

TENNESSEE STATE USBC YOUTH POLICY MANUAL

STRUCTURE

The association will be serving youth bowlers in the state of Tennessee.

BOUNDARY

The association boundary will include all Tennessee State USBC Youth associations, including those associations that have sanctioned bowlers living in adjoining states.

MEETING REPRESENTATION

Each association of the Tennessee USBC Youth Association will be represented by individuals who are elected to represent the association at the state annual meetings. The number of delegates from each association is specified in article VII of the bylaws.

1. Association Manager

The association manager will be hired by the board and accountable to the board. The association manager will be paid as outlined in Section G of the state tournament policy. The amount of compensation for the manager can be changed with majority vote of the board. The association manager directs the day to day operation of the association and also is responsible for implementation of the priority issues and goals set by the board along with the USBC performance standards.

The association manager is eligible to serve as director of the association. They may not serve as an officer simultaneously.

The association manager reports to the association president and is responsible for:

- a. Overseeing the operations of the association
- b. Providing administrative support
- c. Coordinating services necessary to comply with USBC association performance standards

2. Educational Standards

- a. Knowledge of bowling
- b. Management, office and organization skills
- c. Knowledge of current technology
- d. Strong communication skills
- e. Inter-personal skills
- f. 3 years experience on a local USBC board

3. Duties

The tasks of the association manager

- a. Works in conjunction with the board, adheres to USBC and association bylaws
- b. Implements and monitors the strategy/action plans of the association and reports to the board
- c. Responsible for overall finances of the association, which includes:
 1. Preparing budget
 2. Submitting written financial reports at all official meetings
 3. Operate within approved budget
- d. Will forward bank statements quarterly to the president for verification of the amount of funds in account

- e. Will open an interest bearing account and deposit all monies in excess of the amount required for normal operation of association's business

4. Committees and Duties

All committees will be appointed by the president

It is recommended that volunteers be appointed to committees. They would have a voice but no vote.

FINANCIAL: The committee shall be responsible for making the budget for the association and counsel with the manager in any financial matter they may have. The committee will review, audit and monitor the budget. The association manager shall serve in an advisory capacity.

LEGISLATIVE: The committee shall review all proposed amendments and make recommendations to the board concerning changes to the bylaws of the association.

NOMINATING: The committee will acquire names of qualified people to present at the annual board meeting. Qualifications must be submitted to the Nominating Committee at least 24 ~~H~~hours prior to the opening of the Annual Meeting.

TOURNAMENTS: The association shall conduct an annual championship tournament in accordance with USBC and Tennessee USBC Youth rules, bylaws and policies. The association will conduct a tournament for all youth bowlers, male and female to determine their respective champion. The association manager will be tournament director.

The association shall conduct an annual Top 5 tournament in accordance with the rules, bylaws and policies as determined by the board of directors. Tournament director will be appointed by the president.

The association shall conduct an annual Pepsi Tournament in accordance with USBC and Tennessee USBC Youth rules, bylaws and policies. Tournament director will be appointed by the president.

All scholarship monies will be deposited in the SMART account at USBC headquarters. Attn: Smart Dept, 800-514-2695 ext 3168 within thirty (30) days of the end of the tournament.

VOLUNTEER OF THE YEAR: The committee will be responsible for acquiring names of potential applicants for dedication of the annual state tournament.

YOUTH LEADERS: The committee will be responsible for conducting and organizing our youth bowlers to make them future leaders of this organization. The committee will search for qualified youth bowlers over the age of 12 to become involved in the operation of tournaments and sit on the board of directors.

5. Travel and Expenses

Expenses for The Tennessee USBC Youth Association board members and association manager shall be as follows:

- a. The association manager and president will be reimbursed for all expenses incurred in the proper discharge of the normal duties of their offices.
- b. Travel to all official meetings for all board members will be paid at the rate of 20¢ per mile round trip. When multiple board members travel in same vehicle, travel allowance is for driver only.

6. Website

The webmaster will be responsible for having the following information as current as possible:

- a. Tournament results of all tournaments sponsored by the association
- b. List of bylaws, tournament policy and policy manuals
- c. List of all board members
- d. List of all upcoming tournaments
- e. List of committees
- f. All current and upcoming events of interest to all youth bowlers in Tennessee

7. Amendments

Amendments to the policy manual may be made by a majority vote of the board of directors at any board meeting of the USBC Tennessee Youth Association.

Amended/Approved July 21 2007

Amended July 14, 2012

Amended Nov. 17, 2012

Amended Nov. 23, 2013