

Morris County NJ USBC Policy/Operations Manual

Revised 2-15-2026

Item with ** shall be effective August 1, 2026

PAGE	SUBJECT
2-3	ASSOCIATION MANAGER (AM) DUTIES
3-4	PRESIDENTIAL APPOINTMENTS
4	LANE REPRESENTATIVES
4	AUTHORITY OF DUTIES-PRESIDENT
4	ASSOCIATION ANNUAL MEETING
4	BOARD MEETINGS
4+5	BOARD OF DIRECTORS
5-6	TOURNAMENTS/SAFE SPORT
6-7	SCHOLARSHIP PROGRAM
7-10	HALL OF FAME ADULT SELECTION PROCESS
10-11	HALL OF FAME DINNER COMMITTEE
10-11	TOURNAMENT POINTS TOWARD HALL OF FAME TICKETS
11-12	HONORING YOUTH / ANNUAL AWARDS DINNER
12	THE ANNUAL CHAMPIONSHIP TOURNAMENT GUIDELINES
12-14	ACHIEVEMENT AWARDS PROGRAM - ADULT
14-15	ACHIEVEMENT AWARDS PROGRAM - YOUTH
15	RESIGNATION, REMOVAL, VACANCIES
15	AMENDMENTS – PROCEDURE
15-16	LOCAL ASSOCIATION LIFE MEMBER RIGHTS
16	HONORARY OR EMERITUS MEMBERSHIP
16	AVERAGE RECORD
16	NEW JERSEY STATE USBC DELEGATES
16-17	USBC NATIONAL DELEGATES
17	MORRIS COUNTY NJ USBC REPRESENTATIVES TO THE LANES
17	MORRIS COUNTY NJ USBC DIRECTOR’S DUTIES
17	INTER-COUNTY SOCIAL FUNCTIONS
17	REGISTERED VOLUNTEER PROGRAM
17	CHECK REPLACEMENT PROCEDURE
18	CENTER MEMBERSHIP LIST
18	NJ STATE USBC TRAVEL LEAGUE
19	CHECK REPLACEMENT FORM

ASSOCIATION MANAGER (AM) DUTIES

1. General:

- a. The Association Manager Acts as the executive officer, non-voting secretary/treasurer of the Board.
- b. An individual selected as the Association Manager may have voice only at meetings based on the criteria as outlined in the USBC Association Policy Manual, Section C, Paragraph 3 (refer to www.bowl.com for additional details).
- c. If the individual receives compensation, federal and state laws on employment must be taken into consideration. (See Chapter 9 of the USBC Association Policy Manual).
- d. The Nominations Committee with Board approval should develop a job description and interview prospective candidates for Board selection.
- e. Is selected/appointed by and is accountable to the Board of Directors and USBC.
- f. Must be a minimum age of 18, unless state laws mandate a specific age.
- g. Must be USBC bondable.
- h. Is not required to be a member of the Association, however, it is suggested.
- i. Is not eligible to serve concurrently as an Officer of the Association.
- j. Is eligible to serve as a director

2. Duties:

- a. Reporting to the Board of Directors on a regular basis (at least quarterly).
- b. Reporting to USBC as required.
- c. Reporting to the members at every membership meeting and as needed.
- d. Submitting a financial report, in writing, at every Board and membership meeting.
- e. Submitting a written, audited, year-to-date financial report at the Association's Annual Membership Meeting.
- f. Complying with the established booking procedures and accounting of assets and disbursements, approved by the Board of Directors which must include:
 - i. Receiving and issuing a receipt for all funds paid to the Association within 10 days.
 - ii. Deposit Association's funds in the Association's financial institution(s), which must be federally insured or its equivalent, within seven days.
 - iii. Ensuring all withdrawals has two signatures. (Two members of the immediate family cannot co-sign for withdrawals).
 - iv. Ensuring the President verifies the Association accounts monthly.
 - v. Ensuring all required financial reports are filed, (IRS, payroll taxes, state taxes, etc.) (See Chapter 4 of USBC Association Policy Manual or refer to www.bowl.com for additional information).
 - vi. Providing all information requested for the Association audits.
 - vii. With the Finance Committee, prepare the annual budget for Board approval. Note: The Finance Committee reviews and monitors the budget.
 - viii. Staying within the budget.
 - ix. Establishing a procedure for retention of records which must include the financial records, to be approved by the Board of Directors.
 - x. Providing a report of financial transactions as requested by the Board of Directors or USBC.
 - xi. Paying all bills authorized by the Board of Directors.
 - xii. Issuing a receipt to the league secretaries as requested by the Board of Directors or USBC within 10 days of receipt of dues.
 - xiii. Shall be covered by a good and sufficient security bond.

- g. Implementing and monitoring the strategic/action plan of the Association and reporting progress to the Board of Directors quarterly.
- h. Ordering Association supplies.
- i. Processing memberships within 20 days of receipt.
- j. Transmit dues to USBC within 20 days of receipt.
- k. Overseeing volunteer activities.
- l. Association correspondence.
- m. Ensuring Board members have a current copy of the Association Bylaws.
- n. Meeting notifications, as designated in the Bylaws.
- o. Receiving, compiling and filing committee reports.
- p. Recording and maintaining meeting minutes or assigning that responsibility.
- q. Submitting the Association's delegate/alternate credentials to USBC and the State, within the specified formats and dates.
- r. Operation of the Association's tournaments, either as Tournament Director or as the supervisor of the Tournament Director.
- s. Distributing all prize funds within 30 days following the close of each Tournament, except when USBC has authorized delay in payment.
- t. Maintaining a record of the submitting Tournament scores to USBC headquarters as specified.
- u. Maintaining a record of, verifying and submitting to USBC and the State Association, averages of members who have participated in at least 21 games in each league.
- v. Publish an annual individual average book which provides as a minimum, the name (in alphabetical order) of each certified bowler who has bowled a minimum of twenty-one (21) games in one or more leagues, the number of games bowled in each league, the average attained in each league and the names of all such leagues. Note: Associations no longer can set a cutoff date for obtaining averages. All scores, including playoff/roll offs, must be included when submitting averages to the Association.
- w. Providing memberships records and submitting to USBC when requested and in a format specified by USBC.
- x. Ensuring member USBC Honor Score awards are transmitted within 7 days of receipt.
- y. Maintain a membership list of each league containing the names and addresses of the league officers.
- z. Notify in writing each league secretary of awards offered by the Association.
- aa. Distribute league supplies.
- bb. Shall be ex-officio member of all committees except nominating Committee.
- cc. Other duties as prescribed by the Board of Directors, the USBC Bylaws, and the Association's Operations Manual.

PRESIDENTIAL APPOINTMENTS

1. Committees:

- a. The President shall appoint all committees, except the nominating committee, and unless instructed to the contrary, the committee chairperson may select others to serve on the committee with the president's approval. All committee members must be certified (sanctioned) bowlers.
- b. The President will appoint the following committees:
 - i. Audit
 - ii. Finance
 - iii. Policies and Bylaws

- iv. Hall of Fame Celebration and Selection Process
- v. Awards
- vi. Youth Committee
- vii. Scholarship
- viii. Other committees as required

2. Lane Representatives

- a. The President will assign one or more Lane Representative(s) to each Bowling establishment to carry out specific duties in servicing each league and the Proprietor.

3. Authority of Duties

- a. **President:** President shall be ex-officio member of all committees except nominating committee.

MORRIS COUNTY NJ USBC ANNUAL MEETING

- 1. Will be held in the March-May time frame.
- 2. An alternate period may be approved by the Board of Directors.

BOARD MEETINGS

- 1. Board of Director Meetings will be held six times each year at a minimum. One of the Board of Director Meetings must be held an hour before the scheduled annual meeting.
- 2. Dates of the meetings will be determined when the annual calendar is developed.
- 3. Scheduled Board of Director meetings will follow meeting notice requirements as stated in the Morris County NJ USBC Association Bylaws.

BOARD OF DIRECTORS

- 1. Board member appointments made by the president shall be approved or disapproved by majority vote. Once approved by the Board of Directors, the individual will be informed by the President and then invited to attend the next Board Meeting.
- 2. It is mandatory for all directors and officers of the Morris County NJ USBC to attend minimum four or the six scheduled meetings per year. Board Members must let the President and Association Manager know if they cannot attend a meeting.
- 3. It is mandatory for all directors and officers of the Morris County NJ USBC to sign up and work at least half of the scheduled optional tournament per year. It is expected that all directors and officers will be available to work during the Annual Championship Tournaments. The tournament manager is in charge of assigning board members to jobs needed for their tournament. They can ask the President for assistance.
- 4. Each Director has the right to make, second, and vote on all motions.
- 5. When acting as chairperson of a committee, each Director shall make periodic reports to the President. At the end of an assignment as chairperson of any committee, the Director shall prepare a written report for the Local Office.
- 6. Reports made at meetings are to be written with a copy supplied to the Association Manager of the Local Office.
- 7. Each Board Member shall keep and maintain such records as:
 - a. Morris County NJ USBC bylaws
 - b. Financial Reports
 - c. Budgets

- d. Minutes of Meetings
 - e. Operations Manual
 - f. Other pertinent material as received
8. Each Director shall perform any other duties as required by the Board of Directors.

TOURNAMENTS

THE ASSOCIATION MANAGER OVERSEES ALL TOURNAMENTS WHICH WILL BE MANAGED BY COMMITTEES APPOINTED BY THE PRESIDENT.

1. Optional Tournaments

Mixed Doubles Tournament
Adult Youth Roll-Off
Mixed Charity Tournament
Champions of Champions
Royal Doubles Tournament

2. Mandatory Tournaments

Annual Championship Tournament for each group (Open, Women's and Youth)

- a. In each case the President shall appoint the necessary personnel to make the proper arrangements for these events to function within the control of the Board of Directors.
 - b. All Tournament Managers (Committee Chairs) must provide a financial report to the Audit Committee. In addition, a check register must also be provided. Both reports are required within 30 days after the completion of the tournament.
 - c. Tournament results reports should include date and location.
 - d. Determination of averages to be used for eligibility will be specific to each tournament and written clearly on the application and made part of the rules.
 - e. Tournament Managers are to hold tournaments in the bowling center specified according to the NJ Northwest Bowling Council Rotation Schedule. If a Council Member Center refuses to host a tournament, an emergency Council meeting will be held to resolve the location of the tournament.
 - f. Any adult must be an RVP and Safe Sport trained. Individuals eighteen (18) and over must be approved through RVP for every state and local board member, every youth committee member and youth director, plus all USB Youth tournament managers.
- It requires all volunteers, 18 years of age and older, who have regular contact with USBC youth bowlers to have gone through a mandatory criminal background screening designed to remove and/or discourage those who might harm our kids.
 - It includes a training component, through SafeSport.org, so those who work closely with youth members can recognize if an athlete is being abused, learn how to prevent abuse and how to respond, if abuse has happened.
 - Anyone 18 years of age or older who has regular contact or authority over USBC Youth members and those individuals within USBC governance structure are required to complete the SafeSport training and possess their RVP certification. Specific roles or positions within USBC require compliance. Those roles are:

USBC Nationally

- Headquarters employees
- Officers and Directors
- Youth Committee members
- Team USA members
- Junior Team USA members

State and Local Associations

- Officers and Directors
- Association Managers
- Youth Committee Members

USBC Youth league officers

USBC Youth tournament managers

USBC Certified Coaches

- For anyone seeking to complete the RVP process, they must first complete the SafeSport education. Once USBC receives notification a person has completed SafeSport training, it will direct the applicant to complete the background screening portion through the National Center for Safety Initiatives (NCSI).

SCHOLARSHIP AWARD PROGRAM

1. The Morris County NJ USBC policy on Scholarships awarded to Morris County NJ USBC Youth members is as follows:
 - a. All female and male USBC Youth certified bowlers who are juniors or seniors in high school and who have been a certified Morris County NJ USBC Youth (Morris County USBC Youth Association) member for a minimum of 3 years are eligible to apply. However, previous recipients are not eligible.
 - b. All scholarships awarded by the Morris County NJ USBC shall be paid in accordance with the USBC Smart Program guidelines. These guidelines can be found on bowl.com.
 - c. Four Scholarships shall be awarded annually. Minimum of one individual of the opposite gender. They will be named, Emma P. Hendrickson Scholarship, one for the Marilyn Kalnas Scholarship, one for Charles A. Edwards Scholarship and one for the Albert G. Gonsiska, Jr. Scholarships Each award shall be in the amount of \$1000.00.
 - d. Scholarship will be awarded based on bowling performance, school performance, extracurricular activities, civic activities, and letters of recommendation. All applications must be submitted with a minimum of 3 letters of recommendation (2 from scholastic / civic teachers or leaders and 1 from a bowling coach or league official). Any applications that are not complete will not be considered.
 - e. The deadline for applying will be set by the Scholarship committee and will be stated on the application form. All applications must be emailed or delivered to the chair by the due date. Any application postmarked after the due date will not be accepted by the board.
 - f. The scholarship shall be presented at the Annual Morris County NJ USBC Youth Presentation. The scholarship recipients will receive an invitation to attend, paid by the Association.
 - g. Any applications that are not complete will not be considered.
 - h. Scholarship Applications shall include a checklist.
2. Committee responsibilities:
 - a. Set up meeting to review scholarship policy and application.

- b. Review listings of names to eliminate any previous winners.
 - c. Create database to generate cover letters.
 - d. Applications, information and policies for Youth Scholarship shall be posted on Facebook and our Website.
 - e. After scholarship deadline, committee meets to review all applications received.
 - f. It is the committee's responsibility to make a copy of each application in order to black out all applicant name references on application and any other supporting documentation.
 - g. It is the committee's responsibility to make a copy of each application in order to black out all applicant name references on application and any other supporting documentation. Identify each with letters (A B C, etc.). **Scholarship Committee shall** make copies for the board to be acted upon at the next board meeting.
 - h. Association Manager sends in scholarship money to SMART Program.
 - i. Committee to write up the winner's biographies for program book to be given out at the Youth Awards Presentation.
3. Award Selection Procedures:
- a. The president shall appoint a Scholarship Award committee from members of the Board who have good evaluating abilities. It shall consist of four members.
 - b. The committee will review each applicant's résumé in order to weigh their contributions to bowling and their academic standings. Winners need to be selected by mid-April.
 - c. With the committee recommendations, all applications are to be submitted to the board for consideration.
 - d. The selection of a winner is the responsibility of the Board of Directors.
 - e. A paper ballot method will be used.
 - f. If it should happen that, a member of the committee is related to any of the applicants being considered that said member shall notify the president.
 - g. The committee shall advise the Scholarship winners via phone and mail and announced on social media (Facebook and Website).
 - h. The scholarship Awards shall be presented to the winners at the Youth Awards Presentation.

MORRIS COUNTY NJ USBC HALL OF FAME SELECTION PROCESS

HONORING ADULTS:

Morris County NJ USBC Association Hall of Fame is to honor those individuals who have displayed outstanding bowling achievements in the game of bowling; or individuals who have contributed outstanding service to the game of bowling.

There will be four (4) categories available.

- Superior Performance
- Veteran Superior Performance
- Meritorious Service
- Industry Partner

A Hall of Fame Committee shall be appointed by the President of the MC NJ USBC. The Committee shall consist of only Hall of Fame Members, with the exception of the President and/or Association Manager. The Hall of Fame Committee shall determine the final list of candidates for induction.

Qualifications and minimum requirements shall be provided on each application, including the point system. The point system will be utilized by the Hall of Fame Committee to qualify candidates. The Industry Partner category will not utilize the point system.

Applications shall be available on the Morris County NJ USBC website and Facebook page.

Maximum of six candidates plus one Industry Partner could be chosen bi-annually. The Hall of Fame Committee shall ensure gender representation in the proposed slate for induction. This would only be necessary in situations where we have more than six approved nominees plus one Industry Partner as determined by the Hall of Fame Committee. When more than six candidates are elected for induction and there is at least one in the Meritorious Service category, a minimum of one inductee shall come from that category.

The Hall of Fame Committee chairperson shall promptly notify each inductee-elect. The Hall of Fame Committee chairperson shall return credentials to any unsuccessful candidate so they can update and resubmit for future consideration.

The inductees-elect shall be honored at a bi-annual Hall of Fame dinner. Each inductee shall receive a USBC Hall of Fame Certificate along with a suitable plaque. Each inductee shall be automatically enrolled in the Local Association section of the National USBC Hall of Fame in Arlington, TX.

SUPERIOR PERFORMANCE – FEMALE CATEGORY:

Eligibility: Superior Performance Candidates shall be chosen on the basis of bowling achievements, tournament titles, awards, integrity, sportsmanship, character, and contribution to the game of bowling in general over a period of at least 15 years. The following are the minimum requirements for candidate consideration:

1. Adult membership (Winter) in good standing in the Morris County NJ USBC (or its predecessors) for a minimum of ten years.
2. Must have participated in 20 County Tournaments (combination of Women's Annual, Open Annual, Doubles/Mixed Doubles, Masters, Queens/Princess, Elite , BVL Charity, Royal Doubles and Champion of Champions Tournaments).
3. Only fully completed forms will be accepted.

Candidates must have minimum 400 points to be considered. The Morris County Hall of Fame Committee Members will elect members to the Morris County NJ USBC Hall of Fame by ballot. The committee shall return credentials to the unsuccessful candidates so they can update and resubmit for future consideration

SUPERIOR PERFORMANCE – MALE CATEGORY:

Eligibility: Superior Performance Candidates shall be chosen on the basis of bowling achievements, tournament titles, awards, integrity, sportsmanship, character, and contribution to the game of bowling in general over a period of at least 15 years. The following are the minimum requirements for candidate consideration:

1. Adult membership (Winter) in good standing in the Morris County NJ USBC (or its predecessors) for a minimum of fifteen years.
2. Must have participated in 20 County Tournaments (combination of Open Annual, Doubles/Mixed Doubles, Masters, Elite , BVL Charity, Royal Doubles and Champion of Champions Tournaments).
3. Only fully completed forms will be accepted.

Candidates must have minimum 400 points to be considered. The Morris County Hall of Fame Committee Members will elect members to the Morris County NJ USBC Hall of Fame by ballot. The committee shall return credentials to the unsuccessful candidates so they can update and resubmit for future consideration

VETERAN SUPERIOR PERFORMANCE – FEMALE CATEGORY

Eligibility: Veteran Superior Performance Candidate shall be chosen on the basis of bowling achievements, tournament titles, awards, integrity, sportsmanship, character, and contribution to the game of bowling in general. To qualify for consideration for induction for bowling achievement under the Veterans Category, the candidate must:

1. Be a minimum of 60 years of age
2. Have a minimum of 20 years of sanctioned bowling in Morris County NJ USBC (or its predecessors) OR had a minimum of 10 years in an earlier era (pre-1990) for which her candidacy is being considered.
3. Must have participated in 20 County Tournaments (combination of Women's Annual, Open Annual, Doubles/Mixed Doubles, Masters, Queens/Princess, Elite , BVL Charity, Royal Doubles and Champion of Champions Tournaments).
4. Only fully completed forms will be accepted.

Candidate must have minimum 300 points to be considered. The Morris County NJ USBC Hall of Fame Committee Members will elect members to the Morris County NJ USBC Hall of Fame by ballot. The committee shall return credentials to any unsuccessful candidate so they can update and resubmit for future consideration.

VETERAN SUPERIOR PERFORMANCE – MALE CATEGORY

Eligibility: Veteran Superior Performance Candidate shall be chosen on the basis of bowling achievements, tournament titles, awards, integrity, sportsmanship, character, and contribution to the game of bowling in general. To qualify for consideration for induction for bowling achievement under the Veterans Category, the candidate must:

1. Be a minimum of 60 years of age
2. Have a minimum of 30 years of sanctioned bowling in Morris County NJ USBC (or its predecessors) OR had a minimum of 15 years in an earlier era (pre-1990) for which his candidacy is being considered.
3. Must have participated in 20 County Tournaments (combination of Open Annual, Doubles/Mixed Doubles, Masters, Elite , BVL Charity, Royal Doubles and Champion of Champions Tournaments).
4. Only fully completed forms will be accepted.

Candidate must have minimum 300 points to be considered. The Morris County NJ USBC Hall of Fame Committee Members will elect members to the Morris County NJ USBC Hall of Fame by ballot. The committee shall return credentials to any unsuccessful candidate so they can update and resubmit for future consideration.

MERITORIOUS SERVICE CATEGORY

Eligibility: Meritorious Service Candidates shall be chosen on the basis of outstanding service to the game of tenpins, awards, integrity, sportsmanship, character, and contribution to the game of bowling over a period of at least 15 years. The following are the minimum requirements for candidate consideration:

1. Adult membership (Winter) in good standing in the Morris County NJ USBC (or its predecessors) for a minimum of fifteen years with 10 years of service on a Morris County Board
2. Only fully completed forms will be accepted

Candidate must have minimum 200 points to be considered. The Morris County NJ USBC Hall of Fame Committee Members will elect members to the Morris County NJ USBC Hall of Fame by ballot. The committee shall return credentials to any unsuccessful candidate so they can update and resubmit for future consideration.

INDUSTRY PARTNER CATEGORY

For Industry Partner, the nominee should have worked closely with the Morris County NJ USBC (or its predecessors) for a minimum of ten (10) years.

Award is presented to an **“Industry Partner”**, to acknowledge Proprietors, Managers and Sports Writers. These individuals working together with the Morris County NJ USBC to deliver quality products and services; establish technical standards, provide arenas for local competition, and promote awareness and a positive image for the sport of bowling.

A qualified candidate should also meet the following criteria:

- a. Made valuable and significant contributions to our Association
- b. Provided enthusiastic support to the Association and the bowlers
- c. Embraced the same ideals as our Volunteers and Leaders

Hall-of-Fame Dinner Committee:

1. This Committee is completely responsible for making all necessary arrangements for this dinner. The basic arrangements, including obtaining a suitable contract and providing a deposit for the site selected, should be made as early as possible to assure the date selected is reserved.
2. This Committee is also responsible for obtaining a Master of Ceremonies, program booklet preparation. The Association Manager’s Office is responsible for the printing of the booklet.
3. The Association Manager shall notify all other Associations within the State of the date, time and place of this event.
4. The Dinner Committee Chairperson shall work closely with the Hall-of-Fame Committee Chairperson on all arrangements.
5. Current Hall-of-Fame members, Life Members and Members Emerita shall receive a 50% discount on their ticket only. Inductees shall receive two complimentary Hall of Fame tickets. Inductees can use their Tournament Points/Dollars toward additional Hall of Fame Tickets. In addition, Life Members and Members Emerita can earn points by working tournaments, and use them to further reduce the cost of their Hall of Fame Ticket. Current Board Members cannot combine Hall of Fame Members, Life Members and/or Members Emerita discount with tournament points earned.
6. All members of the Morris County NJ USBC Board of Directors’ may earn points/dollars toward the cost of a Hall of Fame ticket by working any combination of tournament squads, as listed in amendment #1. Maximum could be the actual cost of the ticket. Board Members cannot transfer these tickets. Estimated monies needed are to be budgeted each year. Once the Hall of Fame is completed every two years, these tournament dollars will expire.
7. Tournament Points/Dollars toward Hall of Fame Dinner tickets.

<u>Tournaments</u>	<u>Points</u>
Annual Open Championship	\$2.00
Annual Women's Championship	\$2.00
Annual Youth Championship	\$2.00
BVL Charity	\$2.00
Champion of Champions	\$2.00

Mixed Doubles	\$2.00
Royal Doubles	\$2.00
Youth/Adult Roll Off	\$2.00

Tournament Chair and Co-Chair Persons for all Tournaments run by the Morris County NJ USBC, will receive one fully paid Hall of Fame Ticket.

8. The President will annually appoint a Tournament Squad Points/Dollars Committee. Each Tournament Chair is responsible for keeping track of how many squads/hours each Board Member works. This information must be submitted by the Tournament Chair to the Hall of Fame Tournament Squad Points/Dollars Committee Chair within ten days of the completion of said tournament. All information gathered shall be turned over to the Hall of Fame Committee Chair and/or Co-Chairs so the actual cost of the ticket for each Board Member can be determined.

HONORING YOUTH:

1. Superior Performance (PAST Youth Bowler) Delete entire section on August 1, 2026

- a. Must have been a sanctioned Morris County NJ USBC (or its predecessors for Youth) for a minimum of 6 years AND out of youth bowling for a minimum of 5 years or more.
- b. Must have demonstrated a good playing ability and understanding of the sport as well as good sportsmanship both on and off the lanes.
- c. Must have participated in at least one of the following Morris County tournaments for each year of eligibility. (Elite tournament, Emma P. Hendrickson Adult/Youth Roll-Off (qualifier or final), or the Edith A Kinney Annual Youth Championship tournament.
- d. Be a true "Ambassador" to the sport of bowling to this day.

2. Superior Performance (CURRENT Youth Bowler)

- a. Must have been a youth bowler for a minimum of 6 years in the Morris County NJ USBC (or its predecessors for Youth) and at least a junior in high school.
- b. Cannot be more than 4 years out of youth bowling (thru college years).
- c. Must have exhibited good playing abilities and good sportsmanship both on and off the lanes.
- d. Must have participated in at least one of the following Morris County tournaments for each year of eligibility. (Elite tournament, Emma P. Hendrickson Adult/Youth Roll-Off (qualifier or final), or the Edith A Kinney Annual Youth Championship tournament.
- e. Should Exemplify the sport of Youth Bowling

3. ANNUAL YOUTH AWARD PRESENTATION ** Change item 3 on August 1, 2026

1. The Youth Committee is responsible for making all necessary arrangements for this dinner. The basic arrangements, including obtaining a suitable contract and providing a deposit for the site selected, should be made as early as possible to assure the date selected is reserved.
2. This Committee is also responsible for the program booklet preparation and to arrange for its printing.
3. The Youth Hall of Fame inductees will be honored at the Annual Youth Award Dinner. Each inductee will receive one complementary ticket for the dinner.

**** New item 3 – Current Youth Bowlers – Superior Performance Youth Hall of Fame inductee will be honored at the Annual Youth Awards Presentation. Each inductee will receive one complementary ticket for the presentation.**

4. Current Hall-of-Fame members and MC NJ USBC Association Board Members shall receive a 40% discount on their ticket only.

The Annual Championship Tournament Guidelines

1. The Tournament Director of each tournament shall meet with the management of the tournament site and firm up the dates and squad time 6 months prior to the tournament.
 - a. Information on the Tournament should be provided to the Board of Directors at the next board meeting.
 - b. Tournament Contract to be completed and executed following the board meeting.
 - c. Tournament Director and Association Manager to assure that the tournament is certified with USBC.
2. Any rule changes must be voted on by the Board of Directors no later than the September meeting.
3. All preparation of the entry forms and posters must be completed by November for distribution to the board and lane representatives.
4. The Tournament Director of the Women's tournament along with a Committee will prepare a program book and shall solicit ads for it. Said program book will be required to provide the following information, at no cost to the County Association:
 - a. Morris County NJ USBC President's message and photo
 - b. Board of Directors listing
 - c. Hall of Fame Members
5. The Tournament Director will be responsible for introducing the following participants in the Tournament:
 - a. Hall-of-Fame members
 - b. Previous Year's Winners in all categories
6. Brackets will be conducted during each squad of each tournament day.
7. The Tournament Committee will post the unofficial results in the establishment as appropriate.
8. All entries which are proven to be in violation of USBC Rule 319a (averages - conditions that apply) must be declared invalid and removed from the prize list.
9. The team captain of such an entry must be notified, in writing of the action of the Tournament Committee.
10. As soon as results are finalized, they are to be posted on the Morris County NJ USBC website. Within 30 days after the close of the Tournament, the official prize list and all checks must be mailed to the team captains. The required USBC Financial Report and Official Prize List Standings must be sent to the USBC home office.
11. The wrap-up report given at the next appropriate Board Meeting, at which time a copy of the Financial Report, plus Prize List, must be filed with the Association Manager.
12. Assignments shall be given to board members to assist in all tournament needs.

5. MORRIS COUNTY NJ USBC ACHIEVEMENT AWARDS PROGRAM ** <u>Change items on August 1, 2026</u>

1. **INDIVIDUAL SEASON AWARDS (August 1 to July 31)** will be presented by the Morris County NJ USBC to certified members (one male and one female):
 - a. HIGH AVERAGE – to go to the bowler who holds the highest final average in a Morris County NJ USBC certified league. Said bowler must have bowled 2/3rd of scheduled games and be a member of said league at the end of the season.

- b. **HIGH THREE GAME SERIES** – to go to the bowler who bowls the highest three (3) game series in any Morris County NJ USBC certified competition (league and/or tournament) during the season.
 - c. In the event that the High Individual Series is achieved while pre or post bowled, the entire team must have bowled at the same time. Proper documentation (for example: a center printout) must be sent to the Association Manager by the League Secretary within 48 hours of the score being rolled.
 - d. The cost of each individual award shall not exceed \$50.00.
2. **DEADLINE** for submitting high scores
Association Manager must receive all season (August 1-July 31) high scores by September 1.
3. **LEAGUE AWARDS** presented by Morris County NJ USBC to certified leagues:
- a. **WINTER LEAGUES** – All certified leagues are eligible
 - i. Final averages - League Secretary supplies Association Manager with alphabetical listing of all bowlers, USBC membership numbers, final averages, pin fall and number of games; and final standing sheet.
 - ii. League Officers can determine who is eligible to receive the League Award. Mixed Leagues receive two awards, one for the male and one for the female member, provided they:
 - a. Are a Morris County NJ USBC certified bowler.
 - b. Has bowled 2/3rd of the scheduled games and is a member of said league at the end of the season.
 - iii. The cost of each of the above awards not to exceed the amount established by the budget line item.
 - iv. The Awards Committee to select three items for submission to the Board of Directors for their approval. Samples of the items must be submitted no later than the Board Meeting in December each year. If no agreement is reached on awards, committee will present additional choices at the January (or next) Board Meeting.
 - b. **SUMMER LEAGUES** – All certified leagues are eligible
 - i. Final averages - League Secretary supplies Association Manager with alphabetical listing of all bowlers, USBC membership numbers, final averages, pin fall and number of games; and final standing sheet.
 - ii. League Officers can determine who is eligible to receive the League Award. Mixed Leagues receive two awards, one for the male and one for the female member, provided they:
 - a. Are a Morris County NJ USBC certified bowler.
 - b. Has bowled 2/3rd of the scheduled games and is a member of said league at the end of the season.
 - iii. The cost of each of the above awards not to exceed the amount established by the budget line item.
 - iv. The Awards Committee to select three items for submission to the Board of Directors for their approval. Samples of the items must be submitted no later than the Board Meeting in February each year. If no agreement is reached on awards, committee will present additional choices at the June (or next) Board Meeting.

4. **ADULT SPECIAL ACHIEVEMENT AWARDS**

- a. The following awards to be presented to qualified league bowlers.
 - b. Bowlers may qualify for awards once per season.
 - c. Average based achievements not issued ~~** use previous season average for 21 games or more in the same league~~ until current season 12 game average is established
 - i. 75 Game – For bowlers with an average of 70 or below
 - ii. 125 Game - for bowlers with an average of 110 or below
 - iii. 175 Game - for bowlers with an average of 145 or below
 - iv. 200 Game - for bowlers with an average of 165 or below
 - v. 400 Series - for bowlers with an average of 110 or below
 - vi. 500 Series - for bowlers with an average of 140 or below
 - vii. 600 Series - for bowlers with an average of 175 or below
 - viii. 700 Series - for bowlers with an average of 199 or below
 - ix. 750 Series - for bowlers with an average of 200 or above
 - x. 75 Pins over average game - for bowlers with any average
 - xi. 150 Pins over average series - for bowlers with any average
 - xii. 300 Game and 800 Series - for bowlers with any average
 - xiii. 11 Strikes in a row - for any game below 300
 - xiv. All Spare Game - for bowlers with any average
 - xv. Dutch 200 - for bowlers with any average
 - xvi. Triplicate Score - for bowlers with any average
 - xvii. 7-10 Split – for bowlers with any average
5. Adult Special Achievement Awards for Short Season Basic and Senior Leagues
- a. The following awards to be presented to qualified league bowlers.
 - b. Bowlers may qualify for awards once per season.
 - c. Average based achievements not issued ~~** use previous season average for 21 games or more in the same league~~ until current season 12 game average is established
 - i. 125 Game - for bowlers with an average of 110 or below
 - ii. 175 Game - for bowlers with an average of 145 or below
 - iii. ~~** 400 Series - for bowlers with an average of 110 or below~~
 - iv. 500 Series - for bowlers with an average of 140 or below
 - ~~v. ** 11 in a row Certificate for any game below 300~~
 - vi. All Spare Game - for bowlers with any average
 - ~~vii. ** Dutch 200 for bowlers with any average~~
 - viii. Triplicate Score - for bowlers with any average
 - ix. ~~** 7-10 Split for bowlers with any average~~
6. Inventory of awards to be maintained by the Association Manager. The Achievement Awards committee to be contacted when inventory replenishment is required.
7. When inventory requires replacement, committee to bring suggestions of new items for approval by the Board of Directors.
- 8. WOMEN’S CHAMPIONSHIP TOURNAMENT PARTICIPATION AWARD – 25 YEARS PARTICIPATION**
- a. Members having participated in 25 years or more in the Women’s Annual Championship Tournament will be presented with a Tournament Participation Pin.

Average based achievements use previous season's average until current 12 game average has been established. All awards are once a season. Once an award is earned in any classification, bowler is only eligible for higher awards on progressive basis.

75 Game (60 avg. or below)
100 Game (77 avg. or below)
150 Game (100 avg. or below)
175 Game (125 avg. or below)
200 Game (150 avg. or below)
250 Game (any average)

250 Series (75 avg. or below)
300 Series (90 avg. or below)
400 Series (120 avg. or below)
500 Series (150 avg. or below)
600 Series (180 avg. or below)
700 Series (any average)

*** 11 in a row, 300, 800

Any Average

CRYSTAL***

*** We will provide Year End Achievement Awards for High Average, High Series and High Game in each age division as follows at the Annual Youth Presentation:

- a. U8 Boys/Girls
- b. U10 Boys/Girls
- c. U12 Boys/Girls
- d. U14 Boys/Girls
- e. U16 Boys/Girls
- f. U18 Boys/Girls

*** These awards will be presented yearly at the Annual Youth Awards Presentation.

HONOR SCORES presented with crystals are only eligible to those youth holding a FULL STANDARD MORRIS COUNTY CERTIFICATION/SANCTION.

RESIGNATION, REMOVAL, AND VACANCIES

1. VACANCIES

- a. Vacancies in positions on the board are filled for the un-expired portion of each term as follows:
- b. Vacancies in director positions should be filled by the President with approval of the Board of Directors.

AMENDMENTS

Procedure: Amendment and Bylaw changes will be considered at the Annual Local Association meeting.

Morris County NJ USBC Life Member Rights

1. Life Membership in this association (or its' predecessors) may be granted with a minimum of ten years of Board of Director service and upon retirement for the following:
 - a. Past President
 - b. Past Secretary or Association Manager
2. This Association at a Board Meeting may, by a two-thirds affirmative vote of the Board of Directors, select an individual listed above in item #1; they wish to honor and submit same to the Nominating Committee prior to the next annual meeting.

3. The Nominating Committee shall consider for Life Membership all who have the necessary service criteria. A gift to commemorate this occasion shall be presented to the individual given the honor of Life Membership.
4. All Life members will have only voice.
5. Life Members will receive the following:
 - a. Lifetime paid Local portion and annual dues paid by the Local Association. Members will identify their status when they complete their annual certification card.
 - b. The Association Manager will notify recipient or a family member of the honor and will submit payment of dues to the USBC on an Annual basis.

Honorary or Emeritus membership

6. Member Emeritus in this association (or its' predecessors) may be granted with a minimum of ten years of Board of Director service and upon retirement for the following:
 - c. Past Vice Presidents
 - d. Past Directors
1. This Association at a Board Meeting may, by a two-thirds affirmative vote of the Board of Directors, select an individual listed above in item #1; they wish to honor and submit same to the Nominating Committee prior to the next annual meeting.
2. The Nominating Committee shall consider for Member Emeritus all who have the necessary service criteria. A gift to commemorate this occasion shall be presented to the individual given the honor of Member Emeritus.
3. All Members Emeritus will have voice and vote at all Annual Meeting.
4. Members Emeritus will receive the following:
 - a. Lifetime paid Local portion and annual dues paid by the Local Association. Members will identify their status when they complete their annual certification card.
 - b. The Association Manager will notify recipient or a family member of the honor.

Average Record

1. This Association will publish Winter and Summer Season Yearbooks with names listed alphabetically. The Yearbooks will also include the season's 300 games (male & female) and 800 (male & female) and 700 (female) series. Every board member is to receive a copy of the Yearbook (hard copy or electronic copy).
2. Each League Secretary must submit a complete list of the following information to this Association within twenty-one days of the completion of the Season:
 - a. Name of each USBC certified bowler that has bowled in the league.
 - b. The number of games bowled.
 - c. The average for the number of games bowled.
 - d. The League secretary will supply this information on a form provided by the Local Association Manager and will submit a final league average / standing sheet.

New Jersey State USBC Delegates

1. Association is currently allowed 6 delegates. The delegates to be elected at the Annual Membership meeting.

USBC NATIONAL DELEGATES

1. Members of the Board of Directors shall be encouraged to run for position as USBC National Delegates to represent this Association at the USBC National Annual Meeting. Delegates shall

be responsible for making comprehensive reports to the members and the board of all pertinent subject matters related to convention business.

- a. The Association membership shall elect the required Delegates and Alternates. They shall be elected by secret ballot with a term of office to be held for one year. The selection of elected Delegates and Alternates shall be determined by plurality count.
 - b. Eligible members may nominate any eligible member of this association for the office of Delegate
2. The association shall provide limited financial assistance to each delegate as established by that year's budget. As noted in #1, a full report must be provided to the Board of Directors prior to release of the funds.
 3. All Delegates shall be required to attend the USBC National Annual Meeting and at least three of the scheduled workshops. An appropriate amount will be withheld from the delegate's expense allowance for each day they fail to attend the Annual Meeting and a minimum of three of the scheduled workshop sessions.
 4. Delegates will be required to choose and pay for their transportation to and from the convention as well as transportation during the convention.

Morris County NJ USBC Representatives to the Lanes

1. Each Bowling Establishment shall have representative(s) assigned by the President to represent this Association in matters that will provide the fullest efficiency in rendering service to the members of each league.
2. Each Lane Representative shall personally communicate directly with each league secretary
3. Each Lane Representative shall also establish a good business-like relationship with the Bowling proprietor.
4. Upon receipt of a USBC Honor Score Award, the Lane Representative for that center will make arrangements to present the award to the bowler during league play.
5. Each Lane Representative will be furnished with a copy of specific responsibilities to carry out this Association's programs.

Morris County NJ USBC Director's Duties

1. It is mandatory for all directors and officers of the Morris County NJ USBC to attend minimum four of the six scheduled meetings per year.
2. It is mandatory for all directors and officers of the Morris County NJ USBC to sign up and work at least half of the scheduled optional tournaments per year. It is expected that all directors and officers will be available to work during the Annual Championship Tournaments. (Also see page 10 of this manual – "Hall of Fame Dinner Committee - #6.)

Inter-County Social Functions

1. Morris County NJ USBC board members will be reimbursed the cost of the dinner for each out of County Hall of Fame dinner they attend.

Registered Volunteer Program

1. All Board members must be RVP and SafeSport trained. The USBC RVP fee will be reimbursed.

Check Replacement Procedure

1. When notified, that a check issued to an individual and/or company) has not been received, the Association Manager shall mail out a check replacement form. When the completed form is received, the Association Manager shall issue a replacement check.

Center Membership Lists

1. A written request by a Center Proprietor and/or Manager for their mailing list; shall automatically be provided by the Association Manager.

NJ State USBC Travel League

1. The Morris County NJ USBC to pay the sponsor fee for any team representing Morris County NJ USBC in the NJ State Travel League.

Morris County NJ USBC

Check Replacement Form

Deborah Armeno, Association Manager

18 Cove Road, Hopatcong, 07843-1226

Phone: 973-288-1764 Email: morriscountynjusbc@gmail.com

Please list the individual who is requesting a replacement check:

☐ Prize List check for _____ Tournament

☐ Brackets check for _____ Tournament

☐ Other, please provide reason _____

Kindly supply a mailing address for all checks:

Name _____

Address _____

City _____ State _____ Zip _____

During the process of issuing a replacement check all previous issued checks for the individual(s) will have a stop payment placed. **If the original check is received after this request is submitted, do not cash the check. Return it!**

☐ Returning the original check - this action will avoid any fees.

Further, I agree to pay the Morris County NJ USBC the original check amount plus any and all fees charged by the bank if I cash both checks.

Requester Signature

Date