



# YOUTH LEADER ASSOCIATION

*How To*



Youth Leaders take an active role in their bowling community by getting involved with the local association as a Youth Leader. The primary objectives of a Youth Leaders Program include:



- Keeping youth interested in bowling and promoting the sport of bowling.
- Enabling youth to participate in and positively impact the direction of youth bowling.
- Developing skills that will enable youth to be the future leaders of the sport.
- Develop leaders in the bowling community.
- Getting youth involved in the local association initiatives.
- Providing important life and personal development skills.

## How to recruit Youth Leaders:

1. Conduct a survey to determine the interest and commitment from both youth and adult leaders. This can be done through verbal, written or online surveys. Key questions would be: age, distance from the nearest bowling center, other school activities in which they are involved, how often they bowl, transportation availability, and convenient times to meet.
2. If there is a significant interest in the bowling community, schedule an organizational meeting. Select a temporary chairperson to conduct the meeting. Publicize this meeting through written communication, verbal communications, emails, and social media. Invite all concerned, including association board members, youth coaches, youth bowlers, and proprietors.
3. After establishing a core of youth leaders, have them recruit more youth leaders by:
  - Producing, distributing and posting newsletters, flyers, posters and other communications about the Youth Leaders Program.
  - Distribute information to centers regarding the Youth Leaders Program, upcoming tournaments and services. Ask the centers to post the information on the youth bulletin board (if available) or somewhere in the center.
  - Work with local print and broadcast media to publicize the youth bowlers' scores and accomplishments.
4. Visit youth leagues in the area. Inform them of the Youth Leaders Program, all that it entails and encourage them to join.
5. Plan and sponsor kick off parties for the start of leagues.

## How to appoint an Adult Supervisor:

A Youth Leaders Advisor is an adult who is active in the bowling community and has determined the need to develop and operate a Youth Leaders Program to serve area youth bowlers. If the resources are available, two adult advisors (one male and one female) should be involved. Preferably this person is someone that will be available for meetings and group program activities.

### **Advisor Responsibilities:**

Two adult advisors must be appointed by the USBC Youth Association's president (unmerged) or merged association Youth Committee's Chair. The association and the Youth Leaders' boards need to approve the appointments.

Key adult advisor duties:

- Attend chapter meetings to offer guidance.
- Sign requests for fund withdrawals.
- Act as a liaison between the Youth Leaders chapter and the local/state association. In other words, communicate with both groups, and make sure each one is promoting the others' events.
- Provide status reports to the association as requested.
- Participate in the Registered Volunteer Program.



## HOW TO ORGANIZE AND CONDUCT A MEETING: Who is in charge?

Meetings are an important function because they are the venues where Chapter business is discussed, explained and planned. For a meeting to be successful, it must be conducted properly and address specific issues and topics identified by an agenda.

### Developing Meeting Agendas:

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Before any meeting, an agenda needs to be drafted that lists the topics and order of topics that will be discussed at the meeting. Generally, an agenda is short and contains no more than five main discussion items. This will increase attentiveness and allow enough time for each topic. Whoever is conducting the meeting should remember to stick to the agenda and avoid getting distracted by side issues.

Prior to planning the agenda, the president or chair should communicate with committee chairmen and ask if they have reports to give so that they can avoid putting a chairman on the agenda that does not have a report to share. Once the agenda has been established, make sure to circulate it with those that are on the agenda well in advance of the meeting so that everyone is prepared to participate.

## Meeting Types:

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Generally, Youth Leaders conduct five types of meetings including:

### **Organizational:**

An Organizational meeting will be your Youth Leaders Program's first meeting. This meeting lays the foundation and groundwork for the future of the program. Officers are elected, bylaws are adopted and activities are scheduled.

### **Annual:**

Annual/Membership meetings are called to keep members informed and to discuss relevant issues. Topics typically include officers' reports, fundraiser details and strategies, tournament information, special events and any questions.

The Annual Meeting is held at a time in accordance with the Article VII, Section A of the bylaws. This required meeting includes, in accordance with the bylaws:

- Elections
- Financial Report
- Committee reports
- Adoption of proposed amendments to the bylaws

### **Board Meeting:**

In accordance with Article VII, Section B of the bylaws, the board must meet at least once per year for a state Chapter, and at least twice a year for a local Chapter. At least one Adult Advisor must be present, but has no vote. The meetings are also open to all Youth Leaders; however, the Youth Leaders have voice but no vote.

### **Special Meeting:**

Special meetings may be called by the president and also must be called on written request of a majority of the board.

### **Committee Meeting:**

Committees are formed to address specific issues or areas of responsibility. With the exception of the Nominating Committee, they are appointed by the president with the approval of the board. Committees should appoint a chairperson and meet on a regular basis. It is also recommended that committees be composed of an uneven number of members to avoid a tie when voting. Members serve on a committee for one year. Special committees are created for particular work and when it is finished, the committee is discharged.

In accordance with the bylaws, the Finance Committee is the only required standing committee. Other committees that might be formed include, but are not limited to, tournament, public relations, membership, community service and scholarship.

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## Order of Business for a Meeting:

The President or his or her designee (known as the “chair”) calls the meeting to order.

**Meeting Opening:** A Youth Leaders meeting in the United States should begin with the Pledge of Allegiance with meetings in other countries beginning with its equivalent.

**Roll Call:** The Secretary calls the names of all officers, and keeps a record of those present and absent. A majority of officers and members must be present.

**Reading of Minutes:** The President or chair asks the secretary to read the minutes of the previous meeting. If members have been sent minutes prior to meeting and they are familiar with them, the president or chair may ask to dispense reading of the minutes and ask only for additions and corrections.

**Presenting Reports:** The Secretary reads all communications. Necessary action is taken on each and they are accepted and placed on file.

**Officer Reports:** The Treasurer makes a complete financial report to be filed for audit. The remaining officers are called upon for reports if they have been included on the agenda.

**Committee Reports:** The President or chair requests a report from each committee chairman that is listed on the agenda. Organize the sequence so it is the same as those listed in the Youth Leaders bylaws.

**Unfinished Business:** The Secretary reports unfinished business from previous minutes which include matters to be postponed or held over.

**New Business:** The President, Chair or any Youth Leader may introduce new business. Legislation should be introduced as new business with amendments to bylaws being submitted as outlined in Article X of the bylaws.

This is also time for the elections. The nominating committee should ask for nominations from the floor.

**Motions:** Members who wish to speak should rise or raise their hand and wait for recognition from the President or Chair. If the President or Chair does not recognize a person, the person may call for his or her attention.

The President or Chair must give recognition if no one else has the floor. When a motion is made and seconded, the President or Chair asks if there is any discussion. The action opens the question for debate prior to voting.

When a voice vote or show of hands leaves a doubt, any member may request a roll call vote (“yes or no” vote). The President or Chair must recognize the motion for a new vote, and report on the result of the vote. The motion is lost in case of a tie vote.

**Announcements:** The President or Chair will announce the date, time and place for the next meeting, and may request other announcements from members.

**Adjournment:** After all business has been conducted, a motion to adjourn should be made.

# HOW TO RUN ELECTIONS FOR YOUTH LEADERS PROGRAM OFFICIALS:

## *Elections*

If this is the first meeting for the Youth Leaders Program, officers will be elected during the organizational meeting.

The Chapter's Board of Directors is defined in the state or local Chapter's bylaws. If membership exceeds 10 by July 31, the local Chapter's directors shall be elected.

\*It is the recommendation of USBC that smaller Youth Leaders Chapters consider all Youth Leaders as members of the Board.

No individual may be elected or appointed to more than one voting position on the board. The Youth Leaders Manager is considered a non-voting ex officio member of the board. The Chapter Manger shall not serve concurrently as an office; however, the Chapter Manager may be elected as a director.

Board members remain in office until their successors take office.

Each office shall be voted on separately and consecutively beginning with the highest office to be filled.

Mail, absentee, and proxy voting are not permitted.

Nominations from the floor will be accepted.

### **Structuring Meetings:**

Robert's Rules of Order basic principles- Courtesy and justice to all, consider one issue at a time, the minority must be heard, and the majority must prevail.





## HOW TO CREATE VISION, MISSION AND PURPOSE OF THE GROUP:

An effective mission statement is very clear, and can articulate the chapter's purpose of existence and its primary objective. The mission statement only needs to be two to three sentences long. Using these three components will help you create a mission statement:

1. Key market – who is your target? (generalize if needed)
2. Contribution – what product or service do you provide?
3. Distinction – what makes your product or service unique, so that the client would choose you?

Once you've created your mission statement, move on to create your vision statement:

The vision statement communicates both the purpose and values of the chapter. For members, it gives direction about how they are expected to behave and inspires them to give their best.

1. Identify what you, your chapter and other stakeholders will value most about how your organization will achieve this mission. Distil these into the values that your organization has or should have.
2. Combine your mission and values, and polish the words until you have a vision statement inspiring enough to energize and motivate people inside and outside your chapter.

There can be many purposes of a Youth Leaders Program; these will be unique to each chapter and aren't limited to what falls below. Here are a few examples:

*Keep youth interested in bowling* by administering and promoting youth programs.

*Offer opportunities for youth to participate in* and positively impact the direction of youth bowling.

*Impact the direction of youth bowling.* The members elect leaders at local and state levels, form and run committees, and take on projects that enhance the knowledge of young bowlers and set the direction of the sport.

*Develop leadership skills.* Youth leaders take on the responsibilities of forming and running committees and take on projects that assist the development of their leadership skills.

*Provide life skills.* The skills developed in running youth leaders programs are transferable skills that can be used throughout one's lifetime in multiple areas, including professional development and career opportunities.



## HOW TO DESIGN AND UTILIZE WORK AND ACTION PLANS:

Develop a written plan. The plan should state how the activity will work, who is responsible for each step, when the deadlines are and what funds are budgeted. As a precaution, the plan also should include some crisis planning for potential problems. The plans should be circulated to everyone so they can refer to it as needed and understand the activity's scope.

A part of the written plan should include a marketing campaign. The campaign should have a specified time period, target a specific audience, select specific communication methods, assign specific individuals, state specific deadlines, list any budget amounts and have a determined theme.

Conduct a post activity evaluation. Gather all who had an assignment and those in charge and discuss what happened. Determine whether you achieved your goal or mission, stayed within budgets, made deadlines or needed improvements. If time permits, also find solutions for areas that needed improvements.

## HOW SMALL GROUPS WORK (committees):

\*Please reference the Committee Information under Forms, Manuals and other resources in the Association section of bowl.com.

### *Reports*

All committees should give regular reports of their activities to the board; a progress report during committee tasks and a final report upon completion of said task. A committee report should describe the following:

- Procedures used to gather data
- Conclusions drawn from information
- Information or facts obtained
- Recommendations (if requested)

Once developed, the committee report must be adopted by a majority of the committee members. The written report is then submitted to the association board. It is also customary for committees to present reports at the association's annual meeting. These reports outline the committee's accomplishments from the previous year, as well as its future tasks.

Whether a committee report is presented verbally to the board generally depends on whether a copy of the report was included with the board meeting notice. Written reports should be submitted to the board at least 3 days prior to the meeting for inclusion with the notice. If the written report is not submitted with the meeting notice, the chair of the committee distributes the report at the meeting and verbally presents a summation of the report. The board is then asked to accept the report. The board may choose not to have a committee report presented verbally if it is included with the meeting notice, as it is assumed it has been read.

## *Types*

Committees are classified into two different groups – standing (mandatory) committees and optional (suggested) committees.

Each committee has a Chair and recording Secretary. How the chair is chosen is dependent upon whether the committee is standing or optional. The chair is responsible for scheduling committee meetings and making sure reports are given at board and membership/delegate meetings. The recording secretary takes the meeting minutes.

Members of the youth committee or optional committees do not have to be USBC members or members of the board. For example, an association may find it beneficial to include a certified public accountant on the finance committee or a parent on the youth committee, despite the individual not being a member of the association. However, if they are not a board member, the committee member would not have a vote on decisions, just voice.



## *Standing Committees (Mandatory)*

### **Finance**

The purpose of the Finance Committee is to assist with the association's finances and audit(s). This committee is responsible for reviewing and monitoring the annual budget, if applicable, and other financial matters.

## *Optional Committees*

**USBC recommends considering the following committees and their suggested roles:**

**Audit** – responsible for periodic audits and/or annual audit by an outside provider.

**Awards** – responsible for local awards programs.

**Education/Training** – responsible for training board members, league secretaries, etc.

**Hall of Fame** – responsible for creation/operation of a local Hall of Fame.

**Nominating** – responsible for recruiting/selecting nominees for board and delegate positions.

**Membership** – responsible for working with bowling centers and other businesses/organizations to help increase membership.

**Public Relations/Marketing** – responsible for distributing information regarding bowling and association events to the general public.

**Scholarship** – responsible for creating and administering scholarship programs for youth bowlers.

**Strategic Planning** – responsible for short and long term planning to meet the needs of the association and its members.

**Tournament** – responsible for preparation and operation of association sponsored tournaments.

# HOW TO DELEGATE AND ASSIGN DUTIES AND RESPONSIBILITIES:

## Step 1: Pinpoint the task

- Define the objective and be specific.
- Provide detailed instructions.

## Step 2: Select the person

- Fit the person to the job.
- If you don't have the right person, don't delegate.
- Make a point to stress that this will promote development, i.e. learning something new.

## Step 3: Make the assignment

- Explain the job thoroughly and the results you expect.
- After explaining the tasks, have the person repeat the tasks to insure clarity.
- Make sure that the person understands that they are responsible to complete the job tasks and that they take ownership.

## Step 4: Supply support

- Make it known that the task has been delegated so others will continue to provide support.
- Make sure that the person tasked with the job has your support.
- Communicate potential road blocks or slippery rocks.
- Show empathy; remember the first time you did the job.

## Step 5: Check the progress

- If appropriate, ask for written reports
- Check status often – If a task takes three weeks, don't get your first update 18 days into the project.

## Step 6: Evaluate the achievement

- Provide ongoing feedback.
- What went right? What went wrong?
- Learn from both the successes and the mistakes.
- Have a lesson learned follow-up session.



## HOW TO OPEN A BANK ACCOUNT (USBC RULE BOOK)

It's highly recommended that the Youth Leaders Program opens their own bank account. This will give them the hands on experience in terms of banking for an organization. Please reference the associations section, forms, manuals and other resources, finance and tax information on [www.bowl.com](http://www.bowl.com) for more information.

It's recommended that when opening an account for the Youth Leaders Program to open a non-profit checking account. Here are some steps to take in doing so:

- 1.** Choose a bank, look for one that offers the best deals for a non-profit account.
- 2.** Obtain an EIN (Employer Identification Number) this can be completed online and is referenced as the SS-4 Form.
- 3.** Minimum deposit. Some banks request a minimum deposit to open an account; some banks will waive this for non-profit accounts.
- 4.** Decide how many signatures will be required for the account, there has to be at least two according to the USBC bylaws. One being an adult advisor, the second may be the other adult supervisor or a designated office or director of the Youth Leaders board, providing that they are the minimum 18 years of age (to satisfy the bonding requirements.)
- 5.** An address for the club must be designated when opening the account. This address should be of the President of the Youth Leaders Program.
- 6.** Checks for the chapter. Keep in mind that checks can become costly, only get what is needed. Keep in mind that two signatures will be needed on the checks.

If possible ask the bank for a bank bag, some banks will do this for free.

Non-Profit Associations do not need to file taxes on revenue earned so long as that revenue does not exceed a state-specified amount. As an example, Pennsylvania only requires tax filings for non-profits earning more than \$2,500 / year. Check with your local tax office to determine your state's requirements.

# HOW TO FUNDRAISE:

The need to conduct fundraising activities is to sponsor events and activities, scholarships, tournament entries, tournament travel costs, equipment purchase for workshops, jamborees and seminars.

Fundraising can be fun if Youth Leaders Advisors and Youth Leaders have the right attitude. A little creativity can put a fun and novel twist on an already proven idea.

## Here are some fundraising ideas:

- Host a bake sale.
- Run a bowling center rummage sale of donated items.
- Organize and host a youth lock-in or rock 'n bowl.
- Run a raffle.
- Organize a staff bowling center valet service for bowling ball bags.
- Sell Youth Leaders apparel and merchandise at annual meetings and tournaments.

Make sure Youth Leaders check rules and local, state and provincial gambling ordinances and laws prior to any fundraising programs that involved gambling or something that resembles gambling.

For more detailed tips and ideas, check out the Youth Leaders Fundraising Tips and ideas sheet available on the Youth Resource Center.



Contact the USBC Youth team for any questions regarding the Youth Leaders Program at 817-385-8426 or [contactus@ibcyouth.com](mailto:contactus@ibcyouth.com)