



SECRETARY
OF
THE YEAR
APPLICATION

SNUSBCA Secretary of the Year

Nominator Name: _____

Date: _____

Telephone: _____

E-mail: _____

Secretary's Name: _____

Bowling Center: _____

League Name: _____

League Size: Small (1-12 teams)

Medium (13-24 teams)

Large (25 or more teams)

Please tell us why this secretary should be considered for Secretary of the Year:

SNUSBCA Secretary of the Year

All nominations for the SNUSBCA Secretary of the Year award must be received by July 31st of the current year. Please mail completed forms to:

Southern Nevada USBC Association
c/o Secretary of the Year
7231 West Charleston Blvd., Suite 130
Las Vegas NV 89117

The selection process is point based. One Secretary of the Year will be chosen for large leagues (25 teams or more); one for medium leagues (13 to 24 teams); and one for small leagues (1 to 12 teams). The Secretary of the Year is determined by a majority of director votes cast by the current SNUSBCA Board of Directors.

The secretary has many important responsibilities and is often recognized as the official leader of the league. In many leagues the secretary also assumes the duties of treasurer and handles financial matters. League Secretaries must meet the following criteria to qualify:

1. Should attend one of the League Officer Workshops sponsored by a bowling center.
2. Must demonstrate exemplary performance.
3. Keep minutes of league meetings, retain copies of monthly audit, distribute copies of the league rules to the bowlers and to the Association office, and post the league schedule, team standings and current bowler's averages.
4. Process sanctions and league applications on a timely basis.
5. Submit awards that are complete, accurate, legible, and timely.
6. Collect bowling fees each week, pay the house lineage fees, deposit monies, maintain a league financial account, provide a monthly audit, chase down delinquent charges, and distribute the approved prize list to each team captain and the bowling association.
7. The secretary "pays out" the prize fund at the end of the year and performs "end-of- year" duties that include providing the league members with a closing financial statement, documenting the league statistics for the house and SNUSBCA and then setting up the following year's league when applicable.
8. Retain copies of all financial records for a minimum of one year after the league ends.

Please note anything else this secretary does to help make the bowler's experience a valuable one.

This form may not be used for more than one league. Secretaries may not be selected for this award more than once in a seven year period even if their league size changes to a different category.

For questions regarding the SNUSBCA Secretary of the Year program, contact the Southern Nevada USBC Association office at (702) 778-2220.