

# British Tenpin Bowling Association

---



## League Secretary's Guide

May 2018

---

## Contents

How to form a league .....	<a href="#">1</a>
Annual General Meeting .....	<a href="#">2</a>
League Sanctioning .....	<a href="#">3</a>
Responsibilities of Committee Members .....	<a href="#">4</a>
League Tournament .....	<a href="#">5</a>
League Funds .....	<a href="#">6</a>
Record Keeping .....	<a href="#">7</a>
Route of Complaint/Disciplinary Procedures .....	<a href="#">8</a>

## How to Form a League

### **Centre Agreement**

Obtain agreement from your centre manager to form a new league.

### **Format**

Decide the format of your league; singles, doubles, trios, 4 person team or 5 person team. You will need 4 or more individual participants or teams in order to form a league. League Schedules are available to download via the League section of the website.

### **Day/Time**

Find a day and time that is of mutual benefit to both the bowlers and the centre.

### **Lineage Cost**

Agree a price per game with your centre manager which will allow you to work out a price to charge your bowlers.

### **Number of Teams and Lane Availability**

Discuss this with your centre manager. Find out how many lanes they will have available on the day and time you would prefer.

### **Handicap or Scratch?**

Who do you want your league to appeal to? If you are wanting to start a league that will appeal to everybody, the best option is a handicapped league. Handicaps are worked out as a percentage difference between the bowlers average and an upper average limit, for example; 75% of the difference between the average and 220. |

### **Prize Money or Trophies?**

Decide whether you want your league to be a prize money league or a trophy league. As a general rule, handicapped leagues play for trophies and scratch leagues play for prize money. This can be discussed at your Annual General Meeting.

### **Advertise**

Put up posters in your centre advertising your new league to attract as many bowlers as you can. Ask your local association to advertise the league on their website and social media pages.

---

## Annual General Meeting

Before starting your new league, you will need to hold an Annual General Meeting. This will allow you to form a league committee and agree a constitution and league rules.

### Order of Business

The order of business for the League AGM shall be as follows:

1. Election of Officers
2. Agree day/time/venue/format/number of weeks
3. Weekly fees
4. Handicap basis (if applicable)
5. Agree Blind Score ruling
6. Agree prize fund distribution
7. League sanctioning
8. Additional league rules
9. Elect a delegate to represent the league at the Local Association AGM
10. Any other business

### Election of Officers

You will need to elect a Secretary, a Treasurer, a President and a Vice President, who will form the Board of Directors. You can, however, combine the roll of Secretary and Treasurer if you are unable to fill both positions. These are the only executive posts that may be performed by one person.

Two members of an immediate family may not be President and Treasurer of any one league, nor may they co-sign for withdrawals from the league account.

### League Constitution & Rules

A league shall have a set of rules which provide for its regular activities. These rules shall provide for the Board of Directors, and for the election of its officers.

Examples of league rules in addition to those set out by the British Tenpin Bowling Association, could be:

- No consumption of alcohol during league play
- No shorts or denim
- Team shirts

Minutes of the meeting must be taken and circulated to your bowlers with a copy being submitted to your area secretary.

---

## League Sanctioning

The following form will need to be completed in order to sanction your league:

- League Sanction Application Form

A separate form for registering additional bowlers during the season should be used when new members join your league once it has been sanctioned:

- New League Members Application Form

Both of these forms are available to download from the League page on the BTBA Website.

Once the application forms are completed, please forward to [admin@btba.org.uk](mailto:admin@btba.org.uk). The league president will need to email their agreement to the rules in order for sanction to be granted.

When sanction has been granted, you will be issued with a sanction certificate which must be kept available for inspection by your league bowlers, if requested.

All sanctioned leagues must be organised and conducted in such a way that they comply with all BTBA rules and regulations, and only BTBA certified centres may be used.

Each team must have a designated Team Captain, who will be the team's representative and will be responsible for the conduct and attendance of his/her team in all league play. He/she shall be responsible for the weekly payment of league fees and there should be no arrears unless authorised by the league's Board of Directors.

---

## Responsibilities of Committee Members

### Secretary

The secretary must keep a record of all individual and team scores and post weekly averages and team standings. These must be available to all members until the following week. If requested, a copy of the standings sheet must be supplied to the Local Association, showing the full names of all bowlers together with the number of games played, total pinfall and average.

League scoring packages are available to download on the internet. The most commonly used package is [Winbowl](#), which is free to download.

It is recommended that contact details for each team captain and committee are circulated at the start of the season, providing consent is received from each captain.

The secretary must ensure that all league bowlers are and remain members of the BTBA throughout the course of the league season. Members can be checked on the Membership Database via the League Profile page. For all new BTBA members, please direct them to the Membership Portal which can be accessed via the BTBA website.

### Treasurer

The Treasurer shall establish a bank account in the name of the league, and deposit weekly funds from the league into said account. He/she must supply the President with a monthly financial statement. At the conclusion of the season, he/she must supply a final statement showing all income to the President.

### President

The President shall preside at all meetings of the league.

He/she shall arrange for the Treasurer and Secretary to set up a bank account for the league, with the signature of at least two officers required for withdrawals. He/she shall retain the monthly financial statements until the prize fund has been distributed at the end of the season.

He/she shall also supply each team captain with a copy of the league rules, together with a schedule for the season. Schedules are available from the BTBA, please email [admin@btba.org.uk](mailto:admin@btba.org.uk) if you require a schedule.

### Vice President

The Vice President shall take on the responsibilities of the President, in his/her absence.

---

## League Tournament

Many leagues run an annual tournament which is exclusive to their league bowlers. It is a separate competition, using a different format to that of the league.

If your league wishes to run such an event, it will be sanctioned under the league sanction and you will therefore not need to complete a tournament sanction application.

An example of a tournament format would be a Knockout Singles.

### **Format Example**

A minimum number of 20 bowlers is recommended for this event.

Handicaps (if applicable) are based on the averages from the previous week's league sheet.

Each bowler plays a qualifying round of 3 games.

The top 16 then qualify for the knockout finals (if you have 40 bowlers, you can include a further knockout stage for the top 32).

The knockout stages will be played as head to head matches, which can be worked out in a number of different ways to suit your event; 1 game, 2 game total or best of 3 games for example.

The bowler who qualified in 1<sup>st</sup> place will play against the bowler who qualified in 16<sup>th</sup> place. Second place will play against 15<sup>th</sup> place and so on. With each round of the knockout stages, the highest seeded player from qualifying will bowl against the lowest seeded player.

The winners of each head to head match will then go on to play the quarter finals (8 bowlers). The winners of each of those matches, will then proceed to the semi-finals (4 bowlers). The winners of those 2 matches will contest in the final. Your losing semi finalists could play a further match to determine 3<sup>rd</sup> and 4<sup>th</sup> places.

All BTBA playing rules and league rules will apply throughout the tournament.

---

## League Funds

The Treasurer and Secretary are insured by the BTBA to cover the league funds. In conjunction with the requirements of the Insurance Company, the Council of the BTBA has prescribed the following conditions governing the method by which all leagues covered must handle their funds:

1. The funds must be deposited weekly in a recognised banking institute in the name of the league.
2. The Treasurer or Secretary and one other league officer must co-sign for all withdrawals from the account.
3. The President must verify the balance in the account on a monthly basis.
4. Two members of an immediate family may not be President and Treasurer of any one league.

Failure to meet any of the requirements will render the Policy void. In the event of a loss under the policy, please write to the BTBA within fifteen days, stating the amount involved and circumstances of the loss. Please note that the policy is ineffective until the account is opened in the name of the League.

Distribution of the prize fund at the conclusion of the league season, must be as agreed at the Annual General Meeting.

A final copy of the Income & Expenditure Accounts must be provided to each team captain at the end of the season.



## Record Keeping

### Scores

The Secretary must keep a record of all individual and team scores on a weekly basis. It is good practice to keep each weekly standings sheet for the course of the season to refer back to at any time should the need arise.

Scores must be displayed in-centre for a period of 1 week for all bowlers in the league to view.

Your final league standing sheet must be emailed to [admin@btba.org.uk](mailto:admin@btba.org.uk) at the end of the season.

### High Score Awards

Throughout the course of your league season, your bowlers may well achieve a high score and wish to have this recognised by the BTBA. Should this happen, you are required to obtain a print out from the centre and have the bowler complete the necessary form which is available from the BTBA website.

Once the form has been completed and signed, it must be emailed to [admin@btba.org.uk](mailto:admin@btba.org.uk). Please also email a copy of the form to the Area Secretary for their records. At this stage, it is good practice to keep a copy of the application for your records.

### BTBA Documents

Once your league has been sanctioned, you will receive a sanction certificate from Head Office. This must be kept with your records, and be available for inspection during the course of the season should the need arise.

You should keep a photocopy of all documents submitted to the BTBA for your records.

---

## Route of Complaint/Disciplinary Procedures

Occasionally there may be a violation of BTBA and/or league rules, or a dispute relating to the league funds.

In the first instance, the violation/dispute should be reported, in writing, to the Board of Directors of the league who should make every effort to resolve the issue.

If the issue cannot be rectified by the Board of Directors of the league, the matter should be referred, in writing, to the Local Area Secretary and BTBA Head Office.

The Local Association will work with the league and conduct any necessary factfinding enquiries that may help to conclude matters. Should further action be necessary, the Local Association will report their findings and recommendations to BTBA Head Office.

Any findings and recommendations will be looked at by the BTBA Legal Committee, acting for and on behalf of the National Council of the BTBA.

Direct violation of BTBA Rules may result in suspension of the bowler(s) in question.