



# COLLEGIATE

## Guidelines for Coach or Advisor

### Guidelines in Completing Standardized USBC Collegiate Eligibility Form

Attached is an eligibility form for the current intercollegiate season. **Additional forms can be found on our website at [www.bowl.com](http://www.bowl.com).** Your diligence in completing this form correctly is appreciated. A sample is provided on the eligibility form to aid in proper completion. Additionally, listed below is a breakdown of each column on the form and why the information is necessary.

### Due Date

1. Eligibility forms postmarked the first post office business day following the deadline shall be accepted. **It is recommended to send eligibility forms as certified mail.**

<u>Semester</u>	<u>Quarter</u>
October 15	October 15
February 1	February 1
	April 5

All discrepancies for forms meeting the first eligibility deadline must be cleared up with the USBC Collegiate office by the following deadlines:

<u>Semester</u>	<u>Quarter</u>
October 31	October 31
February 15	February 15
	April 14

- A. To be eligible for all team ranking system points for post season consideration, teams must meet all semester and quarter deadlines for USBC Collegiate membership and eligibility. Teams not meeting these deadlines will not earn Team Ranking System points for competitions competed in prior to having approved memberships and eligibility applications on file with USBC Collegiate. Teams failing to meet the first semester/quarter deadline begin to earn points on the day when the membership and eligibility applications are received by USBC Collegiate.
  - B. **Failing to meet the second semester or quarter eligibility deadlines will result in termination of any post-season Sectional Qualifier or ITC competition.**
  - C. All participating student-athletes must meet or exceed USBC Collegiate eligibility requirements for a team to advance to the Sectional Qualifiers or Intercollegiate Team Championships.
2. Deadlines for eligibility forms have been sent to enable ample time at institutions for completion by student-athletes, the registrar's office, and to enable USBC Collegiate to confirm the eligibility record of each student-athlete.

### First Day of Term/Last Day of Term/Last Day to Drop

These dates help the USBC Collegiate national office verify the actual enrollment status of individuals throughout the course of the academic term.

### Advisor Name/Signature/Telephone

1. The advisor coordinates the entire eligibility process. The signature acknowledges their responsibility as advisor.
2. Falsification of any information will result in disqualification and/or suspension from USBC Collegiate competition.
3. The advisor will be contacted by USBC Collegiate if any ineligible student-athletes appear on the submitted eligibility form.

## Intercollegiate Bowling Conference

Conference secretaries have requested to be kept updated on eligibility status of their member schools. This line enables USBC Collegiate to easily identify conference affiliation. Also, this information will serve as the official designation in which schools and teams declare which conference they will attempt to advance to the ITC Sectional Qualifiers through and receive team ranking system points.

### Total Number of Seasons of Participation, Including Present

1. The advisor should complete this column. Student-athletes must count all seasons of participation in any certified intercollegiate competition.
2. This information is confirmed with current USBC Collegiate eligibility files.

### Student-Athlete Name/Student-Athlete Number/Student-Athlete Signature/Male-Female

1. All names and student-athlete identification numbers must be typed or neatly printed. **Failure to list all athletes competing on the team can result in loss of team ranking system points.**
2. This information not only enables the registrar to provide academic information, it enables USBC Collegiate to cross reference efficiently with the registrar's office.
3. A student-athlete signature is required to release academic information by the registrar onto the eligibility form.

### Shaded Area

2. The information that must come from the registrar's office is indicated on the eligibility form.
3. No errors may be made. In the event that an error is made, the registrar should request additional eligibility forms from the club advisor or coach. The eligibility form can also be found on our website at [www.bowl.com](http://www.bowl.com) under the forms section of the Collegiate page.
4. This section of the form must be completed in ink (same color) or preferably typed.

### Bottom Portion-Eligibility Criteria

The coach/advisor should retain the bottom portion of the eligibility form for their file.

### Yellow Copy

1. The yellow copy of the eligibility form is the coach/advisor's copy.
2. Coaches should carry a copy of the form to all events.

### Mailing

The coach/advisor should supply the registrar with a stamped, addressed envelope to ensure prompt and correct mailing of the eligibility form to USBC Collegiate. **Always check with the registrar's office prior to the deadline date, to ensure that the eligibility form has been completed and mailed on time to the USBC Collegiate office. It is recommended to send eligibility forms as certified mail.**

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