meeting room to present the report. The signed tally sheet shall be presented to the chair following the report. The tally sheet shall be completed as follows:
  - 1. Enter if it was 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> ballot.
  - 2. Enter position
  - 3. Enter the total number of ballots cast including illegal ballots.
  - 4. Determine and enter what is necessary for a majority. A majority is one more than half.
  - 5. Enter the total votes received by each candidate.
  - 6. Enter the total number of illegal ballots
  - 7. Enter total. Be sure the total equals the total number of votes cast and does not exceed the total number of eligible votes.
  - 8. Circle whether or not a majority was reached.
  - 9. Sign as tellers and date.

There is no reimbursement from the CHUSBC for efforts related to the teller committee.

**Tournament Review Committee –**

- A. This Committee has been appointed to study and review the Annual Championship, Senior Singles, Mixed and Champion of Champions Tournament.

- B. The responsibility of the Tournament Review Committee shall be to review the tournament rules and entry forms, including, but not limited to entry fees, closing dates for entries and awards.
- C. The Tournament Review Committee shall meet after August 1<sup>st</sup> but prior to September 15<sup>th</sup>.
- D. This committee, after annually reviewing their policy and procedure shall submit recommended changes to the Board of Directors for approval.

**Open Championship Tournament Guidelines**

- 1. Tournament location
  - The CHUSBC BA shall conduct annual championship tournaments to determine teams, doubles, single and all events winners.
  - A. The tournaments shall be rotated annually between the certified houses within the CHUSBC BA. (see above)
  - B. The CHUSBC Board of Directors must approve any changes in the above rotation.
  - C. The Association Manager shall forward a letter to the local center for the annual tournaments formally advising them that they will be offered the opportunity to host the tournament, based on the rotation no later than July 1<sup>st</sup> of the preceding year.
  - D. The tournament location shall be presented to the Board of Directors.
  - E. It is the responsibility of the CHUSBC BA Association Manager to appoint the tournament manager.
  - G. IRS 1099 or appropriate tax forms will be issued by the Association Manager to tournament prize winners in the excess of \$600.00.
  - H. All other expenses shall be paid from the expense fund. All expense funds not used shall be deposited into the CHUSBC BA general fund.

**Association Manager or Tournament Manager**

- A. It must be determined that the local center meets all requirements of the CHUSBC manual to host a tournament. The host area should be suitably equipped to entertain and comfortably house the participants.
- B. The selected bowling center management shall sign a contract with the CHUSBC specifying:
  - 1. Number of lanes available
  - 2. Cost per game
  - 3. Date of tournament
  - 4. Squad times
  - 5. Space available for auditing, etc.
  - 6. Space available for check-in
  - 7. USBC lane certification number
  - 8. Lane left open at end of squad
  - 9. Automatic scoring capabilities
  - 10. Lane dressing instructions.
- C. The Association Manager or appointment tournament manager assumes the responsibility of furnishing the workers required for the operation of the tournament and will be called upon for supervisors, scorers, auditor, office workers, etc., or whatever else will be required to run the tournament properly.
- D. The tournament director / AM shall appoint the bracket manager.

**BRACKET POLICY**

- 1. Must be posted at all tournaments: Only tournament participants may put themselves in the Brackets.
- 2. In an event that the Bracket Manager needs to fill a bracket, they must have the bowlers permission put them in.

3. The Bracket Manager has the option to use blinds if they are unable to fill the brackets.
- E. The following must be submitted for review at the fall board meeting.
    1. Location of tournament
    2. Tournament director mailing address and phone number.
    3. Dates and times of squads for team and minor events.
    4. Closing dates of entries and of the tournament.
    5. Entry fees/total cost of each event showing the breakdown of lineage, prize fund and expenses for each event.
    6. Any other changes necessary to meet USBC tournament requirements for tournament play.
  - F. It shall be the responsibility of the tournament director to prepare a proposed prize list based on the number of entrants in each event with a ratio of at least 1 in 10. The proposed prize lists are to be posted at the tournament sites.

**Tournament Forms**

- A. The Tournament Review Committee shall be responsible for ensuring that the entry form is in agreement with the CHUSBC tournament manual.
- B. The CHUSBC Association Manager will determine where the entry form is printed, quantity required per tournament and method of delivery.
- C. All previous year team captains will receive an entry form.

**Tournament Timeline - Championships**

- |    |                 |   |  |
|----|-----------------|---|--|
| A. | Prior to Spring | - | Obtain mailing labels of team captains from previous tournament.   |
| B. | Summer          | - | Tournament site approved and bid contract signed.  |
| C. | November        | - | Send entry form draft copy to tournament director for review.<br>Return entry form to Association Manager for printing.  |
| D. | January         | - | Print and distribute forms to local association Managers.<br>Mail entry forms to previous team captains and<br>Mail confirmations to entrants with dates and times as soon as possible |
| E. | Prior to start  | - | Tournament director prepares a proposed prize list.  |
| F. | Fall meeting    | - | Tournament audit and a written report prepared with a complete financial statement.  |

**RETENTION OF RECORDS**

- A. Membership lists shall be retained for 2 years (past and current seasons).
- B. Tournament records:
  - a. Individual tournament recap cards – retain one (1) year.
  - b. Tournament entry forms – retain one (1) year.
  - c. Cancelled tournament checks – retain seven (7) years.
- C. Regular Association cancelled checks shall be retained seven (7) years.
- D. Complaints and hearings shall be retained indefinitely.
- E. General correspondence shall be reviewed by the President and the Association Manager at the end of the fiscal year to determine what will be kept.