



Membership Award Processing Method

Objective

Process for entering and managing association awards

Applicability

Processing Cedar Rapids USBC BA Inc. Award Applications.

Revision Summary

Released

1.0 Acronyms

1.1 USBC – United States Bowling Congress

1.2 WinLABS – USBC Association Membership, Awards and Tournament processing computer software package.

2.0 Definitions

2.1 www.bowl.com – USBC webpage

2.2 USBC League Operations Handbook – League secretary book containing sanction information, award form masters and league operation information

2.3 USBC High Score Award Application – Form for processing 298, 299, 300 game, 800, 900 series and 11 strikes in a row.

2.4 USBC Sport High Score Award Application – See USBC High Score Award Application above.

2.5 USBC Special Achievement Award Application – Form for processing 80, 100, 120, 140, 160, 180, 200, 250 game, 200, 300, 400, 500, 600, 700 series, 75, 100 pins over average game, Dutch 200, All spare game, Big 4, 7-10 split and Triplicate Series.

2.6 USBC Special Achievement Sport Award Application – See USBC Special Achievement Award Application above.

2.7 Team Score Application – Form for processing high 2, 3, 4 and 5 person team game or series. See form for minimum requirements.

2.8 Baker 300 Application – Form for 5 person game.

3.0 General

3.1 Award Application Forms

3.1.1 Master forms are located in the USBC League Operations Manual or can be downloaded from bowl.com.

3.2 Award Application Collection

3.2.1 They are received by mail; drop-off, Bowling Center pickup, or E-mailed.

3.3 Award Processing

3.3.1 Perform Processing in a time frame stated by USBC.

3.3.2 Only award application(s) for members of our association can be processed in WinLABS.

3.3.3 Review application for complete information.

3.3.4 High Score Awards are processed and sent to USBC via WinLABS for processing.

3.3.5 A weekly record of all High Score Awards, Team Score Applications, and Baker 300 Game Applications are given to the Lane Inspection Committee to meet inspection requirements.

3.3.6 Special Achievement awards are processed and distributed locally.

3.3.7 High Score and Special Achievement forms are filed by league and stored for three years.

3.3.8 Team score application(s) are mailed to USBC for processing.

3.3.9 Baker 300 game application(s) are mailed to USBC for processing.

3.4 Duplicate Award Processing

3.4.1 All High Score Duplicate Awards are processed and sent to USBC via WinLABS.

3.4.2 Duplicate Special Achievement Awards are stamped "Duplicate", filed, and not processed.

3.5 Award Distribution

3.5.1 Special Achievement awards will be mailed or delivered to bowling center(s) for distribution on weekly bases.

3.5.2 When High Score Awards are received from vendor the date is entered into WinLABS and delivered or mailed to bowling center(s) for distribution on weekly bases.

3.6 Special Achievement Award Supplies

3.6.1 Supplies are shipped from USBC before the start of the new season based on last year's usage.

3.6.2 An inventory audit is required before the start of the new season to determine the total amount of awards in stock and that total is added to the WinLABS program for tracking.

3.6.3 All awards have to be entered into WinLABS for tracking or the award cannot be issued.

3.6.4 Additional awards can be ordered anytime throughout the year in WinLABS as required.

3.6 Related Information

See the CR USBC BA Inc. Association Operations Manual (CRUSBSBA-OM-P-001)

Standard Forms

USBC High Score Award Application

<http://www.bowl.com/Downloads/pdf/awards/06-07%20USBC%20High%20Score%20Application.pdf>

USBC Sport High Score Award Application

<http://www.bowl.com/Downloads/pdf/awards/06-07%20USBC%20Sport%20High%20Score%20Application.pdf>

USBC Special Achievement Award Application

<http://www.bowl.com/Downloads/pdf/awards/06-07%20USBC%20Special%20Achievement%20Application.pdf>

USBC Special Achievement Sport Award Application

<http://www.bowl.com/Downloads/pdf/awards/06-07%20USBC%20Sport%20Special%20Achievement%20Application.pdf>

Team Score Application

<http://www.bowl.com/Downloads/pdf/awards/06-07%20USBC%20Team%20Score%20Application.pdf>

Baker 300 Application

<http://www.bowl.com/Downloads/pdf/awards/06-07%20Baker300.pdf>