



## Ontario Tenpin Bowling Association Policy Manual

### Summary of Changes:

<b>Policy Created</b>	Nov 22, 2003
<b>Item 1</b>	Jun 11, 2005
<b>Item 5, A, vii</b>	Jun 11, 2005
<b>Item 5, B, ii</b>	Jun 11, 2005
<b>Item 9 b</b>	Jun 11, 2005
<b>Item 10, C, ii</b>	Jun 11, 2005
<b>Item 10, C</b>	Jun 11, 2005
<b>Item 11</b>	Jun 11, 2005
<b>Item 12</b>	Jun 11, 2005
<b>Item 13</b>	Jun 11, 2005
<b>Item 13 a</b>	Jun 11, 2005
<b>Item 14, a, i</b>	Jun 11, 2005
<b>Item 14, b</b>	Jun 11, 2005
<b>Item 14, b, i</b>	Jun 11, 2005
<b>Item 14, b, ii</b>	Jun 11, 2005
<b>Item 14, b, iii</b>	Jun 11, 2005
<b>Item 14, c</b>	Jun 11, 2005
<b>Item 14, e</b>	Jun 11, 2005
<b>Item 15, b, i</b>	Jun 11, 2005
<b>Item 15, vii</b>	Jun 11, 2005
<b>Item 16, a</b>	Jun 11, 2005
<b>Item 16, b</b>	Jun 11, 2005
<b>Item 15, b, vi - Deleted</b>	Sep 30, 2006
<b>Item 14, b, ii</b>	Jun 9, 2007
<b>Item 14, a</b>	Jun 07, 2008
<b>Item 14, e – Deleted</b>	Jun 07, 2008
<b>Item 15 – Deleted</b>	Jun 07, 2008
<b>Item 14, b, iii</b>	Jun 13, 2009
<b>Item 14, e - Added</b>	Oct 03, 2009
<b>Item 14, e - Amended</b>	Oct 02, 2010
<b>Item 15, a – Amended</b>	Oct 22, 2011
<b>Item 15, b – Deleted</b>	Oct 22, 2011
<b>Item 14, b, iii – Amended</b>	Oct 4, 2014
<b>Various Items</b>	Feb 5, 2017



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If you wish to propose a change or correct an error in the Policy Manual please complete the below information and send it to the Ontario Tenpin Bowling Association Legislation Head of record. Please ensure that this is received at least 60 days before the meeting.

Please use one page for each change. Feel free to copy this page.

**Item to Change:** \_\_\_\_\_

**Article Number:** \_\_\_\_\_

**Section Number:** \_\_\_\_\_

**Amend to Read:** \_\_\_\_\_

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**Submitters Name:** \_\_\_\_\_

**(Please Print)**

**Submitters Association:** \_\_\_\_\_

**Submitters Signature:** \_\_\_\_\_



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1. Conduct and manage an annual tournament or tournaments for its designated participants, which will determine the championships of the association.
2. Maintain the ideals of amateurism preserving membership eligibility for participation in other athletic or related programs.
3. Encourage adult participation as volunteers, coaches and other leaders.
4. Schedule Board Meetings

### 5. Board Responsibilities

The board is responsible for the management of the association and should provide a policies and procedures manual.

#### a) Financial Operations

- i. Ensures dues are received from the local associations. Current dues are set at \$1.00 per member.
- ii. Approves the annual budget.
- iii. Authorizes and/or approves all board expenditures.
- iv. Establishes a procedure for the handling of the following:
  - Deposits.
  - Payment of bills. Electronic transfers are an acceptable payment method. (Electronic transfers and payment of routine bills only need initial authorization.)
  - Investments.

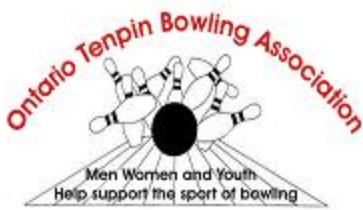
**NOTE:** Losses incurred when an association invests money are not covered by the bonding policy.

- v. Approves the financial institution(s) used by the association, which must be federally insured.
- vi. Designates at least two board members to sign for withdrawals. (Co-signers cannot be immediate family members.)
- vii. Decides salaries, if any. The Association Manager salary will be \$0.20 per member.
- viii. Ensures the president verifies the financial accounts monthly.
- ix. Appoints a committee or hires an accountant to audit the association accounts annually. A written report is submitted to the board.
- x. Establishes programs to generate non-dues revenue, as needed.

#### b) Committee Reports.

The following written reports as required are to be presented to the board.

- i. Detailed financial Reports.
- ii. Reports from all committees. These reports will also include any suggested changes or recommended Board action if such is required.
- iii. Tournament Rules / Results.



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- c) Retention of Records.
  - i. Permanently:
    - (i) Membership Lists.
    - (ii) Minute Books.
    - (iii) Provincial Association tournament championship names and scores.
    - (iv) Annual Financial Reports (Board, Committees, Tournament etc.).
    - (v) Certificate of Associations (Charter).
    - (vi) Bylaws and Policy/Procedures.
  - ii. Seven Years:
    - (i) All supporting documentation for income and expenses.
    - (ii) Bank Statements.
  - iii. Three Years:
    - (i) Association general correspondence.
  - iv. Two Years:
    - (i) Committee and tournament reports.
- d) Oversees the orderly transfer of association records and property within ten days after an expired term or vacancy.
- e) Conduct an audit if there is a change in the office of executive director.

### 6. Nominating Committee

This committee will have a minimum of 3 with a maximum of 5 individuals.

### 7. Tournament Accounts

Tournament accounts will remain "Un-Merged". In other words a tournament account will remain as it did under WIBC, ABC and YABA, separate from the main organizations bank account. You will need the tournament committee to sign cheques, manage deposits etcetera.

### 8. Awards

- a) Women's – as is exists today
  - i. Women's – High Average in the province – plaque plus current year's sanction fee
  - ii. Men's – High Average in the province – plaque plus current year's sanction fee
  - iii. Youth's – High Average in the province in 5 divisions – both girls and boys – plaque plus \$200 scholarship from the scholarship fund.

### 9. Selection of Annual Meeting

- a) The Board of Directors will select the location of the annual meeting.
- b) The annual meeting will be held in June.



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### 10. Selection of Tournament Sites

- a) The tournament committee(s) will recommend to the board the association that should be awarded the tournament(s).
- b) The Board must approve the tournament committee selection.
- c) The Board adopted the following:

Bid system. Two associations may issue a joint bid.

- i. One bid. A voice vote may be taken.
- ii. Two bids. If a tie vote occurs the president casts the deciding vote.
- iii. Three or more bids. If a majority vote is not reached on the first ballot, the bid having the lowest vote total is dropped. Balloting continues until a majority vote is received.

The president and association manager, with the approval of the board, selects the hosting association(s) if a bid has not been received.

### 11. Change of Annual Meeting/Tournament Site.

If it becomes advisable to relocate, the president and association manager, with board approval, may relocate the annual meeting or tournament(s) to another local association(s).

### 12. Provincial Tournaments (Except The Jack Erb Memorial Ontario Seniors Tournament)

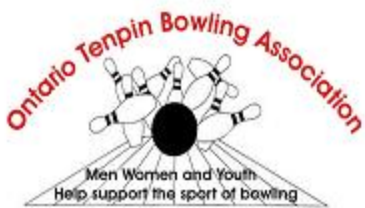
The annual provincial championship tournament(s) are conducted unless specific permission is otherwise granted by CTF. The tournament is automatically sanctioned with CTF.

Additional provincial tournament(s) must be sanctioned by CTF.

- a) Rules. The General Playing Rules, Tournaments Rules and CTF Tournaments Rules govern the tournaments.
- b) The Board approves tournament rules.
- c) Each tournament will have its own tournament guidelines. (Biding, Workers, Lanes etc.)

### 13. The Jack Erb Memorial Ontario Seniors Tournament

- a) The Jack Erb Memorial Ontario Seniors Tournament shall be held on the last weekend of October of each year and must be sanctioned by CTF.
- b) The committee shall be responsible for all aspects of holding the tournament, such as rules, entry forms, scheduling, floor duty, etc.
- c) The committee shall be self-sufficient and participate in fund-raising as necessary.



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### 14. Per Diems and Mileage

- a) President / Association Manager - All reasonable expenses that have been approved by the board and not included in (b) will be covered
- b) All Provincial officers and directors, life members and authorized committee members - All board members shall receive \$40.00 per day Per Diem for meetings.
- c) Mileage: If travel on association business is required the driver shall receive .30 per km both ways. Directors from the same association should make every effort to travel together.
- d) Hotel rooms on association business will be covered at a rate of 100% of the cost of the hotel bill.
- e) All other Provincial officers and directors, life members and authorized committee members' expenses will be covered at the board's discretion.
- f) Per Diems for tournaments - see individual tournament guidelines
- g) Per Diems for coach instructor courses and lane instructor courses
  - For every individual that passes either course the Provincial Association will pay 25% to a max \$25.00. The individual must pay the full cost of the course and when they pass the course the instructor will let the Provincial Association know to cut a refund cheque. This will be reviewed on an annual basis.

### 15. Government Liaison Committee

The Ontario Tenpin Bowling Council Inc has been dissolved effective Oct 1, 2011. This will be replaced by the Bowling Federation of Ontario