



Michigan High School Interscholastic Bowling Coaches Association

Policy and Procedures Manual

Revised January 5th, 2017

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Our Mission Statement

The Michigan High School Interscholastic Bowling Coaches Association, is an organization developed for coaches and interested persons, who wish to promote and support high school and/or interscholastic bowling in the State of Michigan.

Our Vision

- Promote high school and interscholastic bowling as an integral part of the total school educational program.
- Provide a forum for discussion of techniques and rules of bowling.
- Place at the disposal of coaches sources of information for education and development of both the coach and the student athlete.
- Promote the highest possible ethical standards in coaching high school and interscholastic bowling.
- Provide recognition of the outstanding coaches and players of its membership.
- Provide continuing development and organization of High School and interscholastic bowling coaches.
- Continue to work closely with the MHSAA for the continual growth of our sport statewide.

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Section 1 Officers and Duties

The officers of this association shall include a President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Sergeant at Arms and (8) at large Directors.

The term length for all Board of Director positions is 2 years without term limits. All officers are elected at our AGM.

The offices of President, 2nd Vice President and Secretary are elected in an even year AGM.

The offices of 1st Vice President, Treasurer and Sgt of Arms will be elected at an odd year AGM.

Regions 1, 2, 3 and Westside at large directors are elected at an odd year AGM. Regions 4, 5 and Eastside at large directors are elected in an even year AGM.

All officers and directors are expected to attend board meetings, assigned committee meetings and the annual general membership meeting. Officers and directors, who miss more than 3 board meetings in a 12 month period beginning November 1st, will be subject to removal from office, unless prior approval of an excused absence is obtained.

PRESIDENT – Duties

1. Appoint the following committee Chairs:
 - Annual General Meeting/Award Banquet
 - Audit and Budget
 - Awards
 - Legislative
 - Historical
 - Nominating
 - Education
 - Ranking/Tournaments
 - Sponsorship
2. Service as “ex-officio” member of all committees
3. Select the Board Meeting sites and the Membership Meeting sites with the assistance of the Board of Directors.
4. Prepare a written report to present to the members at Membership Meetings.
5. Verify Bank Balance monthly; make sure two (2) signatures are on all accounts for withdrawals.

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6. Represent the association at MHSAA functions
7. Will vote at association meetings to break ties only.

1st VICE- PRESIDENT – Duties

1. Assist the President in their duties when called upon and preside at any scheduled meeting in the absence of the President.
2. Familiarize themselves with the duties of the President.
3. Serve on the Legislative Committee.
4. Count ballots with the Sgt. At arms at all Annual General Meetings.
5. Perform other duties as directed by the President.

2nd VICE- PRESIDENT – Duties

1. Assist the President in their duties when called upon and preside at any scheduled meeting in the absence of the President and 1st Vice-President
2. Familiarize themselves with the duties of the President.
3. Serve on the Audit and Budget Committee
4. Perform other duties as directed by the President
5. Will be a co-signer of association checks.

Sergeant-at-Arms – Duties

1. Setup or assist to prepare rooms for Board and Membership meetings
2. Serve on Committees as assigned by the President
3. Determine count of eligible voters at Membership meetings and count ballots
4. Limit attendees at the Membership meetings to a maximum of time to speak and respond as set by the Board of Directors
5. Assist the 1st Vice President in tabulating any voting.

Secretary

1. Coordinate board meetings
2. Take minutes of association meetings and mail or email a copy for each member

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no later than 30 days following that meeting.

3. Notify membership of time and place of all meetings 30 days before each meeting by mail or email, including an agenda, all pertinent information to be discussed and to be voted on at the next meeting (AGM).
4. Handle all correspondence except membership applications and dues which will be sent to the treasurer.

Treasurer

1. Assume the position of financial officer of this association
2. Maintain a checking account in the name of the association
3. Reimburse and pay all expenses of this association when valid bills are submitted.
4. Handle all financial correspondence including membership forms and payment.
5. Submit an annual itemized income and expense statement at the AGM.
6. Perform other duties as assigned by the President.

ALL - At Large Directors – Duties

1. Attend meetings and actively participate in association affairs.
2. They are responsible to oversee and respond to association issues in their Regions they represent.
3. Report back to the Board of Directors any issues that may arise in their respective Regions.
4. Serve on committees appointed by the President
5. Perform other duties as directed by the President
6. All directors will be an official presenter of association awards. And other duties that the association needs an official presence.
7. Directors will be a liaison between the Board of Directors and our member Coaches.

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Section 2 Association Meetings

Board Meetings

Board Meeting Schedules

The Board of Directors meetings will be held when deemed necessary by the President with the agreement of the other board members.

The meeting times will be made with the approval of the whole Board.

The meeting site will be determined by the Board of Directors.

A quorum of six (6) members must be present to conduct any Board of Director's meeting.

Board Meeting Minutes

Board minutes shall include:

- a. Time called to order
- b. Attendance – present, excused or absent
- c. Action on previous minutes – corrections/approval
- e. Brief summary of President's Report
- d. Brief Summary of Committee Reports
- e. Old Business
- f. New Business
- g. Time of Adjournment

Board minutes will be distributed to all members 30 days following a scheduled meeting. Minutes will be distributed in writing by e-mail, regular mail or hand delivery.

Annual General Membership

The Association will schedule its general membership's meeting between July 1st and October 31st, meeting date will be determined by the Board. Notification of the AGM will be sent to the membership no later than 60 days before the meeting date.

Agenda items must submitted no later than 30 days of the date of the meeting. Agenda will be sent to the membership no later than 30 days from the date of the meeting.

The agenda for the membership meeting shall be as follows:

- a. Call to order
- b. Attendance (Board and total membership in attendance)
- c. Action on minutes from previous membership meeting

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- d. President's report
- e. Vice President's reports
- f. At large Director's reports

Committee Reports

- g. Annual General Meeting/Award Banquet
- h. Audit and Budget
- i. Awards
- j. Legislative
- k. Historical
- l. Nominating
- m. Education
- n. Ranking/Tournaments
- o. Sponsorship
- p. Other Committee Reports as required
- q. Old Business
- r. New Business – Officer Workshop
- s. Reports of Elections and Legislation votes
- t. Adjournment

The minutes for the Membership meeting shall include the following:

- a. Time called to Order
- b. Roll call / attendance
- c. Summary of Nominating Committee report & elections
- d. Summary of Legislative Committee actions
- e. Summary of President's Report
- f. Summary of other Committee Reports
- g. Summary of Old Business
- h. Summary of New Business
- i. Time of Adjournment

The minutes of the general membership meeting shall be distributed as follows:

- a. A copy will be furnished to all members of the Board of Directors within 30 days of the membership meeting via e-mail, regular mail or hand delivered. The Board will review for "preliminary" approval.
- b. After Board review, a copy will be posted on the Coaches Website within 30 days of the Board review and remain until it is replaced by the next general meeting minutes.

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Section 3 Association Policies

POLICY: CONFLICT OF INTEREST

PURPOSE: The MHSIBCA is granted tax exempt status under a group exemption for USBC under 501 (c) (3) of the Federal Tax Code. As such it is required to operate for the public benefit not private benefits. This policy is to insure the Association operates to the highest standards of conduct and also to limit the risk to the Association which may arise due to a conflict of interest on the part of its officers, directors, volunteers holding delegated powers and employees.

DEFINITIONS:

Conflict of interest: A conflict of interest occurs when an officer, director, volunteer holding delegated powers or an employee of the MHSIBCA owns or has a vested interest (or potentially owns or has a vested interest) in any entity with which the Association has a direct or indirect compensation arrangement.

- A. Officers, directors, volunteers holding delegated powers and employees of MHSIBCA shall act in good faith and with the highest standard of fairness in all transactions touching upon their duties to MHSIBCA. They shall refrain from any conflict of interest including the appearance thereof.
- B. No officer, director, volunteer holding delegated powers or employee of the MHSIBCA, or any member of their immediate family shall personally benefit from any dealing with MHSIBCA other than by normal, reasonable, and just compensation for services rendered or by objective and independent selection through normal granting procedures.
- C. No officer, director, volunteer holding delegated powers or employee shall accept any favor, gratuity or gift, which may influence actions concerning the MHSIBCA.
- D. Any activity, position or other interest which may involve obligations that conflict or appear to conflict with the interest of the MHSIBCA must be promptly disclosed by the officers, directors, volunteers and employees.
- E. When a conflict of interest or potential conflict of interest exists, the officer, director, volunteer holding delegated powers or employee shall announce the conflict before discussion occurs and abstain from voting on any action related to such matter.
- F. If the board or a committee has reasonable cause to believe that a member has failed to disclose an actual or possible conflict of interest, it shall inform the member of the basis of such belief and afford the member an opportunity to explain the alleged failure to disclose.
- G. Any officer, director who fails to disclose a conflict of interest shall be subject to removal from office; any volunteer who fails to disclose a conflict of interest shall face removal from their position; any employee who fails to disclose a conflict of interest shall be subject to termination of employment.
- H. Each officer, director, volunteer holding delegated powers and employees shall sign a statement, which affirms that such person:
 - 1. Has received a copy of the conflict of interest policy,
 - 2. Has read and understands the policy
 - 3. Has agreed to comply with the policy

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4. Understands that the Association is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish its tax-exempt purposes.

See Appendix A-2 for Coaches Conflict of interest form.

Membership Policy and Fees

The association will have 3 (three) classes of membership: Regular, Affiliate and Honorary.

Regular membership includes the right of speech and the right to vote at all meetings. Regular members are eligible to hold office. The following are eligible for Regular Membership:

- 1) Active bowling coaches and active assistant bowling coaches providing their duties are in currently endorsed interscholastic high school bowling programs.
- 2) Officers of sanctioned conferences and tournaments.
- 3) All past presidents may remain Regular Members of this association regardless of their status as a coach.

Affiliate membership may be held by any person demonstrating a viable interest in high school bowling. Affiliate memberships have no voting privileges, and may not hold office.

Renewal Membership dues of this association shall be annual. The fee is currently thirty-five dollars (\$35.00) due by the expiration date of October 31st. There will be a 30 day grace period until November 30th. If not paid by November 30th, the following 72 day period after the 30 day extension date membership will be fifty (\$50.00) to remain a member. The effective dates of membership will be November 1st through October 31st of the following calendar year. The \$50 late fee will only be accepted postmarked or paypal no later than February 10th. (This final due date of February 10th will be enforced). New membership fee of \$35 will be accepted to February 10th. Memberships postmarked after the February 10th deadline will be applied to a following year membership at the \$35 rate. Membership dues shall be determined at the annual general meeting (AGM). **Membership application, see Appendix B-1. Zero Tolerance Form, see Appendix A-2.**

Financial Control Procedures

General Financial Controls

The following Board members will have authorization to sign checks:

Treasurer
President
2nd Vice-President

All checks issued by the MHSIBCA shall be signed by two authorized members – normally the President and Treasurer. Other authorized Board members may sign checks in the absence of the President and/or Treasurer with Board of Director approval.

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When expenditures are “direct withdrawals” from the checking account (direct payments, credit cards etc.), a copy of the credit card payment slip or transmittal shall be attached to the report.

Memorials

A memorial in honor of the deceased current board member or a past President in the amount of \$35.00 (Thirty-five dollars) will be given to the family or charity of choice. A memorial contribution would extend to include the current board members/Past President’s spouse, mother, father and children.

Travel Expense Reimbursement

The MHSIBCA Board members who travel on association business shall be reimbursed for travel expenses ONLY when such travel has been pre-approved by the Board.

Reimbursement of expenses for Board approved travel shall be made only when the following items have been submitted:

- a. A written expense report with receipts attached.
- b. A written report on the “travel activity”. In the case of Board members attended a conference or meeting on behalf of the MHSIBCA the report shall summarize the activity attended.

Reimbursement for “travel expenses” shall be determined as follows:

- a. In case of air travel, reimbursement will be for “coach class”.
- b. In case of driving, reimbursements will be at the prevailing IRS mileage allowance rate except that mileage reimbursement shall in no instance be greater than the coach class air fare.
- c. In situations where several Board members are driving, ONLY the owner of the vehicle or the person responsible for the vehicle shall receive the reimbursement.
- d. All other modes of transportation MUST be pre-approved by the MHSIBCA Board.

Hotel Accommodations:

Board members shall be reimbursed for double room occupancy unless there are circumstances that prevent that arrangement.

Meals:

Board members shall be reimbursed at the rate of 75% of the per-diem established by the IRS. Receipts must be provided for all meal expenses. In NO CASE will there be reimbursement for purchase of ANY ALCOHOLIC beverage. There will be no reimbursement for any meal that is included as part of the activity attended such as meals included in conference fees, etc. Any disputes in this area shall be resolved by a vote of the Board of Directors.

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Section 4 Standing Committees and Duties

Annual general Meeting/Awards Banquet

This committee will select a date and plan all activities for the Annual General Meeting And the Annual Awards Banquet of the MHSIBCA.

Audit and Budget

This committee will yearly audit all financial records of the MHSIBCA and report back to the MHSIBCA Board of Directors with a proposed budget for the following season.

Awards

This committee will select and present appropriate awards for: All-State, Coach of the Year, etc, and will solicit bids from vendors.

Education

This committee (also referred to as Clinic/Seminar Committee) will research various educational programs and/or seminars that may benefit coaches and/or athletes.

Historical

This Committee will collect and maintain information from our and High School Bowling's past.

Legislative (Constitution & By-Laws)/Policy and Procedures

This committee will review and make suggested changes in the MHSIBCA By-Laws and the Policy and Procedures Manual.

Nominating

This committee will solicit candidates for various offices of the MHSIBCA and present a slate of candidates to be elected.

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Ranking-Polls/Tournaments

This committee will establish a list of the Top Teams in all 4 divisions and have them posted on the MHSIBCA web site and other media that will list our member schools. It will also set guidelines for those wishing to have Invitational Tournaments approved and posted on the Coaches association web site.

Conference Polling Summary Sheet see Appendix B-1, Tournament Guidelines see Appendix B-2, Tournament Donation Invoice see Appendix B-3

Sponsorship

This committee will seek out meaningful sponsors for our organization.

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Appendix A-1

Coaches Membership Form

**Michigan High School Interscholastic Bowling Coaches Association
2016-2017 Membership Form
(Expires October 31, 2017)**

Last Name: _____ First Name: _____

Home Address: _____ City: _____ Zip: _____

Email: _____

___ Boys ___ Varsity ___ Junior Varsity, ___ Girls ___ Varsity ___ Junior Varsity, Other: _____

High School: _____ Conference: _____

Division of High School (1, 2, 3 or 4): _____

Regular Membership

___ New Membership ___ Renewal

Active coaches ~ Officers of sanctioned conferences and tournaments ~ Past Presidents

This membership includes the right of speech and the right to vote at all meetings

\$35.00 fee due November 30th 2015

Affiliate Membership

___ New Membership ___ Renewal

Any person demonstrating viable interest in high school bowling

This membership holds no right to vote or hold office

Phone: _____ Cell: _____

PLEASE NOTE

Remember, all renewals expire October 31st and you are allowed a 30-day grace period ending November 30th. A 72-day grace period with a late membership fee of \$50.00 ends February 10th.

No Exceptions!

New members, your membership of \$35.00 is due February 10th 2016.

Memberships received postmarked or pay pal dated the 11th of February or later will be applied to the following calendar season. Renewing members you will be refunded your \$15.00.

Make checks payable to: Michigan High School Interscholastic Bowling Coaches Association or
MHSIBCA

Send check and this entire form (one per coach) to:

MHSIBCA, 3245 Drexel Ave. Flint MI, 48506

Visit our website: www.mhsibca.com PayPal payment offered through the website

Only your name and school will be posted on our website.

Please make copies of this form as needed for additional applicants

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Appendix A-2

Conflict of Interest Agreement Form

MHSIBCA
CONFLICT of INTEREST AGREEMENT

I, _____ a/an _____
(print name) (officer/director/member)

of the MHSIBCA, do hereby affirm the following:

- a. I have received a copy of the Conflict of Interest Policy.
- b. I have read and understand the policy.
- c. I agree to comply with the policy.
- d. I understand that violation of the policy is grounds for removal from office or membership.
- e. I understand that the Association is a charitable organization and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Signature

Date

Please mail this signed and dated form with your Membership form.

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Appendix B-1

Conference Polling Summary Sheet To be completed by a conference coordinator

Conference _____

Team 1) _____ Boy___ Girl___ Division___

Won/Loss_____ Team Average_____ Baker Average_____

Tournaments Traveled to and outcome _____

Team 2) _____ Boy___ Girl___ Division___

Won/Loss_____ Team Average_____ Baker Average_____

Tournaments Traveled to and outcome _____

Team 3) _____ Boy___ Girl___ Division___

Won/Loss_____ Team Average_____ Baker Average_____

Tournaments Traveled to and outcome _____

Team 4) _____ Boy___ Girl___ Division___

Won/Loss_____ Team Average_____ Baker Average_____

Tournaments Traveled to and outcome _____

Conference Summary (Forfeits, Lane Conditions, Lower Division Teams, etc.)

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Appendix B-2

THE 2016 - 2017 Recommended TOURNAMENT GUIDELINES

- 1) Only MHSIBCA member coaches are eligible for Invitational Tournament listings.
- 2) All Tournaments must follow USBC and MHSAA rules. A USBC Tournament Certification **should be applied for by going to <http://www.bowl.com/rules/tournamentcertification.aspx>**. download: [USBC Tournament Certification Process](#).
- 3) Member coaches wishing to conduct an Invitational Tournament must submit a [Tournament Donation Invoice](#) (see Appendix D-4) and a copy of the Tournament Entry form (along with the \$50.00 minimum suggested donation) in a Microsoft Word document or similar acceptable format (contact Dave Kowalski). Tournament document should be submitted at least 30 days prior to the desired web posting. Schools who wish to post announcements of their event for an upcoming season must have had their tournament approved in a previous season. Also, this \$50.00 fee will be waived if the event wishes to give \$100 or more to the coach's scholarship fund after the event has been completed. Entry Forms should include the following:
 - A) Rules: this should not violate USBC or MHSAA rules and should include a list of awards.
 - B) Format: this should include, style of bowling, amount of rounds, field reduction etc.
 - C) Fees: Entry and General Admission—this should be on the Cover Page spouses of coaches will be admitted to an event no charge.
 - D) Lane Conditions: State what type of pattern to be bowled on, House, Challenge series etc.
- 4) Entry Forms will be reviewed by the Tournament Committee for approved web site posting. Invitational Tournaments that are approved cannot use the MHSIBCA name as an endorsement. MHSIBCA only reviews tournament rules to protect the integrity of the association and its members.
- 5) Invitational Tournaments should employ/use a Tournament Manager who is not directly coaching a team during the event.
- 6) The MHSIBCA does not endorse any event. The posting on the website is done strictly as a service for association members.
- 7) Donation checks (\$50.00 minimum suggested) should be made payable to: MHSIBCA and sent to: MHSIBCA Tournament Entries; 3436 Clover Lane, Bay City MI 48706.
- 8) Upon completion of the Tournament, all results, including individual scores, must be sent to MHSIBCA website (mhsibca.com) for posting.

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Appendix B-3

Tournament Donation Invoice

Tournament Directors,

The Michigan High School Interscholastic Bowling Coaches Association approves MHSIBCA recognition for scores rolled in your Invitational Tournament when posted on the MHSIBCA web site. This posting allows the MHSIBCA Awards Committee an opportunity to verify the scores. It also assures our member coaches that the Tournament Committee has reviewed all aspects of the tournament and has viewed it as satisfactory for student/athletes and member coaches. **Participation in these approved tournaments are also used in determining state rankings.** There is a donation of \$50 suggested for each tournament which is directly added to the MHSIBCA Scholarship Fund. Schools who wish to contribute more to the fund are encouraged to do so and if the donation is \$100 or more. The posting fee will be waived. That donation will be then expected at the completion of the event. Please mail this form still, if you are planning on taking this option.

All Invoices should be mailed to:

David Kowalski
MHSIBCA Tournaments
3436 Clover Lane
Bay City, MI 48706

All Checks made out to:

MHSIBCA Tournaments
3436 Clover Lane
Bay City, MI 48706

A copy of the Tournament Flyer with its rules and regulations should be Email to: euclidauto@speednetllc.com 30 days prior to the tournament. Upon completion of the tournament, all results, including individual scores, should be sent for posting within 24 hours. If there are any questions about having your tournament posted, please contact David Kowalski, Committee Chairperson at: euclidauto@speednetllc.com. Also, please fill out a separate Invoice for each tournament please.

Sincerely,
David Kowalski
Chair, tournament committee MHSIBCA

=====

Name of Tournament

Date of the Event

Tournament Director

Contact information (phone and email)

Donation Amount_____

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Appendix C-1

General Donation/Scholarship Form

**MHSIBCA
Scholarship or Donation Form**

Name of School, Organization or individual: _____

Address: _____

City: _____ State: _____

City of School: _____ Amount: _____

Purpose: _____

The MHSIBCA is a 501 (3) (c) non-profit organization. Your donation is tax deductible. A receipt will be sent to you per your request.

**Mail this completed form and check to:
MHSIBCA 3245 Drexel Ave. Flint MI, 48506 attn: Robert Tubbs**

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Appendix D-1

P and P Manual Additions, Changes and Effective Date Listings

- Effective 1/2011: Addition of "D" appendix heading on page 3
Addition of the "D" appendix on page 30
Addition of the additions changes and effective date page to the Policy and Procedures Manual page 31
- Effective 10/2011: Membership dues duration and late fee policy change page 10
- Effective 10/2012: Membership dues duration and late fee policy change page 10
- Effective 10/25/14: Removal of all award forms and the Zero Tolerance pages 14 and 15
- Effective 2/4/16: Policy added on absentee board members page 4
- Effective 1/5/2017: Separation of the Awards/Historical Committee into 2 separate committees
Pages 3, 4, 8 and 12