



Nonpayment of League Fees Checklist

Required Documentation

- Meeting Notice (Sample Notice on the Rules page of bowl.com)
 - The notice includes the date, time and place of the league meeting
 - The notice informs the bowler of their right to attend to offer a defense
- Meeting minutes
 - The meeting was held on the same day as listed on the Meeting Notice
 - The minutes list those who were present
 - A quorum was present
 - The minutes include the vote count Example: Unanimous, 10-2 for suspension
- Copy of league rules
Weekly fee per bowler: _____
- Copy of letter(s) of complaint (if any)
- Copy of worthless checks (if any)

Bowler Information

Bowler's Name: _____
 Bowler ID: _____
 Email Address: _____
 Street Address: _____
 City: _____ State: _____ Zip Code _____
 Date the Bowler Joined the League: _____
 Was the Bowler a Substitute? Yes No

Payment Information

Total Amount Charged: _____
 Dates Charged:
 1. _____ Present Absent 4. _____ Present Absent
 2. _____ Present Absent 5. _____ Present Absent
 3. _____ Present Absent 6. _____ Present Absent
 Was a Substitute used when the bowler was absent? Yes No
 If so did the substitute pay fees for the bowler? Yes No
 Amount of worthless checks written: _____
 Amount of Bank Fees: _____
 What were the checks issued for (membership dues, league fees, cash) _____
 Amount of Prize money applied to the amount owed if any: _____

Withdrawal information

Withdrawal/Replacement Date: _____
 Reason for Withdrawal: _____
 Date Team Captain was Notified: _____
 Date League Secretary was Notified: _____

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 Date League Secretary was Notified: _____



NONPAYMENT OF LEAGUE FEES AND/OR IMPROPER WITHDRAWAL (League Use Only)
(Sample letter to defendant)

Date

Name (ID#)
Address

Dear _____:

You are requested to appear before the Board of Directors of the _____ League to offer a defense to a complaint filed against you for improper withdrawal and/or nonpayment of league fees in the amount of \$____. A copy of the complaint is enclosed.

The meeting will be held on _____(date) at _____am/pm at _____(location).

Sincerely,

_____, Secretary
Name of League

Enclosure: Copy of Complaint

cc: Association Manager

Nonpayment of League Fees Meeting

A league must conduct a meeting if an individual is charged with failure to pay league fees and/or withdraws from the league without sufficient cause. When a member is accused of the above, the league should try to resolve the matter prior to disciplinary action. Please see Rule 115b.

Complaint must be submitted in writing to a league officer and/or Youth league supervisor/official.

League president schedules a meeting of the league board of directors.

League sends written notice to defendant at their last known address or hand-delivers notice informing them of:

Meeting date, time and place

Sample letter available above

Right to attend and offer a defense

Keep minutes of the league meeting containing a roster of those present and absent (quorum must be present). An accounting of the arrearage must include:

Dates(s) the bowler is being charged for

The date defendant was replaced

Show whether the defendant was present or absent on the date(s) charged

Amount(s)

Two-thirds of the league board members present must vote the accused guilty. If two-thirds vote is not obtained, the charges are dismissed. In youth leagues that do not have a board, the Youth league supervisor/official makes the decision.

Submit the file to local association or USBC. The file must include:

Meeting notice to defendant(s)

Record of accounting from meeting and supporting documents

Meeting minutes

Recommendation and vote count

Copy of league rules

NOTE: Rule 115b does not allow a league to charge an individual for more than six sessions. A copy of the non-payment of league fees checklist can be found on the Rules page of BOWL.com.