

102e. Duties of the Secretary

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In addition to the duties specified by the board of directors, the secretary/league official shall:

1. Have every participant complete a membership card application and collect appropriate membership dues.
2. Forward the annual membership dues with completed league application and membership card applications to the local association manager(s) within 30 days after the league begins to bowl. Membership card applications and applicable fees for additional members shall also be forwarded to the local association manager(s) within 30 days of receipt.
3. Keep minutes of all league meetings, handle all league correspondence and notify the members or team captains of all league meetings.
4. Have a current standing sheet available for the members to see at each league session. The standing sheet shall contain the average, number of games and total pins for each member, and any scores eligible for special prizes the league issues. (For more information on completing standing sheets, see the League Operations Handbook.)
5. Be responsible for a record of the scores bowled by all team members and substitutes, and report scores that are eligible for USBC, state and local association awards.
 - a. Submit a completed award application within 20 days.
 - b. Notify the local association manager or authorized representative within 48 hours of scores that are eligible for USBC honor score recognition.
6. Give each member of the board a copy of the league rules and prize list and see that the league schedule is either posted in the bowling center or given to each team captain.
7. Give a copy of the final standing sheet to the league treasurer so the awards can be distributed.
8. Turn over to the newly-elected officer all league records, such as minutes of meetings, copies of rules and prize lists, league property, etc.
9. Furnish a list of individual averages to the local association manager(s), when requested. The list must show the full names and ID numbers of all bowlers who competed in the league, the number of games bowled, total pinfall and average for each bowler.
10. On request of the local association or USBC, provide a list of names and addresses of the league officers; and the names of captains and members in the league.
11. Notify league members of all local association meetings and any proposed changes in local association dues.

In youth leagues that do have a board, the secretary shall assist the league official in the responsibilities of the league secretary.

NOTE: In leagues using a computer and/or average service, the elected secretary remains responsible for all the duties specified in Rule 102e.
