



## League Committees – Why They Are Important

### League Committees are a great way to get league bowlers more involved.

In addition, committees can relieve some of the stress by aiding the league on issues such as ensuring everyone has up-to-date membership, that awards are applied for, rules are set and adhered to etc.

The following TBA Rules 302 to 309 apply unless all League management functions are done by the Centre.

### **RULE 302 LEAGUE – MANAGEMENT**

Every bowling league will have a Constitution and set of rules that provide for the league's regular activities. The Constitution will provide for the election of its Officers and a Management Committee.

Each league will elect a President, Vice-President (at least one), Secretary and Treasurer, who must all be registered with TBA and be in good standing with the local centre/Association. The offices of Secretary and Treasurer may be combined, but no other offices may be combined. The supervision of a league consisting of intellectually handicapped bowlers may be by an adult guardian who is not intellectually handicapped. The guardian will assist in the setting up of a Management Committee and Officers and guide in the administration of the rules of the league. The Local/Regional Association may appoint any current member who is registered with TBA in good standing, as guardian of such a league.

No business shall be transacted at any League or Committee meeting unless a quorum is present. The quorum shall be a majority of the persons entitled to attend and vote at the meeting.

### **RULE 303 DUTIES & RESPONSIBILITIES - PRESIDENT**

- 1) The President will preside at all meetings of the league and its Management Committee.
- 2) The President and the Treasurer (or Secretary/Treasurer) will either:
  - a) establish an account in the name of the league, in a recognised banking institution, government guaranteed building society or credit union, with the signatures of at least two officers required for all withdrawals or,
  - b) follow the bowling centre or Association procedure for League fund management. Two members of an immediate family (legitimate or de facto) cannot be co-signatories for withdrawals from a league account.
- 3) The President will personally on a regular weekly basis, check and verify that the correct amount of monies collected have been deposited correctly.
- 4) Regular financial statements should be made available to all team captains and retained by the President until all funds have been disbursed at the end of the league season.
- 5) The President shall arrange for a prize list, together with conditions and eligibility requirements, to be presented to the league's Management Committee for approval, within five (5) weeks of the start of the league schedule.



League secretaries play a vital role to ensure each and every league session and season run smoothly. They ensure that applications are lodged promptly for high game awards due to players.

### **RULE 305 DUTIES & RESPONSIBILITIES - SECRETARY**

In addition to those duties specified by the league's Management Committee, the Secretary is responsible to ensure that:-

- 1) A copy of the league Constitution and rules is supplied or made available to all members,
- 2) A copy of the league schedule is posted or made available to all members,
- 3) An accurate record of all individual and team scores are maintained. (Centre computer print-outs are acceptable),
- 4) A current standing sheet is posted or made available to every league member,
- 5) Assist the Centre in providing the information required to complete the Centres league information sheet.
- 6) All players are registered with TBA and are financial members of the Association if applicable. Any fees collected are remitted to the Association office within 7 days of collection,
- 7) Applications are lodged promptly for awards due to players,
- 8) Upon request, a complete list of players who participated throughout the season, in alphabetical order, together with the number of games bowled, total pinfall and average of each bowler, is to be forwarded to the Association.
- 9) All results and performance records for the league are to be retained for 12 months after the conclusion of each season.

If there is a change of Secretary, all records of the league must be passed on to the successor.

A Secretary may be removed from office and/or suspended from membership of an Association for failing to comply with the requirements of this rule, or any other duties assigned by the league's Management Committee.

### **RULE 306 DUTIES & RESPONSIBILITIES - TREASURER**

- 1) The Treasurer shall, if required, assist the President to set up the required accounts.
- 2) Unless alternative arrangements are made with the Centre management, all funds collected are to be deposited within one week of each session of play and the league's financial transactions are to be recorded in a manner acceptable to the League. TBA has a Treasurer's record book available for purchase if required.
- 3) Within thirty days after the completion of the league's schedule, all prizes must be distributed unless the league's Management Committee has set a specific date for prize distribution, or the local Association has authorised withholding of payment pending the settlement of any claim or protest affecting prize distribution.
- 4) A full financial report showing income from all sources, and all expenditure items, will be supplied to the Management Committee when requested, or in accordance with the requirements of the Constitution.
- 5) League financial records must be retained for at least five years.



## **Does a League, when run by a Centre, have to keep League Records?**

**Q: “Our bowling league utilises the Centre’s computer programs for record keeping. Do we still need to  
(a) elect a Secretary and  
(b) keep records at the end of each season?”**

A: (a) Yes. Rule 302 (League – Management) requires each league to elect not only a secretary, but a Management Committee comprising of President, Vice-President, Secretary and Treasurer.

(b) Yes. The records must be kept for 12 months. Either the Secretary or the Centre keeps the records if the league utilises the Centre’s league secretarial service (e.g. Computer Score).

## **I was at our league’s organisational (reformation) meeting and the league elected the treasurer’s husband as their president. Is this legal?**

Yes. However, two members of an immediate family (legitimate or de facto) cannot be co-signatories for withdrawals from a league account.

## **Who is considered immediate family? What if they are no longer in the same household?**

Members of an immediate family include mothers, daughters, sisters, wives, husbands, partners, sons, brothers, fathers, stepsisters, stepbrothers, stepmothers, stepfathers and in-laws.

## **How should a league handle complaints regarding problems occurring within the bowling centre?**

When the league has concerns regarding lanes, equipment, loud music, etc., the league officers, or a committee appointed by the league president, should discuss the problem with centre management in an effort to resolve the matter.