



## **Association Policy Manual**

*The policy manual of the Metro Detroit USBC Association is intended to supplement the USBC Association Policy Manual for items specific to MDUSBC.*

### **Annual membership meeting time of year**

The MDUSBC Board will set the date and place of the annual membership meeting. The target month for the annual membership meeting is January.

### **Association representative program**

Bowling centers will be assigned to areas with an Association Representative Coordinator (ARC) assigned and Association Representatives (AR) to perform the duties in the bowling centers.

Each ARC will be responsible for a group of centers determined primarily on a geographical basis. The ARC will provide leadership and guidance for the ARs in their area. The ARC will be required to provide an annual written evaluation of each AR assigned to them on a form to be provided. The ARC is also expected to assist in recruiting ARs for their area.

The recommended number of ARs will be determined on a minimum of 1 per 16 lane bed basis.

Each AR will be expected to visit each league within their assigned center at least 3 times per winter season and 1 time per summer season with a report to be filed with each visit on a form to be provided.

Each bowling center will be serviced by volunteer(s) with the purpose including but not limited to:

- Promoting MDUSBC tournaments and activities
- Assisting league officers and bowlers in the certification process
- Assisting league officers in the collection of mid-year and end-of-year averages
- Awards presentations

Each MDUSBC Association Representative will be provided with volunteer job training and a polo shirt with the MDUSBC logo.

### **Board member / youth committee responsibilities**

Each board member and youth committee members over the age of 18 must have an approved background check as part of the Registered Volunteer Program. Newly elected and appointed members must apply within 30 days of election/appointment.

### **Director Elections and Vacancies**

Members must submit a Board Application for open Director positions up to 48 hours prior to the start of the meeting where elections will be held.

When a mid-term director vacancy occurs the President should fill the vacancy within two board meetings from the time of the vacancy.

### **Dues structure**

The MDUSBC Board will approve local youth dues and other groups (i.e. seniors) as provided in the Bylaws.

### **Employees – related to Association Manager** *(approved by MDUSBC Board September 17, 2019)*

The Association Manager has the responsibility and duty to hire and manage staff in accordance with the budget. In the event that the Association Manager wishes to hire any employee related to the Association Manager; or any current or former MDUSBC Board member; the Association Manager must seek and receive approval from the MDUSBC Board for such hire and compensation of such employee.

### **Financial procedures and reporting**

The Association Manager will provide a monthly income statement to each member of the MDUSBC Board. The Association Manager is authorized to approve unbudgeted expenditures up to \$500 without board approval.

### **Officer Elections**

Directors must submit qualifications for open Officer positions up to 48 hours prior to the start of the meeting where elections will be held.

### **Reimbursement / Expense policy**

The MDUSBC President and Association Manager will have an expense account as provided in the budget for reimbursement of mileage and expenses in performing their duties for the MDUSBC with the following criteria:

- **Any and all expenses incurred by President and/or Association Manager when specifically representing the association are reimbursable expenses.**
- **The current standard IRS mileage rate will be used.**
- **Any and all meals along with any recreational activities attached to the event that are part of the activity are reimbursable.**
- **An approved expense form must be filled out for reimbursement.**
- **Expense reimbursement to be offset by any monies received.**
- **Each line on expense report must state purpose.**
- **Supporting documentation is required to be attached for expenses in columns for meals, lodging or other expenses.**

Elected delegates to the state meeting will receive \$100, less any other monies received. *(revised and approved by MDUSBC Board September 16, 2020)*

### **Volunteer recognition program**

A program to recognize outstanding volunteer performance will be established.

### **Youth Committee eligibility criteria** *(approved by MDUSBC Board May 20, 2019)*

To be appointed to the Youth Committee by the President must be a member in good standing of the association and RVP/SafeSport certified.

### **Youth Representative to the Board eligibility criteria** *(approved by MDUSBC Board May 20, 2019)*

To be nominated and elected as a Youth Representative to the Board must be a member in good standing of the association and RVP/SafeSport certified; additionally either a youth coach in 2 of the past 5 years or

a youth director in 2 of the past 5 years or a Youth Committee member with attendance at a majority of the events/meetings from each of the previous two seasons.

## **COMMITTEES AND STRUCTURE**

General items for all committees:

- Chairperson is responsible for setting meeting dates, time, place and agenda.
- Recording Secretary is responsible for sending agenda at least 10 calendar days in advance of meeting to Association Manager for distribution by Association Manager to committee members and MDUSBC Board Members. Recording Secretary is responsible for recording minutes of meeting to be submitted to Association Manager in a format developed by Association Manager within 10 calendar days of meeting for distribution to committee members and MDUSBC Board Members.
- Each committee must make annual written and oral reports to MDUSBC Board on past accomplishments and future plans of committee.
- Each committee making request for funds from general budget must make financial requests to Finance committee.

## **Committees and responsibilities**

Association Center Representative – Develop, implement and oversee plan to service all bowling centers.

Awards & Recognition – Develop local adult awards program, determine All-City criteria, develop annual awards (i.e. Secretary of the Year, Meritorious Service, Woman of the Year, etc.) and determine winners.

Hall of Fame – Work with other local bowling integers (proprietors, media, hall of famers, etc.) to determine criteria and make annual selection of honorees.

Finance – Develop financial procedures, annual budget and audit for MDUSBC Board.

Hearings – Hear and make recommendation and/or decision on legal cases for MDUSBC.

Membership – Develop and implement membership development plan.

Nominating – Screen and develop slate of candidates for annual election of ~~officers~~, adult board members, youth committee, delegates to USBC Annual Meeting and delegates to state youth, ~~BA and WBA~~ annual meetings.

Communications – Develop items to be included in annual Yearbook, newsletter and website.

Publicity – Develop and implement publicity plan to heighten awareness of bowling and the MDUSBC.

Special Events including McKay – Plan and implement special events as required. McKay is an adhoc of the Special Events committee.

Strategic Planning – Develop Strategic Plan.

Ways & Means – Develop and implement plan to raise non-dues related income for MDUSBC.

Youth – Develop formats, fees, sites and provide on-site operation of annual Youth Tournaments. Recommend youth dues to MDUSBC Board. Develop youth specific programs including but not limited to

developing membership, awards and promoting youth bowling. Develop criteria, application process and select winners for scholarships.

Tournaments

Masters Committee – Develop format, fees, sites and provide on-site operation of annual Masters, Senior Masters, Super Senior Masters and Queens Championships. *(revised and approved by MDUSBC Board September 16, 2020)*

Tournament Committee – Develop format, fees, site and provide on-site operation of Women’s Championship, Open Championship, 500 Club Tournament and Senior Team Tournament. *(revised and approved by MDUSBC Board September 16, 2020)*

## **EMPLOYEE POLICIES OF THE METRO DETROIT USBC ASSOCIATION**

**Medical Insurance** - Employee is eligible for medical insurance after 90 days of employment. The MDUSBC will reimburse employee co-insurance costs up to \$1,000 per employee per benefit year upon submission of paid receipt, which does not include reimbursement for office visits or prescription drugs. Marital status changes resulting in increased medical insurance premiums will be handled by the Finance Committee on a case-by-case basis.

**Retirement** - Eligibility for retirement plan is 2 calendar years with annual earnings over \$5,000. The plan is a Simple plan with the Association contributing up to 3% match of the employee's compensation contribution.

**Short Term Disability Insurance** – The MDUSBC will pay for and provide 13-week short-term disability to cover 60% of salary in the event of accident or sickness.

**Life Insurance** – The MDUSBC will pay for and provide a \$25,000 life insurance policy on each employee.

**Vacations** - After 1 year - 2 weeks; after 4 years - 3 weeks; after 12 years - 4 weeks; after 20 years - 5 weeks. There will be a maximum of 5 days carryover from the previous year.

**Paid Holidays** - New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day and New Years Eve. If Christmas falls on Sunday, Friday and Monday will also be holidays. Additional Paid Holidays in addition to those above will be determined by the Association Manager. (An example will be Friday after a Thursday holiday).

**Personal Time Off (PTO)** – After 90 days, full time employees will receive 3 days (10 hours/day) or 30 hours of PTO time annually.

**Part Time Employees** - Part time employees are employees that are scheduled for less than 40 hours per week on a regular basis working less than 2,000 hours in a typical year. In consideration of their flexibility to the association the benefits as described above are offered on a 50 percent basis. Examples are medical insurance with the employee paying 50 percent of the premium, vacations at 50 percent of the weeks and paid holidays at 50 percent pay.

**Jury Duty** - The Association will grant leave for jury duty. The Association will for a maximum of one month, pay the difference between jury fee and the normal pay for the individual. Position responsibilities are considered to be continued and the employee is expected to report on the job when not engaged in actual jury work.

Normal employee workdays are 10 hours with one-half hour for lunch. Overtime is compensated at time and a 1/2 over 40 hours in a week. Paydays are every other Friday.

Association Policy of the Metro Detroit USBC Association

Approved by the MDUSBC Board of Directors on March 22, 2006.  
Revised by the MDUSBC Board of Directors on February 19, 2009.  
Revised by the MDUSBC Board of Directors on May 20, 2019.  
Revised by the MDUSBC Board of Directors on September 17, 2019.  
Revised by the MDUSBC Board of Directors on September 16, 2020.  
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Revised by the MDUSBC Board of Directors on May 4, 2023

*Phil Goodman*

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Mark A. Martin, Association Manager