

In the last edition, we discussed:

- League Elections
- League President and Vice President Duties
- League Meetings

If you missed the last edition of the Rules Extra, please click [here](#).

This edition, we cover:

- League Secretary Duties
- League Treasurer Duties
- League Finances
- League Account Tools

If you are no longer a league officer, please forward Rules Extra to newly elected officers so that they will be more knowledgeable in their new role.

Please forward Rules Extra via email to your fellow officers and league members.

HOT TOPICS

THE NEW RULEBOOK IS HERE...THE NEW RULEBOOK IS HERE!! 2024-2025 Rulebook and Commonly Asked Questions

The 2024-2025 USBC Rulebook is now available online and through the BOWL.com app. The rulebook features links throughout the book that will provide quick access to referenced rules and CAQ's.

2024-2025 USBC Rulebook

LEAGUE RESOURCES



Secretary Duties

1. Get league information from the local association.
2. Ensure every bowler:
 - a. Completes a membership application
 - b. Pays fees or shows receipt for membership fees already paid
3. Certify the league as soon as possible, but no later than 30 days after the first week - [league application](#).
4. Update the league rules and pass them out to the team captains.
5. Post and/or pass out a [league schedule](#).
6. Update standings and pass out weekly recap sheets.
7. Send in final averages as requested by the local association.

Here are some guides USBC provides to assist you in completing your duties as a League Secretary:

Quick-Start Checklist

Sample League Rules

League Dues Worksheet

Treasurer Duties

1. Work with the president to get an account set up in the name of the league with two signatures.
2. Make deposits within seven days.
3. Make sure bowlers are current in league fees.
4. Complete a financial statement at the end of the season.
5. Two members of an immediate family cannot serve as president or vice president and secretary-treasurer or treasurer of the same league or cosign for withdrawals from a league account even if they do not reside in the same household.

Treasurer absences

When the league treasurer or secretary-treasurer is absent, another officer must collect league funds and either deposit them themselves or personally deliver the funds to the treasurer. Teammates, family members and friends who are not covered by the policies of insurance are not permitted to handle league funds.

League finances

We cannot stress enough how important it is to follow the rules and procedures for league finances. League funds must be deposited within seven (7) days of receipt. The president must do the math monthly to [verify the league account](#) has the correct amount of money on deposit. [In nearly every case where league funds are found to be missing, the league president has not verified the monthly deposit figures either due to their negligence or due in part to obstruction by the league treasurer to providing the league's financial information.](#)

Learn More About League Finances

League account tools

Many banking institutions require an Employee Identification Number (EIN) to open an account for a league. An EIN can be obtained from the Internal Revenue Service (IRS). USBC has created [a guide to assist you in obtaining an EIN](#).

Using in-center banking? Check out the [In-Center Banking Agreement](#).

As a league benefit, Bonding and Burglary insurance is available. For more information about bonding, click [here](#).

Do you still have questions about league finances? [See our Commonly Asked Questions about league finances](#).

Adult leagues that allow minors to participate

Adult leagues allowing USBC youth members 18 or younger to participate must be certified as an adult/youth league, must comply with USBC Rule 400 and those 18 or older must complete U.S. Center for SafeSport training. All officers must be a Registered Volunteer (SafeSport trained and background screening through NCSI).

MYTHS MYTHBUSTERS

Busted, plausible, or confirmed:

Myth #4: The center's secretarial service includes all the league secretary's duties.

Myth #11: I can put league funds into my personal account.

Myth #62: If the treasurer is absent, a member on his/her team may handle the league funds.

Bowling Myths Answered