

In the last edition, we discussed:

- League Elections
- League President and Vic-President duties
- League Meetings

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

This edition, we will 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 if you have their email address 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!



2023-2024 Playing Rules and Commonly Asked Questions

The 2023-2024 USBC Rulebook now is posted and can be accessed [here](#). The rulebook is available online and through the [BOWL.com](#) app. Added features this year include the addition of links throughout the book that will provide quick access to referenced rules and CAQ's.

 **LEAGUE RESOURCES**

Secretary Duties

1. [Training Video](#)
2. Get league information from the local association.
3. Ensure every bowler:
 - a. Completes a membership application
 - b. Pays fees or shows receipt for membership fees already paid
4. [Certify the league as soon as possible, but no later than 30 days after the first week.](#)
5. Update the league rules and pass out to the team captains.
6. [Post and/or pass out a league schedule.](#)
7. Update standings and pass out weekly recap sheets.
8. 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:

[League Quick-Start Checklist](#)

[Sample League Rules](#)

[Leagues Dues Worksheet](#)



Treasurer Duties

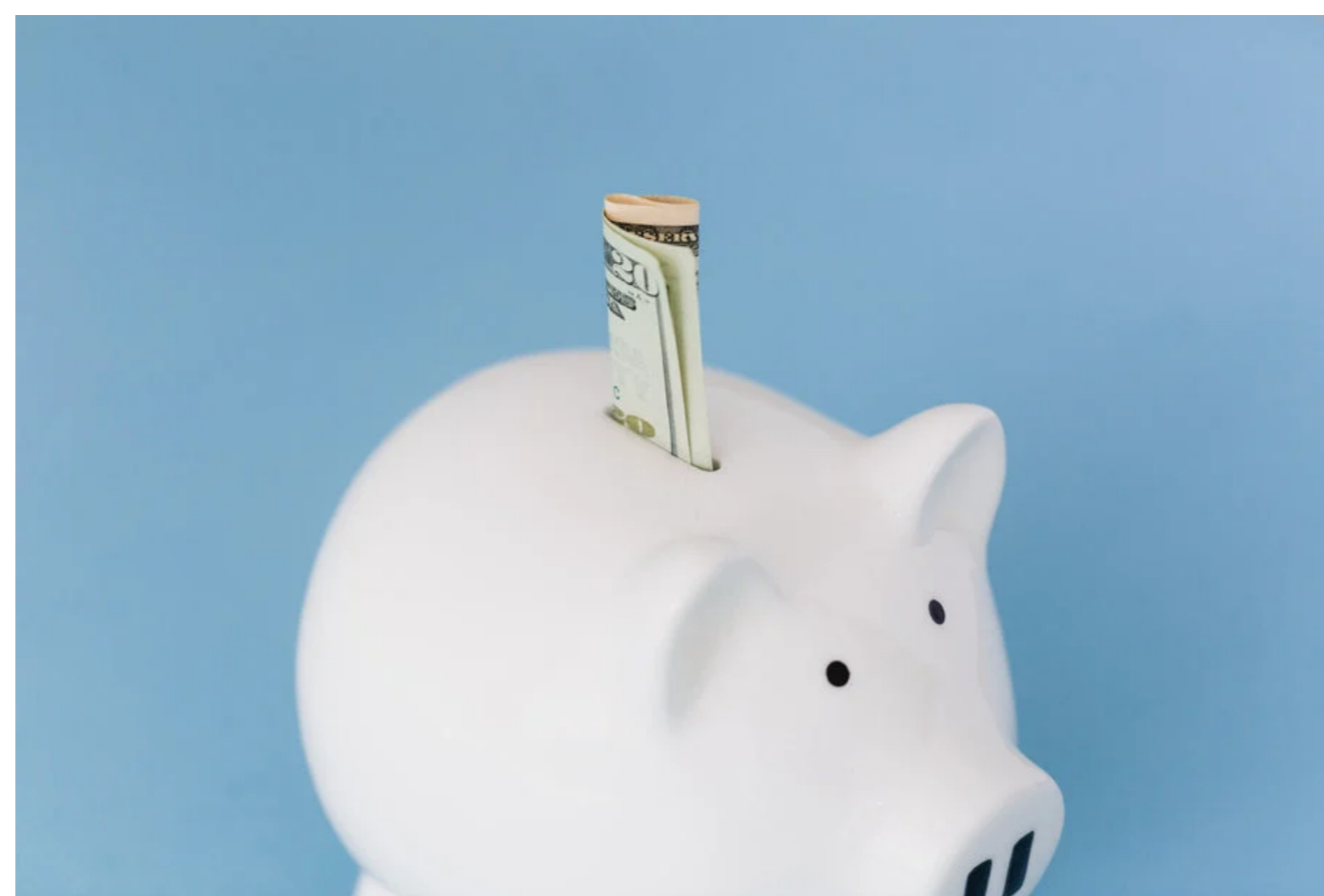
1. [Training Video](#)
2. Work with the president to get an account set up in the name of the league with two signatures.
3. Make deposits within seven days.
4. Make sure bowlers are current in league fees.
5. Complete a financial statement at the end of the season.
6. Two members of an immediate family 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 it 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. [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 which 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**

Mythbusters... Busted, Plausible or Confirmed:

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.

[Get the answers to these and other bowling myths.](#)