Niagara Hamilton & District Tenpin Bowling Association Policy Manual

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Table of Contents

A. ASSOCIATION STRUCTURE 5

1. Number of Directors **5**

2. Eligibility **5**

3. Term of Office **5**

4. Term Limit **5**

5. Elections - Voting **5**

6. Elections – Protest **5**

7. Board – Associate Members **5**

8. Board – Officers **6**

9. Committees **6**

10. Employee **6**

11. Association Manager **7**
1. Association Manager Job Description 7

12. Location of Association Office **9**

13. Name of Association **9**

B. DUE PROCESS - SUSPENSION & REINSTATEMENT 9

1. Athlete **9**

2. Regular Members **9**

3. Association Hearings **9**

4. Association Worthless Cheque/Credit Card **14**

5. Special Procedures **15**

6. Bonding **15**

7. Nonpayment of League Fees **16**

8. Removal from Office **16**

9. Re-rating of Averages 17

C. OPERATIONS 18

2. Budget 18

3. Finance 18

4. Meetings 18

5. Membership Options/Categories 19

6. Collect Membership and Facilitate Processing (Local RF) 19

7. Performance Standards 19

8. Self Assessment 20

9. Promotion of Bowling 21

10. Growth of Sport – Recruitment/Retention 21

11. Non-Dues Revenue 21

12. Charitable Activities 21

13. Supplies 21

D. PROGRAMS & SERVICES 21

1. Awards 21

2. Association Programs 21

3. Recognition 22

4. Tournaments – Association 22

5. Lane Certification and Inspections 22

6. Communications 23

7. Training and Education 23

8. Workshops 23

9. Coaching 23

10. Scholarship Grants 23

E. MISCELLANEOUS 24

1. Charter 24

2. Tournaments - Additional 24

3. Appropriate Membership Software 24

F. VOLUNTEERS 25

1. Role of the Volunteer 25

2. Volunteer Accountability 25

3. Volunteer Expectations/Measures – Examples 26

A. ASSOCIATION STRUCTURE

1. Number of Directors

The recommended board size is ten (10).

These boards should include equitable representation of males and females with not more than 60% of the directors are of the same gender. Proprietors are important to the sport of bowling and CTF encourages associations to have at least one proprietor on their board. However, an Association Board cannot have more than three (3) proprietors.

2. Eligibility

The eligibility requirements for the NHDTBA Board are, but not limited to:

(1) Must be an NHDTBA member in good standing at the time of election and throughout their term.
(2) Must demonstrate a working knowledge of the sport of bowling and the industry.
(3) Must demonstrate leadership qualities and the ability to think strategically as it relates to board responsibilities.

3. **Term of Office**
Officers and Directors individual terms are not to exceed three (3) years.

4. **Term Limit**
There is no limit to the total number of terms.

5. Elections - Voting
Election is open to eligible CTF Members at least eighteen (18) years of age.

Elections shall be by ballot, except that a voice vote may be taken when the number of candidates does not exceed the number of positions to be filled. Voting procedures are as follows:

(1) One candidate: A voice vote may be taken.
(2) Two candidates: If a majority vote is not reached on the first ballot, balloting continues until a candidate receives a majority vote.
(3) Three or more candidates: If a majority vote is not reached on the first ballot, the candidate having the lowest vote total is dropped. Balloting continues until a candidate receives a majority vote.

6. **Elections – Protest**

Protests must be filed in writing to CTF within fifteen (15) days of the election, or no later than the day before the NHDTBA Board members begin their term of office, whichever occurs first. If CTF rules the election null and void, the association must conduct another election. Any protest of the succeeding election must be filed in writing with CTF within forty-eight (48) hours after the election. If no timely protest, the election stands.

7. Board – Associate Members

The board may have associate members. These individuals would perform a specific duty for the Association and could be invited to board meetings to report on topics, but they would not have voice or vote at Board meetings. Such duties could include committee member, training of league secretaries, bowling clinics, public relations, etc.

8. Board – Officers

The Officers are President and Vice President. The President and Vice President are elected by a majority vote of the Directors. The Association Manager is the ex officio non-voting Secretary/Treasurer of the Association Board.

The Association Manager is employed by the Association Board.

(1) President
The President manages key relationships with CTF and Provincial Association. In addition, he or she acts as spokesperson for the Association.
(2) Vice President
The Vice President would take over the responsibilities of the President due to absence or disability.

9. Committees

The President, with Association Board approval, appoints the committees. Committees should include non-board members to ensure diversity. Standing committees are Nominating, Finance and Youth.

(1) Nominating Committee

The Nominating Committee solicits interest/resumes from the Board, Local Association and members based on predetermined criteria. It presents a slate of candidates. The committee meets at least twice annually.

(2) Finance Committee

The Finance Committee is composed of at least three (3) Directors, one of which must be the Association Manager, the other two from the Audit Committee. The committee should meet at least twice annually. It reviews and monitors the budget and ensures an audit is conducted.

(3) Youth Committee

The Youth Committee is composed of youth leaders, coaches, program directors, proprietors, and Association Board members. The committee recommends youth dues, monitors, promotes, and reviews youth programs offered by the association including tournaments and qualifiers for national events and programs.

(4) Other Committees

Other committees and task forces would be formed as needed to implement NHDTBA Board approved priorities, such as recognition, tournaments and events, etc. The President would appoint the committee with NHDTBA Board approval. Committees furnish written reports to the Association Manager for board and annual meetings.

10. Employee

An individual may be employed to assist the NHDTBA Board. The Association Manager would define a need for additional employees with approval of the Association Board. The guidelines for employing, evaluating and firing an employee will be placed here.

11. Association Manager

All associations are required to have an Association Manager who:

a) Is engaged or discharged as an employee by the Association Board.

b) Performs whatever duties and responsibilities are prescribed by the Association Board or the President;

c) Attends all meetings of the Board in a non-voting capacity unless is also a director of the board.

d) Serves as Secretary/Treasurer of the corporation.

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 Association Board along with the recommended CTF Performance Standards.

The Association Board monitors the performance of the Association Manager and performs evaluations periodically.

1. Association Manager Job Description

(1) Overall Responsibilities

The Association Manager reports to the Association President and Board and is responsible for overseeing the operations of the Association, providing administrative support and the coordination of services necessary to comply with CTF association performance standards.

(2) Qualifications

The individual should have knowledge of bowling; management, office and organizational skills; basic computer skills, experience with Appropriate membership software, MS Word, MS Excel preferred; strong communication skills, two (2) years' sales and marketing/public relations experience preferred; three (3) years on local CTF, ABC, WIBC, YABA Board.

(3) Reports To/Reporting Relationships

a) The Association Manager reports to and is employed by the Board, who will allocate additional human and financial resources on a task basis as necessary.

b) The Association Manager reports to the Association Board on regular basis (at least quarterly); to CTF as required; and to the association membership as needed.

c) If staffed, the paid clerical assistant will report directly to the Association Manager.

d) The Association Manager gets reports from staff and committee chairs.

e) Volunteers assigned to support the Association Manager will report to the Association Manager for those tasks assigned by NHDTBA President/Board.

(4) Duties

The tasks for which the Association Manager will be responsible may include, but not be limited to:

a) Working in conjunction with the NHDTBA Board, adheres to CTF performance standards and applies for charter renewal every five (5) years as required by CTF.

b) implementing and monitoring the strategic/action plans of the association and their progress.

c) Reporting on progress toward specific goals to the Association Board quarterly.

d) Responsible for the overall finance of the association. This would include preparing a budget for board approval and staying within the budget.

e) Overseeing volunteer activities.

f) Responsible for all Association correspondence.

g) Overseeing the use of appropriate membership software to enter and transfer information to CTF.

h) Notifying each league secretary and president, in writing, of the programs and services offered by the association.

i) Submitting reports to CTF and the Provincial Association as requested.

j) NOTE: The Association Manager is NOT Responsible for the operation of the tournament.

(5) Standards

To the extent possible, each assigned task will have measurable standards, which will gauge performance. Some examples include completion of strategic plan, membership goals met and compliance with financial procedures (maintain budget). When CTF establishes standards for any task assigned, the standards set by the Association shall be at least as high as those set by CTF.

(**6) Recommended Education/Skill Requirements**

a) Business management skills (finance, marketing, sell programs, organization, planning).

b) Communication training or experience.

c) Knowledge of sport.

d) Inter-personal relationship skills.

e) Knowledge of current technology (computers, etc.).

Desirable, but not mandatory skills:

- Proven promotional abilities.

- Success increasing membership.
- Success building the image of an organization.

12. Location of Association Office

The location of the Association office would be determined by the NHDTBA Board and should be central to the area served.

13. Name of Association

Procedure to have the Association Board determine the name of the association and have CTF approve the original name or any name changes.

B. DUE PROCESS - SUSPENSION & REINSTATEMENT

1. Athlete

CTF provides due process which is in compliance with Canadian Olympic Committee requirements as applicable.

2. Regular Members

The following procedures have been established by CTF to ensure due process for any CTF Member against whom a complaint may be filed or whose right to CTF membership may be challenged, or who may be seeking reinstatement of membership. Upon written request, a copy of the file may be forwarded to the defendant and/or complainant.

3. Association Hearings

Provincial and local associations must comply with the following procedures when conducting a hearing. (The procedure does not apply when considering a tournament protest or an appeal from a league's decision). The CTF Executive Director may cause action to be instituted when an association does not conduct a hearing or the requested information is not submitted to CTF.

3.1 Filing a Complaint

(1) A complaint may be filed only in the current season or the season immediately following the alleged violation.

(2) The complaint shall be in writing and set forth in detail the charges against the member(s) hereafter referred to as the defendant(s), and the CTF rule(s) involved.

(3) The complaint shall be signed by the person(s) making the charges and be filed with the Association Manager or another officer of the association if the Association Manager is involved in the complaint.

(4) When a CTF member(s) files charges against another individual(s) and fails to appear, without sufficient cause, to testify at the hearing, the complaining member(s) shall be liable for suspension of CTF membership.

3.2 Receipt of Complaint

Proceedings must be started after a written statement of charges has been received.

(1) The Association President or, in his/her absence or involvement, the officer in charge shall set a date for a hearing, which date should not be later than thirty (30) days from receipt of the complaint.

(2) Written notice of the time and place of the hearing shall be sent to the defendant(s) and complainant(s) at their last known addresses not less than ten (10) days prior to the date set for the hearing. The notice shall be sent by certified mail with return receipt requested or delivered by special messenger. A copy of the complaint shall be sent to each defendant with the notice.

The notice shall inform the defendant(s) and complainant(s) of their right to have counsel present and to produce witnesses in their behalf. The defendant(s) shall also be notified that he/she may file with the Association Manager a written answer to the complaint prior to the hearing.

(3) Each member of the Association Board or committee shall be given written or electronic notice to attend the hearing. Notice should be given not less than ten (10) days prior to the date of the hearing.

3.3 Withdrawal of Complaint

Charges may be withdrawn at any time prior to the hearing

3.4 Hearing Procedure

Hearings shall be conducted by the Association Board or the association may establish a committee of not less than seven (7) Association Board members to conduct such hearings. The committee must include the Association Manager and the Association President who serves as chairperson. Hereinafter, any reference to the Association Board or committee will be referred to as the "fact-finding board" of the Provincial or Local Association, as the case may be.

(1) It shall be a closed hearing; therefore, the meeting place should afford privacy and comfortably accommodate the group. Adequate waiting room facilities should be available for witnesses.

(2) A thorough report and well-documented information must be developed. The association can use a court reporter, a tape recorder, recording device (cell phone or tablet) or have the minutes taken in shorthand. A transcript of the testimony and proceedings shall be sent to CTF. The transcript should contain a factual report of the questions and answers.

(3) If a member of the fact-finding board is either a complainant or a defendant, she shall not act as a member of the Association Board, but may be counted toward a quorum.

(4) A QUORUM MUST BE PRESENT.

(5) The fact-finding board should meet early on the hearing date to review the charges and the CTF rule(s) involved. It shall be decided at this time whether witnesses for the defendant(s) and complainant(s) will be allowed to remain in the hearing room or shall be called as needed.

(6) The hearing shall proceed whether or not the defendant(s) appears. Proof must be established that proper notification of the hearing was given.

(7) The defendant(s) and complainant(s) shall be called into the hearing. They should be present at all times with their counsel, if any. Counsel may be present at all times, regardless if the defendant or complainant appears.

(8) The chair then states the procedure to be followed:

a. The chair will read the specific charges to the defendant(s) together with the CTF rule(s) involved.

b. The complainant(s) will be asked if these are the charges which were preferred.

c. The defendant(s) will be asked if he/she understands the charges.

d. Only one person may speak at a time and the name of each person shall be clearly stated for the record.

e. All persons may speak only on and ask questions pertinent to the charges.

f. The chair will rule them out of order if these rules of procedure are not observed.

g. Each complainant will be heard individually and given the opportunity to introduce further written or oral evidence. After each complainant is heard, his/her counsel, if any, will be given the opportunity to ask questions, followed by the defendant, the defendant's counsel, if any, and the members of the fact-finding board. Witnesses for the complainant will be called for questioning by the complainant, the complainant's counsel, if any, the defendant, the defendant's counsel, if any, and the members of the fact-finding board.

h. Each defendant will be given the opportunity to be heard, present any evidence pertinent to the charges and introduce rebutting testimony or evidence. After each defendant is heard, his/her counsel, if any, will be given the opportunity to ask his/her questions, followed by the complainant, the complainant's counsel, if any, and the members of the fact-finding board. Witnesses for the defendant will be called for questioning by the defendant, the defendant's counsel, if any, the complainant, the complainant's counsel, if any, and the members of the fact-finding board.

i. Witnesses may attend, regardless if the defendant or complainant appears.

(9) The chair then conducts the hearing according to the stated procedure.

(10) When all of the testimony and evidence have been submitted, the complainant(s) and defendant(s) shall be informed of the following by the chair:

a. The fact-finding board will study the testimony and evidence presented and sends its recommendation to CTF, Attention: Executive Director, for review by the CTF Association Board or a committee established to review membership issues.

b. Within 10 days from the date of the hearing, they will be notified in writing of the recommendation agreed upon.

c. Membership privileges of the defendant(s) remain unchanged, whether or not an appeal is taken, until the CTF Executive Director sends written notification of the CTF Board/committee's decision to the defendant(s) at his/her last known address. However, if the defendant admits in writing or in the hearing, he/she misused funds or other property entrusted to him/her, he/she may be removed from office immediately by the fact-finding board.

d. Either the defendant(s) or the complainant(s) may appeal within fifteen (15) days of the date of the letter notifying them of the recommendation by filing a notice of appeal and a statement of reasons for the appeal to the CTF Executive Director.

e. The CTF Executive Director will advise them by letter of the decision of the CTF Board/Committee.

(11) All persons present, except the members of the fact-finding board, are then excused from the hearing. If a member of the fact-finding board is either a defendant or a complainant, he/she is also excused at this time. The fact-finding board then meets in executive session to review the testimony and evidence.

(12) After thorough discussion, a ballot vote concerning each defendant shall be taken. As many ballots as are necessary shall be taken to obtain the required two-thirds vote. The fact-finding board can recommend:

a. Dismissal.

b. Not guilty.

c. Guilty - warning. Imposition of penalty is withheld. Individual has a record; similar to probation. Individual can compete in sanctioned competition.

d. Removal from office. Indefinite suspension.

e. One (1) year suspension.

f. Not to hold office (one year or indefinite).

g. Never to hold office.

3.5 Procedure at Conclusion of Hearing

Within five (5) days from date of the hearing, the defendant(s) and complainant(s) shall be notified in writing of the recommendation to CTF. This notice shall be sent by certified mail with return receipt requested or delivered by special messenger.

NOTE: When money is involved, the fact-finding board shall make every effort to establish and document the amount due. If necessary, it must conduct an audit using the league/association records to determine the exact amount of shortage.

(1) A report of the hearing shall be submitted within fifteen (15) days from the date of the hearing (unless an extension of time is granted by the CTF Executive Director) to the CTF Executive Director, for a decision by the CTF board or committee, acting for the CTF Board, which decision shall be final.

(2) The report shall include the following:

(a) Copy of the original complaint.

(b) Date the complaint was received by the association.

(c) All correspondence pertaining to the case.

(d) Minutes of the hearing.

(e) Fact-finding board's recommendation and a record of the vote.

(f) Original return receipts of certified mail as proof proper notice of the hearing and recommendation has been given to the defendant(s) and complainant(s).

(g) List of members of the fact-finding board, indicating thereon those present at the hearing and advising the required quorum was present.

3.6 Appeal

Either the defendant(s) or the complainant(s) may appeal within fifteen (15) days of the date of the letter notifying them of the recommendation by filing a notice of appeal and a statement of reasons for the appeal to the CTF Executive Director.

3.7 Reinstatement

Applications for reinstatement must be filed in writing to the CTF Executive Director. (See Article B, Section 7(4) in this Policy Manual for nonpayment of league fees reinstatement procedure.) If CTF determines a reinstatement hearing is necessary, the association having original jurisdiction must follow these procedures:

(1) The application should be considered within thirty (30) days from date of receipt and must be acted on at a meeting of the fact-finding board.

(2) The defendant shall be given written notice of his/her right to appear and be provided the opportunity to speak on his/her own behalf.

(3) A quorum must be present and a majority vote of those present and voting is required for the recommendation to be forwarded to CTF.

(4) Following the hearing, the association shall notify each applicant, in writing, of the association's recommendation. Such notice to include:

(a) The decision will be announced by CTF.

(b) The applicant's status is unchanged until a decision to reinstate is announced by CTF.

(c) The applicant has the right to appeal the recommendation of the association in writing to the CTF Executive Director within 15 days of the recommendation.

(5) Within ten (10) days from the date the application is considered, the following shall be sent to the CTF Executive Director:

(a) Copy of letter requesting reinstatement.

(b) List of members of the fact-finding board, indicating thereon those present at the meeting and, if the required quorum was present.

(c) Recommendation, reason for the recommendation and a record of the vote.

(d) Copy of the letter notifying the applicant of the Association's recommendation.

(6) The status of the applicant shall remain unchanged until he/she is notified, in writing, by the CTF Executive Director of the decision.

4. Association Worthless Cheque/Credit Card

Provincial and Local Associations must comply with the following procedures when handling a worthless cheque/credit card for membership dues, (The following procedure does not apply to cheques issued/credit cards tendered by individuals for other purposes or personal cheques issued by a league secretary for payment of membership dues for the league.) Associations should be advised they have the right to refuse any personal cheques/credit cards submitted for membership dues.

Upon notification of a bad cheque/credit card, these procedures must be followed:

(1) The issuer is provided with written notice, which must be sent by certified or registered mail. The notice must include:

(a) Amount and number of the returned cheque(s)/charge draft(s).

(b) Amount of bank/service fees, if any.

(c) Total amount due.

(d) Notification of ineligibility to participate in any CTF competition.

(e) Payment must be made within a specified time period.

(f) Personal cheque/credit card is not an acceptable method of payment (cash, money order or cashiers' cheque only.)

(g) Failure to make payment may result in disciplinary action under CTF Rule 17b(3).

(2) The league(s) must be notified that the individual does not hold membership and cannot participate in any CTF competition.

If no response by the specified date, forward the following to CTF Executive Director:

(a) A copy of the front and back of the cheque or credit card draft returned.

(b) The certified receipts and a copy of the notice sent to the individual requesting payment.

(c) Documentation of bank/service fees incurred.

(d) Copy of the membership application.

(e) Any other correspondence.

5. Special Procedures

The CTF President may appoint a special committee, which may include CTF Board members and non CTF Board members to conduct a hearing or investigation within an association. At the conclusion of the hearing, the committee shall make a report and recommendation to the CTF Board/committee for a decision, which shall be final.

6. Bonding

The CTF Executive Director shall cause action to be instituted against an Association or league officer due to losses under CTF's bonding program. CTF may, if necessary, require that action be taken when misuse of funds or property is involved.

When charges of misusing funds or a bond claim have been filed against an association or league officer, the individual charged continues to be eligible to bowl in CTF competition, but CTF shall temporarily suspend the officer from all offices held until such matter has been considered by the CTF Board/committee acting on behalf of the Association Board. The Association Board shall appoint another officer to perform the duties of the officer who is under temporary suspension. This procedure applies in all such cases except when an appeal is made to the CTF Executive Director who may authorize the officer to resume the duties, pending action by the CTF Board/Committee. The following rules apply.

(1) Fund Shortages

When a fund shortage occurs due to misuse in a CTF league or certified Provincial or Local Association, the following applies:

(a) The CTF league officer, adult supervisor or coach, or Association Board member who was entrusted with the funds shall be subject to indefinite suspension of membership.

(b) The officer required to make monthly verifications of the account may also be liable for indefinite suspension of membership if found guilty of not performing this duty.

(c) When false statements are deliberately made or filed with the bonding company in order to collect a larger sum than due under the bond, those responsible will be subject to suspension of CTF membership.

(2) Suspension Action

When CTF is advised, after appropriate investigation, that a member who is covered under the CTF bonding program was guilty of acts within the meaning of items (a) or (b) or both under Section (1) Fund Shortages above, CTF shall cause the following action to be instituted:

(a) The person(s) involved shall be notified that suspension charges are being preferred.

(b) Such notification shall be sent by certified mail and shall specifically state the cause of the action. The method and time limit for filing an appeal shall also be included.

(c) The local association and appropriate league officers shall be notified that action has been initiated.

(d) All available information shall be forwarded to CTF Executive Director.

(3) Reinstatement

An application for reinstatement in cases where a suspension has been imposed under this rule must be filed with CTF and shall include proof of payment. If CTF determines a reinstatement hearing is necessary, the association having original jurisdiction must follow the procedures as specified in Section 3.7. The status of the applicant shall remain unchanged until the CTF Executive Director notifies him/her, in writing, of the decision of the CTF Board/committee.

7. Nonpayment of League Fees

(1) League Action
The following procedures shall be applicable in all cases of nonpayment of league fees and/or improper withdrawal. A charge against a member for failure to pay league fees shall be filed only with the league, and the league shall follow the procedures outlined in Rule 115b.

(2) Association Action
Upon receipt of a recommendation from a league board of directors pursuant to Rule 115b, the Association Manager shall, within thirty (30) days of receipt of said recommendation, furnish the CTF Executive Director with a copy of the minutes, league rules and all documents and materials considered at the league meeting.

(3) CTF Action
Upon receipt of said material from an Association Manager, the CTF Executive Director will notify the league member that he/she has thirty (30) days to request a hearing on the charge by submitting a written request to the CTF Executive Director. When a hearing is requested, the CTF Executive Director will direct the Local Association to handle the complaint in accordance with the association hearing procedure outlined in Section 3.4. If the member does not request a hearing within the time set forth, the file will either be processed and administratively finalized or sent to the CTF Board/committee for a decision.

(4) Reinstatement
Applications for reinstatement in cases of nonpayment of league fees must be filed in writing with the CTF Executive Director, and shall include proof of payment. The status of the applicant shall remain unchanged until he/she is notified in writing by the CTF Executive Director of the decision of the CTF.

8. Removal from Office

The following procedure must be followed when a complaint is filed to remove an officer or director from an association office. (See Article IV, Section E - Resignation, Removal, and Vacancies in the Local Bylaws).

(1) Within one (1) week after receipt of the written complaint, the Association President (or next highest-ranking officer, if the president is involved) should schedule a meeting of the Association Board, and written notices of the same must be provided to the Association Board. The meeting should be held within 30 days of receipt of the complaint.

(2) Written notice and a copy of the complaint shall be provided to the individual charged. Such notice should be sent by first class mail or be hand delivered at least 10 days prior

to the meeting. The notice must include the date, time and place of the meeting, as well as his/her right to attend and offer a defense.

(3) A quorum of the Association Board must be present, and a roster listing those present and absent must be included in the file.

(4) Minutes of the meeting and all documents and material relating to the charges are maintained.

(5) A two-thirds vote of board members present and voting is required for removal from office.

(6) Within five (5) days from date of the meeting, the individuals involved shall be notified in writing of the Association Board's decision and of the right to appeal that decision to the CTF Executive Director. An appeal must be filed within fifteen (15) days of the date of the notice, otherwise the decision of the Association Board is final.

9. Re-rating of Averages

The Association Board or a committee consisting of not less than five (5) members, appointed by the Association Board for that purpose may re-rate the league average of any member of the Association, when there is evidence that this average does not represent the bowler's true ability. The bowler must report and use the re-rated average for all handicapped or classified competition until he/she has established an average in league play, which is higher than the re-rated average.

After the re-rate has been in effect for a twelve (12) month period, the bowler may apply to the average re-rate committee for an adjustment if the bowler has not established a higher league average and the bowler can also provide sufficient documentation to support a re-rate adjustment.

The following procedures must be used to re-rate any member of the association:

(1) The bowler must be notified of the contemplated re-rate action by certified mail with return receipt requested at least ten (10) days prior to the meeting.

(2) The bowler shall be given the opportunity to appear before the committee and present any testimony or evidence to show why such re-rate actions should not be taken.

(3) When a bowler has been re-rated, she must again be notified of the re-rated average by certified mail with return receipt requested.

(4) The bowler shall have the right to appeal to the CTF Executive Director from the association's action providing the appeal is filed within fifteen (15) days after he/she is notified of the re-rated average. If no appeal is filed within the fifteen (15)-day period, the re-rated average shall stand.

NOTE: Before conducting a re-rate hearing, contact the CTF Executive Director for further information.

Note: The newly elected CTF Board will develop policy on the following: CTF's authority to:

1. Conduct a hearing.
2. Revoke a charter.
3. Remove an association Board member.

C. OPERATIONS

1. Averages

The national organization would be charged with maintaining individual bowler averages and tournament scores.

Provincial associations using appropriate membership software would submit provincial association sanctioned tournament scores.

Local associations are responsible for submitting sanctioned association tournament scores, in addition to providing individual league averages.

2. Budget

The association is responsible for preparing and operating an annual budget under the direction of the chair of the finance committee.

3. Finance

The association financial procedures include but are not limited to.

(1) Funds must be deposited within seven (7) days in a government insured bank or credit union in the name of the association.

(2) Withdrawals require the signatures of two (2) authorized board members, which could include the Association Manager.

(3) Two members of an immediate family cannot co-sign for withdrawals from any association account.

(4) The president must verify the account(s) monthly.

(5) A trust account shall be set up for funds received or raised for scholarship activities. The trust account should be set up with withdrawals requiring the signature of the scholarship chair plus the signature of either the Association President or the Association Manager. This trust fund will be managed by the Scholarship Committee under the direction of the Association Board.

(6) Mileage for all NTBA business will be $.60 per km.

(7) A per diem of up to $40 per day may be paid to a Director on NTBA business (clinic or meetings) outside of the association boundaries to defer some of the cost of food and drink – not including alcoholic drinks. This shall be broken down as $10 – Breakfast, $15 – Lunch, $15 – Dinner.

(8) Audits may to be conducted semi-annually if required. The audits should be conducted annually either by a committee or audit firm.

4. Meetings

Associations are encouraged to have as many board meetings as are necessary to ensure the smooth running of the association and service to the members.

Only one (1) membership meeting is required annually. However, the association should conduct more meetings as necessary to keep the members informed of association matters.

5. Membership Options/Categories

This section will contain the membership categories established by CTF, for example, but not limited to:

Category	National Dues
Membership	$25.00
Affiliate	TBD
Collegiate	TBD
Hall of Fame	TBD
International	TBD
Lifetime	TBD
Member Emeritus	TBD
Permanent	TBD
Honorary	TBD
Youth	$25.00

6. Collect Membership and Facilitate Processing (Local RF)

As stated in the Performance Standards, transmit membership and dues via appropriate membership software weekly. This would include league sanctioning information, as well as additional members.

Beginning with the 2004-05 season, the CTF Board will set national dues, the Provincial Association Board will set the provincial dues and the Local Association Board will set the local dues. The starting maximum dues are as follows:

(a) National $25.00,
(b) Provincial $3.00,
(c) Local $7.00

for a total of $35.00 (see Article IV, Section B - Dues in the CTF National Bylaws.)

The CTF Board will not set Provincial and Local dues; however, each level will have the fiduciary responsibility to determine what is needed to best serve its members (see Article IV, Section B - Dues in the CTF National Bylaws). National, provincial and local levels will be mutually dependent of each other to provide the best programs and services to the member at the lowest cost.

The NHDTBA Board, by two-thirds vote, determines the amount of NHDTBA dues. Any change in dues, and the reason for the change, will be reported at the next membership meeting. Additionally, associations must inform league secretaries of the amount of dues to be collected for national, provincial and local, for regular membership and each membership category established by CTF.

Beginning August 1, 2004, the maximum local dues are $7.00 and maximum provincial dues are $3.00.

7. Performance Standards

To preserve the health and integrity of the organization, and to ensure consistent delivery of services, the association will be evaluated based on the performance standards detailed below.

(1) Conduct an annual association championships tournament. All CTF members must have

equal opportunity to participate in tournaments of equal design and quality.

(2) Transmit membership (local), tournament scores, awards and Association Board data to CTF via Appropriate membership software as required by CTF.

(3) Complete and submit an annual self-assessment.

(4) Complete and submit a strategic/action plan.

(5) Prepare and operate under an annual budget, perform an audit or have one completed by an outside source; file all required corporate forms (if incorporated); and provide full financial disclosure to membership annually.

(6) Maintain a Youth Committee. This committee is responsible for recommending youth dues and for monitoring, promoting and reviewing association youth programs.

(7) Develop, maintain and submit a membership retention and development plan. This plan could be submitted as part of the strategic/action plan listed in item (4) (above).

(8) Develop and implement a communication plan.

The Association must maintain CTF charter requirements by meeting performance standards. If performance standards are not achieved and maintained, CTF will counsel with the Association, which could include "on site" visits to help the Association. Associations that meet these requirements will have their charters renewed.

8. Self Assessment

CTF will provide assessment forms as well as guidance regarding strategic/action plan. Associations will be expected to report actions taken to address areas in need of improvement from previous assessments.

(1) Complete an association self-assessment yearly.

(2) Evaluate results and set appropriate goals through the association's strategic plan.

(3) Quarterly reporting of progress to the Association Board as related to specific goals based on the association's strategic plan.

(4) Participation in the assessment by at least three (3) individuals, a combination of board members and non-board members, is required.

(5) Submit the assessment to CTF yearly, which documents the association's achievements of their goals.

(6) Categories will include, but may not be limited to:
- (a) Tournaments.
- (b) Transmission of data.
- (c) Finances.
- (d) Youth committee.
- (e) Membership retention and development.

9. Promotion of Bowling

Associations will be encouraged to develop supplemental provincial/local promotional programs that add to or enhance those developed by CTF.

10. Growth of Sport – Recruitment/Retention

The Local Association will be responsible for working with proprietors to increase membership by adding new members and retaining existing members. They are also responsible for increasing sanctioned competition and required to implement programs provided by the National organization. Finally, the Local would be responsible for developing leagues/membership, working to ensure youth transition and for building all bowlers' interest in the sport.

11. Non-Dues Revenue

Donations from individuals, businesses, corporations, service clubs, etc. designated for scholarships and youth only activities, should be made payable and deposited in NHDTBA Scholarship Account. Also, funds raised by the association under the name of the youth members shall also be deposited in this Scholarship Account. (This does not include membership fees paid by youth members of the association).

This will ensure that these funds are not used for other association activities. The Trust Fund should be managed by the Scholarship Committee under the direction of the Association Board.

12. Charitable Activities

Associations should run special events in order to raise money for charitable activities. They are encouraged to develop their own charitable activities and should participate in provincial and national charitable fundraisers.

13. Supplies

(1) CTF would ensure the availability of supplies necessary to support activities. These would range from no cost to fee-based in nature.

(2) Associations would facilitate the ordering and distribution of supplies.

D. PROGRAMS & SERVICES

1. Awards

Local Associations would be required to distribute national and provincial awards. Both Provincial and Local Associations would develop a procedure for timely distribution and presentation of all awards.

2. Association Programs

Distribution of all local, provincial or national awards should be in a timely manner

2.1 NHDTBA Association Awards - Youth and Adult

YOUTH INDIVIDUAL AWARDS

Award Name	Criteria	Award Description
300 Game Award	No average requirement	Jacket or Plaque - 1 per lifetime
800 Series Award	No average requirement	Jacket or Plaque - 1 per lifetime

YOUTH LEAGUE AWARDS

Award Name	Criteria	Award Description
Girl's Association High Average	Highest association average for current season	Jacket/Hoodie – 1 per season
Boy's Association High Average	Highest association average for current season	Jacket/Hoodie – 1 per season

ADULT INDIVIDUAL AWARDS

Award Name	Criteria	Award Description
175 Game Award	135 Average or under	Pen/Pad – 1 per season
Step Ladder Award	No average requirement	Certificate – 1 per season
100 Pins over Avg (subsequent)	No Average Requirement	1 deck of cards with NHDTBA logo
250 Game Award	200 average or under	Pen – 1 per season
450 Series Award	140 average or under	Pen – 1 per season
550 Series Award	150 average or under	Pen – 1 per season
675 Series Award	No average requirement	675 Series Bowling Towel
11 in a row (subsequent)	No average requirement	1 deck of cards with NHDTBA logo
300 Game Award	No average requirement	Jacket or Plaque – 1 per lifetime
800 Series Award	No average requirement	Jacket or Plaque – 1 per lifetime

Award Name	Criteria	Award Description
Women's Association High Average	Highest average	Jacket – 1 per season
Men's Association High Average	Highest average	Jacket – 1 per season

Note: Awards with average requirements require 21 games past or present season.

3. Recognition

(1) The Local Association is responsible for maintaining historical recognition for halls of fame for its membership, including the listing of Life Members, Honorary Members and Members Emeritae. Each local association is also responsible for developing and maintaining local programs for recognition of performance, contributions and participation. Local Associations would be responsible for submitting names for recognition from its membership to provincials and CTF

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4. Tournaments – Association

The Association must conduct tournaments for men, women and youth members. It is optional for Associations to conduct an open event for men and women members

5. Lane Certification and Inspections

5.1 CTF has the primary responsibility for developing the certification/inspection process that includes, but is not limited to training registered inspectors. Local associations will identify interested volunteers to form the association's inspection committee/team. CTF would be notified of the chair and it would be his/her responsibility to ensure inspections are being

done and results are reported to CTF. The committee/team would also report its activities to the Association Board.

5.2 NHDTBA will reimburse a member with $50 towards the cost of the course after the person pays for the course upfront and shows us proof that the course has been passed.

6. Communications

The association is responsible for designating an individual to distribute information to and from the national and provincial organizations. Local Associations are required to communicate national and provincial news to the membership utilizing communication tools, i.e., association newsletter, association Website, association meetings, etc.

7. Training and Education

CTF is responsible for delivering quality, standardized programs to associations to ensure consistency across the country.

(1) Local associations will be responsible for delivery of training, education and course work as applicable.

8. Workshops

Local associations will conduct workshops for league officers

9. Coaching

9.1 Coaching is the key to developing new bowlers and maintaining interest at all levels of participation. Coaching could be available to every bowler at every level in every center.

The coaching program will be designed to develop professionals in specific levels of expertise. Associations will support the national program.

9.2 NHDTBA will reimburse a member with $50 towards the total cost of the course after the person pays for the course upfront and NHDTBA has received confirmation that the person passed the course.

10. Scholarship Grants

(1) NHDTBA will develop scholarship fund management and opportunities for scholarships from elementary to adulthood. This also will include grant opportunities.

(2) Scholarship funds must be utilized for educational purposes at an accredited university or college in Canada or the United States. **OR**

(3) Scholarship funds may be utilized after graduation from high school, for training at an approved trade school, business school, beauty school, etc. However, prior to applying for funds for such training the recipient must furnish the Scholarship Committee with complete details regarding the school, training to be pursued, length of training, etc. The Scholarship Committee will advise the recipient if the course is approved for use of your scholarship funds and its decision shall be final.

(4) Scholarship funds may be utilized for tuition, room, board (on campus) or books and tools applicable to the course.

(5) Reimbursement will be made for books/tools with proof of purchase.

(6) All scholarship funds will be paid directly to the post-secondary institution that the recipient is attending for tuition, room, board (on campus).

(7) Funds may also be used for bowling clinics, camps, tournaments and bowling equipment for those recipients who are not attending a post-secondary institution. Any other items must be brought to the attention of the scholarship committee chair for consideration and approval.

(8) The scholarship is not contingent upon grades. However, if for any reason the recipient should leave school permanently, any remaining funds at the institution would revert back to the general scholarship fund. NHDTBA must be promptly notified should this occur.

(9) In the event the recipient receives other scholarship awards for tuition or other charges, you are to advise us so that our committee may consider payment of this award to you in such a manner as to assure the funds will be used in support of your educational pursuits.

(10) Scholarship funds must be approved and used prior to the twenty-fifth (25th) birthday of the recipient. Any funds remaining after this will revert back to the NHDTBA Scholarship Fund.

(11) All interest earned from the NHDTBA Scholarship Fund will remain in the fund and may be used to cover the cost of administering the fund.

E. MISCELLANEOUS

1. Charter

Every five (5) years, the association must renew its charter. The application along with supporting documentation must be submitted to CTF prior to the expiration of the charter.

Once chartered, an association must abide by the bylaws, policies, procedures and performance standards as outlined by CTF. CTF will assist associations in meeting these requirements, which could include "on site" visits to help the association. Associations that meet these requirements will have their charters renewed.

2. Tournaments - Additional

Associations that conduct additional tournaments can have comprehensive coverage by submitting a list of tournaments, formats and rules.

Also suggest options for additional tournaments, such as league championship, league officers, etc., and fun formats (nine-pin no-tap, Baker, etc.)

3. Appropriate Membership Software

Process the following through appropriate membership software:

(1) Membership, names - addresses/address changes.

(2) League information – start/end, officers, etc.

(3) Averages of members from leagues.

(4) National awards.

(5) Association awards (local only).

(6) Officers/Directors - titles/title changes, addresses/address changes - terms of office.

(7) Date of last/next meeting.

(8) Delegates to the CTF Annual Meeting.

(9) Local association tournament scores (Provincial Association using appropriate membership software/alternate software). (See software User Guide for complete procedures.)

An option would be for multiple associations to combine for central processing.

F. VOLUNTEERS

1. Role of the Volunteer

In most membership organizations, the volunteer is the driving force, and a special effort must be made to recruit and motivate interested individuals. The role of the volunteer in CTF would match the volunteer's expertise, commitment and passion for the sport with programs and projects that directly affect the member.

Volunteers would enhance the organization's relationships among members, non-members and bowling center proprietors. Among other possible activities, they would:

(1) Promote and advance the sport of bowling.

(2) Help recruit and retain membership.

(3) Assist and participate in educational seminars and workshops.

(4) Promote and assist at tournaments.

2. Volunteer Accountability

(1) Accountability must be measurable.

(2) Tasks to be clearly defined/with a timeline.

(3) Volunteers will receive training, mentoring and follow-up (i.e., task specific, show them how to do the task) and the needed materials.

(4) Talents of volunteers need to meet the task.

(5) Association Manager will have ultimate responsibility for completion of the task.

(6) Committee members report to and must communicate their needs to the Association Manager (i.e., non-performing members).

(7) Association Manager provides quarterly report to the Association Board on status of all approved projects and events in reference to volunteer assignments (does not preclude immediate board notification as needed).

(8) All actions are tied into the strategic plan.

3. Volunteer Expectations/Measures – Examples

(1) Tournaments. Measurement standard could be increased participation.

(2) Membership. Recruit/retain membership, joint promotions (cooperative effort between proprietors is a value they can bring to the new organization, to promote bowling).

(3) Clinics. Different skill sets required for this topic, such as, learn to bowl, improve skills.

(4) Public Relations. Communication (press releases), sports groups, (sports councils), institutions (schools, businesses), media attention (other communication), image of bowling (part of the responsibilities or reflection of the committee's efforts).

(5) Promoting. Visiting the settee area, welcoming new bowlers.

(6) Scholarships. Soliciting funds, selecting and judging.

(7) Awards. Presentation and delivery in a timely manner.

(8) Events. Hall of Fame, Charities, Fundraisers.

(9) Committees. Attend meetings and report to the Association Board regularly and membership as needed.