

# **POLICIES AND PROCEDURES OF THE STEEL CITY BOWLING LEAGUE ORGANIZATION**

REVISED AND ACCURATE AS OF 7/8/2017

## **INTRODUCTION**

This document establishes the policies and procedures by which the Steel City Bowling League in Pittsburgh, Pennsylvania will be conducted.

## **LEAGUE**

The League shall be known and recognized as the Steel City Bowling League. The purpose of this League shall be conducted Tenpin Activity. It shall foster and maintain the spirit of good fellowship and sportsmanship. Further, it is the intent of this League to operate within the rules and regulations of USBC and IGBO. In the event of a conflict of interest, the League rules will prevail. In any situation where there is League rule applicable, the USBC or IGBO rule will apply.

## **IGBO**

IGBO is the International Gay Bowling Organization, of which this League is a member. Membership within IGBO is paid by the league and league funds. Information about IGBO can be obtained by visiting their website at IGBO.org.

## **USBC BA/WBA**

The United States Bowling Congress is the certification (sanctioning) authority for male and female bowlers. Each bowler upon joining the league pays membership within the USBC. Information about USBC can be obtained by visiting their website at Bowl.com.

## **MEMBER RIGHTS AND RESPONSIBILITIES**

The league rights and responsibilities outline the rights of each bowler, volunteer position and elected position within the League.

## **PRESIDENT**

The President is an elected position with the following responsibilities:

1. Appoint Chairperson(s) to Election Committee
2. Convene ad/hoc committees (Bylaws, Pride) as needed by the league.

3. Coordinate, oversee, and report ad-hoc committee activity to the Executive Board.
4. Responsible for maintaining a relationship with the House.
5. See USBC, Rule 102c for additional duties.

## **VICE-PRESIDENT**

The Vice-President is an elected official with the following responsibilities:

1. Coordinate, and oversee and report Banquet and Awards committee activity to the Executive Board.
2. Perform additional duties assigned by the President.
3. see USBC Rule 102d for additional duties.

## **TREASURER**

The Treasurer is an elected position with the following responsibilities:

1. Maintain accurate league ledger and bank accounts.
2. Perform weekly reconciliation of team dues.
3. Perform additional duties assigned by the President.
4. See USBC Rule 102f for additional duties.

## **SECRETARY**

The Secretary is an elected position with the following responsibilities:

1. Keep a record of league membership and team rosters.
2. Keep a record of league schedule and statistics.
3. Represent the League in dealings with USBC.
4. Perform additional duties assigned by the President.
5. See USBC Rule 102e for additional duties.

## **IGBO-REPRESENTATIVE**

The IGBO representative is and elected position with the following responsibilities:

1. Represent the League in dealings with IGBO.
2. Attend the Mid-Year and Annual IGBO Board Meetings.
  - a. In the event the IGBO Representative is unable to attend the Mid-Year or Annual IGBO meeting, the Representative may appoint an alternate to attend in their place.
  - b. The League shall provide reimbursement of transportation and accommodations to attend these meetings, at the discretion of the Executive Board, based on funds available.

3. Administer League Playoff in accordance with League Policies and Procedures.
4. Perform additional duties assigned by the President.

## **TEAM CAPTAIN**

Each team shall select from among its roster one team captain. The captain cannot be a League Officer. The captain will be a member of the Board of Directors, with one equal vote as a member of the Board. Team captains have the following responsibilities:

1. Responsible for representing the team at Board of Directors' meeting that take place throughout the season, and voting on behalf of the team on league matters.
2. Responsible for reconciling the team dues envelopes on a weekly basis.
3. Responsible for ensuring the scores are accurately recorded and turned into the lanes.
4. Responsible for checking/testing the foul lights.
5. Responsible for becoming familiar with USBC rules and awards.
6. Responsible for the conduct and good sportsmanship of their team members.
7. Responsible for keeping contact information for each member of his or her team.
8. The captain should select a teammate to act as an alternate when he/she cannot attend League meetings or when he/she cannot be reached at the time of a cancellation.

## **LEAGUE MEMBERS**

League membership is by invitation only. Members have the following responsibilities:

1. Attend League General Membership Meetings to vote on league matters.
2. Pay weekly league dues.
3. Votes in League General Elections.

Members have the right to:

1. Participate in league committees and be appointed a committee chairperson.
2. Run for an elected officer.
3. Propose amendments to the league By-Laws and Policies and Procedures.
4. Protest.

# **LEAGUE ADMINISTRATION**

## **BOARD OF DIRECTORS**

The Board of Directors shall be comprised of all Team Captains and the current League Officers (the Executive Board).

## **COMMITTEES**

The League empowers committees with various responsibilities. All committees are open to all League members, with the exception of Election and Disciplinary, which are appointed by the President. The League has two standing committees, Events and Election. The League has one ad-hoc committee, that committee being the Camaraderie Committee. The President when necessary may convene ad-Hoc committees.

*If a committee needs to make a decision that affects the League budget, that decision must be communicated to the Vice-President before a commitment is made. The Vice-President must present it to the Executive Board, who will approve or deny the committees request.*

## **COMMITTEES- AWARDS AND SOCIAL EVENTS**

This committee shall be responsible for coordinating the end of session social event. This committee will be provided two budgets to conduct a social event at the end of each session. An Awards budget will be provided based on funds available.

The chairperson shall initiate and coordinate all meeting of the committee. All decisions and progress will be reported to the Vice-President. The chairperson is responsible for giving the Executive Board a list of costs prior to making and commitment for spending League funds. The Executive Board shall retain all rights to make final changes to any social event on actual funds available, as well as and time constraints that may arise.

## **COMMITTEES-BY-LAWS/POLICIES AND PROCEDURES**

This ad-hoc committee may be established prior to the end of a season. The purpose of this committee is to review the current League By-Laws and Policies and Procedures and propose amendments, if needed. The chairperson shall initiate and coordinate all meetings of the committee, and report all decisions and progress to the President prior to the final Board of Directors meetings and must be accepted by a two-thirds majority vote.

## **COMMITTEES-ELECTIONS**

The President is responsible for appointing the chairperson of the committee. Candidates and current officers are excluded from this committee. The chairperson shall initiate and coordinate all meetings of the committee and report all decisions and progress to the President. This committee will be responsible for notifying the nominees, verifying their acceptance of nomination and overseeing the Timetable of General Elections as established in the League By-Laws.

Other responsibilities shall be to provide ballots, collect ballots, and tally the votes. The chairperson is responsible for giving the ballots and tally sheets to the President for verification. After verification, the chairperson shall immediately announce the results of the election. The League Secretary will retain the ballots and tally sheets for the new officers.

## **COMMITTEES-CAMARADERIE**

The President is responsible for appointing a chairperson for the committee. The responsibility of this committee will be to develop a relationship with other LGBT sporting leagues.

## **MEMBERSHIP**

Membership is by invitation. Qualifications of, privileges of and termination of membership are included herein and in the League By-Laws.

### *ACTIVE MEMBER*

An active League member is defined as any individual that enrolls in the League, has paid USBC dues, participates on a team, establishes an average and is within four weeks current in their dues, in accordance with the Policies and Procedures rules on dues.

### *MEMBERSHIP TERMINATION*

**Absenteeism:** Any member of the League who has missed more than four consecutive weeks without notifying their team captain or a League officer and has used all of their excused absences will be subject to removal from the active member roster and replaced. If no replacement is available, the affected team will use a blind entry for the vacancy with a 120 average and 84 handicap until the vacancy can be filled.

**Non-payment of Dues:** See Dues.

## **MEETINGS, BOARD OF DIRECTORS**

All meetings are open to any member of the League. However, only members of the Board of Directors or their designated alternate will be recognized and have motion or voting rights. In the event a team Captain cannot attend a meeting, the team Captain may appoint another member of his/her team to attend the meeting in their place as a designated alternate.

The League officers for the purpose of disturbing information and performing League business will conduct meetings. These meetings may be called by any League Officer but usually will be the responsibility of the President.

### *QUORUM:*

A quorum at all Board of Directors meetings shall be a majority of the total Board of Directors. Under circumstances of removal of a bowler for any reason, a simple majority will not apply. In accordance with USBC Playing Rules, a two-thirds majority of the Board of Directors' in attendance will apply.

## **MEETINGS, EXECUTIVE BOARD**

These meetings shall be open to League Officers only. The League officers may at times, request members of the League to attend. These meetings are usually called by the President but can be requested by any League Officer to allow the Executive Board to perform its duties efficiently and effectively.

## **OFFICERS**

The League shall have five officers that are elected on an annual basis. These officers are President, Vice-President, Secretary, Treasurer, and IGBO Representative. At the discretion of the League President, a Sergeant-At-Arms may be appointed for the purpose of performing duties as may be required by the President or the Board of Directors.

### *OFFICERS TERM*

All Officers, with the exception of the IGBO Representative, are elected to a term of one year that begins and ends at the end of the Winter session. The term of the IGBO Representative is extended to include the Annual IGBO Meeting. There is no limit to the number of terms an officer can serve as long as he/she remains an active League member.

The IGBO Representative receives reimbursement of up to \$1000 per year toward the cost of round-trip flight; one day vehicle rental and one-night hotel stay to attend IGBO Annual and Mid-Year Conferences.

## **LEAUGE STRUCTURE**

Each bowling season will consist of two sessions. All teams will compete within a single division.

## **TEAMS**

The League will be made up of an even number of teams consisting of four active League members, which may include vacancies. During the registration process, bowlers will be permitted to choose their teammates. Bowlers who have no preference will be placed, at random, on a team with vacant positions.

Bowlers may, at any time during the season, change teams provided they receive the approval of the Executive Board.

When a new bowler is added to a team, they must establish a League average. If the bowler has an existing League average, they will use that average for the night's bowling session. If the bowler does not have an established League average, they will bowl as a "pacer" for that bowling session and their scores will be used to establish their League average. The scores for that bowling session will not count towards the team total.

Team names should be turned in by the 3<sup>rd</sup> week of bowling.

## **LEAGUE OPERATING POLICIES AND PROCEDURES**

### **ATTENDANCE**

#### *ABSENCES-PRE-BOWL, GENERAL*

Each bowler has four general absences available to him or her per half season, in which they will receive 100% of their League average. After four absences, a bowler will receive 80% of their League average. *In the event that the entire team is not present and at least one of the bowlers has rolled off, legal line-up will be granted and the remaining absent team members will receive 100% of their average provided 4 absences have not been used.*

Each bowler will also have up to four pre-bowls to use in place of a general absence. That is, each bowler can either use four absences, four pre-bowls, or a combination not to exceed four.

Pre-bowls must be done prior to the start of the missed night and at the lanes where the League plays.

### *ABSENCES, TOURNAMENTS*

When a bowler misses bowling by attending a bowling tournament, it is considered an excused absence without using one of your excused absences. They will receive 100% of their average. When attending a bowling tournament, the bowler must provide proof of attendance to the League Secretary.

When an entire team is attending a bowling tournament, legal lineup rules do not apply if the team provides proof of attendance at the bowling tournament. The opposing team will be required to beat the scores of the absent team.

### *ABSENCES, MEDICAL REASON*

When a bowler will be absent from League play four weeks or more with a valid or obvious medical excuse, they will be placed on “medical leave”. Medical leave requires a minimum of four weeks but is not to exceed eight weeks. During the period of medical leave, a bowler will be given 100% of the League average. The League secretary must be notified of the absence fifteen minutes prior to the League start time. *While on medical leave, the bowler will be required to pay medical dues established at the current time (presently \$11.00).*

If the bowler is injured and unable to bowl for more than eight weeks and has no remaining excused absences, they will be marked as a blind score with 80% of their League average. Under this circumstance, the bowler is responsible for the full amount of their weekly dues (presently \$15.00).

If a bowler is injured or becomes ill during a League session, the bowler may use an excused absence for 100% of their League average (only if the bowler has an unused, excused absence). If a bowler is seriously injured and requires immediate emergency medical attention, they will receive 100% of their average without using one of their excused absences for that bowling session.

### *ABSENCES, MILITARY/WORK LEAVE*

When a bowler will be absent from the League play four weeks or more with a valid military or work reason, they will be placed on “military/work leave”. Military/work leave requires a minimum of four weeks but is not to exceed eight weeks. During the period of military/work leave, a bowler will be given 100% of their League average. While on military/work leave, the bowler will be required to pay the full amount of the normal weekly dues.

### *LATE BOWLERS*

Late bowlers may enter play, provided the fourth frame has not started. If the bowler arrives after the fourth frame has started, the bowler is not eligible to participate in that game, and the tea, will receive 80% of the bowler's average for that game.

If a bowler is late due to work, the bowler must notify the League Secretary at least 15 minutes prior to the beginning of bowling in order to receive 100% of the bowler's average.

## **AVERAGES**

### *AVERAGE DETERMINATION*

A valid average is determined by dividing the total number of pins credited to a bowler by the number of games bowled.

### *AVERAGES, NEW BOWLERS*

New bowlers, upon joining the league, will be responsible for establishing an average. If the bowler has an existing League average, they will use that average for that night's bowling session. If the bowler does not have an established League average, they will bowl as a "pacer" for their first bowling session and their scores will be used to establish their League average. Their scores for that bowling session will not count toward team total.

### *AVERAGES, HOW ESTABLISHED*

A valid average is determined by dividing the total number of pins credited to a bowler in three consecutive games by the number of games bowled (three). Extra pins or fractions must be disregarded in using averages for handicapping.

## **AWARDS**

As per USBC Rule 117a, the Awards committee will submit one or more prize lists for consideration within five weeks after the start of the season. The Board of Directors will approve the Awards list.

Award Prizes are awarded on a per bowler basis. No payout exists for a vacant position.

### *ELIGIBILITY FOR AWARDS*

A bowler must be current, active member of the League, who has bowled at least two-thirds of the session, and all dues must be paid in full to receive any individual award. A bowler must be a current, active member of the League, who has bowled at least one-third of the session, and all dues must be paid in full to receive any team awards.

## **BOWLER ETIQUETTE**

Each bowler is expected to comply with basic bowling etiquette as described in the USBC Playing Rules, and/or as established, in writing, by the Executive Board.

## **BOWLING START TIME**

The Executive Board and the bowling establishment shall determine and publish the start time for League play, prior to the beginning of each session. Presently, practice starts at 6:30pm and bowling starts at 6:45 pm. (Pending any unforeseen circumstances)

## **CHEATING**

Cheating of any kind will not be tolerated. The Executive Board and/or the Disciplinary Committee will determine and necessary disciplinary action.

## **DRUGS AND ALCOHOL**

Outside alcohol or the use illegal drugs is in violation of the bowling establishment rules and state and/or federal law. There is a zero tolerance for any behavior that is illegal or places the facility and/or it's liquor license at risk. Any violation of the policy will be dealt with through law enforcement, the Disciplinary Committee and/or the Executive Board.

## **DUES**

The weekly cost of bowling, or dues, applies to all League members. Dues will be determined by the lineage cost charges to the League by the bowling establishment on a per game basis, plus the League expenses. The League dues may vary from season to season as necessary and will be determined by the Executive Board.

Each bowler is responsible for paying their League dues regardless of whether they are present each week. Weekly dues are payable with cash or money order; checks will not be accepted. Any member that owes League dues must pay them in full before a verification of average may be released for tournament purposes or to

become eligible for League awards or to attend any League social function (such as annual awards banquet or annual holiday party) and before they are eligible to participate in League playoffs.

A four-week grace period will be considered for bowlers who are unable to pay League dues on a weekly basis. A bowler, who owes the League more than four weeks of dues and has not discussed their situation with the League Treasurer, may not be allowed to bowl on the fifth week until at least half the amount owed has been paid. Any bowler removed from the League for non-payment of dues must pay the dues that are owed before being reconsidered for League membership. A member shall not be entitled to a refund.

## **FIGHTING**

Fighting of any kind by bowlers or visitors will not be tolerated. League members who invite guests will be considered responsible for the behavior of their guests.

The Disciplinary Board will investigate and recommend appropriate disciplinary action.

## **FORFEIT**

When a team has less than the legal lineup and the opposing team has a legal lineup and bowls, the opposing team wins by forfeit.

Please refer to legal line-up for additional information.

## **FOUL**

A foul occurs when a part of the player's body encroaches on or goes beyond the foul line and touches any part of the lane, equipment or building during or after a delivery. A ball is in play after a delivery until the same or another player is on the approach in position to make a succeeding delivery.

When a foul is recorded for the first ball thrown; the delivery counts, but the player is not credited with any pins knocked down by that delivery. Pins knocked down during the foul must be re-spotted before the second ball is thrown.

When a foul is recorded for the second ball thrown; the delivery counts, but the player is not credited with any pins knocked down for that delivery.

## **FOUL LIGHTS**

Each team captain is responsible for testing the foul lights during practice time preceding League play each week. Any problems should be reported to the bowling establishment as soon as possible. If the foul lights cannot be repaired by that

night's play, both captains must notify their teammates. At that point, it is the captain's responsibility to call and record fouls.

## **GUESTS**

League members are welcome to invite guests to the bowling establishment during league play. All guests must abide by the same conduct rules that apply to league members. League members who invite guests will be considered responsible for the behavior of their guest.

## **HANDICAP CALCULATIONS**

In order to equalize competition among individuals, this League will use handicaps. Each bowler's handicap is based on 90% of the difference between their average and 225.

## **INTERFERENCE**

If another person or equipment interrupts a bowler in any way, that delivery will be null and void. The bowler will be permitted to re-bowl.

## **LEAGUE SCHEDULE**

The league season or schedule shall consist of two sessions, 13 weeks each, which includes two (2) fun nights, 1 per session. At the beginning of the Fall session, a copy of the entire league schedule with each teams' lane assignments will be posted. A makeup day for inclement weather may cause adjustment to the original decided upon schedule. **(Add position rounds when finalized)**

## **LEGAL LINEUP**

A full team is made up of FOUR bowlers. The minimum legal lineup shall be at least one bowler physically present and bowling.

If all members of any team are absent, they shall forfeit all points for that bowling session. The only exception to forfeiture is if the entire team is attending an IGBO tournament. See Absences, Tournament.

A pre-bowl does not count towards a legal lineup when all team members cannot be present for regular bowling.

## **PACER**

Pacers are permitted by this League and will be used fill permanent openings as they occur throughout the season. The score of a pacer does not count toward the team total. The Executive Board, based on current League dues and lineage fees, will determine the bowling fee for a pacer.

## **POINT SYSTEM**

Team standings are based on seven-point system. Two points are given for each game won using the total score including handicap. In the event of a tie, each team will receive one point. One point goes to the team that has the highest combined three games total including handicap. In the event of a tie, each team will receive  $\frac{1}{2}$  a point.

## **POSTPONEMENT**

The Executive Board will determine postponement of a scheduled League session due to inclement weather. In such a case, each team captain will be notified and will be responsible for contacting their teammates. If the captain cannot contact an individual, they should notify the League Secretary as soon as possible so he/she can attempt to reach them.

## **PROTEST**

All protests should be directed to the team captain, who will notify the League Officers. League Officers will first use the League By-Laws and Policies and Procedures to attempt to resolve the situation. In the event no resolution can be found by these means, the League Officers will use the USBC Playing Rules book to resolve the situation. If the Officers are unable to resolve the protest due to a lack of ruling, the protest will be presented to the Board of Directors' meeting within two weeks for a ruling.

## **SCORES**

All games scored by each member shall be verified and recorded by the team captain on the recap sheet provided at each session. These recap sheets should be completed in their entirety, and a copy given to each captain. Upon completion of bowling, the house copy, as well as the League Secretary copy, should be turned in at the front desk of the bowling facility.

## **SPECIAL/SOCIAL EVENTS**

The Board of Directors must authorize any events that utilize League Funds.

## *AWARDS BANQUET*

A party will be held at the end of each session for the purpose of awarding prizes and distributing prize money.

## *REGISTRATION*

Registration for the league requires payment of USBC sanctioning dues.

## **VACANT TEAMS**

As league membership requires, vacant teams (also known as ghost teams), may be required to have an even number of teams or maintain integrity of the league schedule. When a team is opposed a VACANT team, they must bowl the total of their averages (scratch) minus 40 pins per game in order to win the game.

## **OTHER**

### **MONEY SOLICITATIONS**

Any money solicitations in the name of the League shall only take place after the review and approval of the Board of Directors at a regularly meeting. Any solicitation that is approved shall require a full ledger style accounting disclosure at each regularly scheduled board of directors meeting, including weekly figures and cumulative figures for the season. 50/50 raffle will benefit IGBO Mid-Year 2018 RENO until otherwise stated.

Absolutely no organized solicitation of money shall be allowed unless approved by the Board of Directors.