

San Diego USBC Bowling Association

Association Manager Job Description

Reports to: San Diego USBC Board of Directors

Salary Range: To Be Determined

Position summary:

This position is responsible for the execution and overseeing of daily association operations. Provides multitude of administrative duties and the coordination of services necessary for association compliance with USBC bylaws, policies, and performance standards.

The Association Manager implements directives as given by the San Diego USBC Association Board of Directors

The candidate will act as primary association focal point and resource for the resolution of association bowling league USBC compliance matters.

Responsibilities include but not limited to;

Communicate association directives to bowling league officers,

Organize league officer training,

Organize or oversee the management of association sponsored events, such as tournaments, fund raisers, etc,

Recruit association volunteer office staff and manage association deliverables, such as awards program, average books, etc,

Responsible to transmit association business information to USBC as mandated and defined in Calendar of Events section of job duties. (attached)

QUALIFICATIONS:

The candidate should have vast knowledge of the sport of bowling.

Desired skills should include ability to manage multiple tasks, office and organizational capabilities. Moderate computer skills that would include the use of Internet, Word and Spreadsheet abilities. Must be personable, good listener, and possess strong communications skills. Take pride and ownership of responsibilities and promote the sport of bowling.



ASSOCIATION MANAGER

Calendar

(See the *Association Leaders' Handbook* and/or the *USBC Bylaws and Association Policy Manual* for complete information.)

DAILY

- Backup WinLABS database.

WEEKLY

- Transmit membership data and awards.
 - Upon receiving league applications, balance and verify the amounts submitted against the membership application cards. Be sure the league application is completed properly.
 - Issue receipt to the league secretary within 10 days for any and all monies submitted.
 - Supply the league roster and league statement of account, using WinLABS, to the league secretary after processing membership for the league. This includes any additional members after the initial league application has been submitted.
 - Deposit association funds within seven days of receipt.
- Update the association Web site, if applicable.

MONTHLY

- President verifies the association accounts.

QUARTERLY

- File Form 941 – Payroll taxes, if applicable.
- Remind the association president to schedule a quarterly board meeting. Provide proper notice and an agenda.

ANNUALLY

- Recruit volunteers including board members, tournament staff, committee members, etc.
- Perform a SWOT analysis.
- Evaluate whether the association's goals were achieved and develop new goals.
- Review the association's Strategic Plan.
- Perform an association self-assessment.
- Renew the association's Articles of Incorporation, if applicable, with the Secretary of State.

CALENDAR

- Renew general and professional liability insurance, if applicable.
- Upload a backup of the association database via WinLABS, if possible. If this cannot be done, send a backup on a diskette, CD-Rom, or zip disk to USBC Headquarters, Attention: WinLABS.
- Submit approved amendments to Association Relations at USBC Headquarters immediately following the annual meeting.
- Submit Comprehensive Certification Application to Tournament Certification team at USBC Headquarters to cover all association sponsored tournaments (except annual association championship tournament) held between August 1 and July 31, as applicable.

AS RECEIVED

- Install all WinLABS updates as soon as you receive them from USBC Headquarters and read all memos as they will include valuable information.
- Remove e-mail addresses from the association's database if members "opt out" of e-mail blasts.
- As honor scores are received, ensure that lane dressing inspections have been completed 30 days prior to or after the score was bowled.
- When a bowler needs a replacement/duplicate membership card, verify their address, provide them with a copy of the Membership Verification Letter from the WinLABS Report Wizard and request the bowler's card be **RE-FULFILLED** by using the **ALL PEOPLE TAB, ID-MEMBERSHIP** button. You should not prepare a duplicate card for the bowler.

AUGUST

- Be sure the most current officer, director and delegate information, including correct addresses, phone numbers and e-mail addresses, is entered in the WinLABS program within 20 days of the election. Proper term dates must be entered. Remember, any changes made in WinLABS must be transmitted, not just membership and awards.
- Be sure league and association supplies, including awards, have been received. If not contact USBC Headquarters immediately.
- Conduct League Officers Workshops and begin league supply distribution.
- Ensure the association is represented at league organizational meetings.
- Finish gathering data needed for the year-end audit.
- Be sure to run the Start New Season Program. Refer to the *WinLABS User Guide*. If necessary, contact WinLABS at labshelp@bowl.com or (800) 514-BOWL, ext. 3431, for more information.
- Update your *Welcome Letter* information on WinLABS. Updating can be done through the **SETUP** menu in WinLABS.

SEPTEMBER

- Conduct the year-end audit of the association financial records.
- Compile final draft of the association's financial statements.
- Have the Association Rep(s) check with the leagues on the status of league applications.

CALENDAR

- Transmit membership data and board changes to USBC Headquarters within 20 days of receipt. If dues are not transmitted WinLABS will prevent any further activity until a transmission is completed.
- Transmit awards within seven days of receipt.
- Start planning the association championship tournament, i.e. obtain sponsors, recruit volunteers, finalize contract(s) with the center(s), and market/promote the tournament.

OCTOBER

- Provide the audit report to the board of directors.
- Instruct the Association Rep(s) to contact all leagues that have not turned in league applications.

NOVEMBER

- The Association Manager follows up with the leagues that still have not turned in the league application.
- File Form 990 or 990 EZ, if applicable, which is due Dec. 15.
- File Form 990T – Unrelated Business Income, if applicable, which is due Dec. 15.

DECEMBER

- Follow up on recommendations from the audit report to ensure changes have been implemented.

JANUARY

- Begin working with the president to review the bylaws and association's operations manual for needed changes.

- Run WinLABS Report Wizard to identify "Open Receivables by League." If applicable, request underpaid fees from leagues or return overpaid amounts to the leagues. Reports are available through the Report Wizard.

- Run the WinLABS Report Wizard to identify "Unpaid League Bowlers." Make adjustments by combining bowlers' records, if necessary.

- Provide 1099-MISC forms by January 31st to all income recipients.

FEBRUARY

- Review the current budget with the president and Finance committee to ensure the current expenses are in line with the proposed budget and make any necessary adjustments.
- File Form 1099-MISC along with Form 1096 to the IRS if submitted on paper or magnetic media. If filed electronically, (not on paper or magnetic media) the transmission is due March 31st.

MARCH

- Summer league season begins. Any league beginning after March 15 will be processed as a summer league. Be sure to run the Start New Season Program. Refer to the *WinLABS User Guide*. If necessary, contact WinLABS at labshelp@bowl.com or (800) 514-BOWL, ext. 3431, for more information.
- Request final average sheets from league secretaries. A report is available via the WinLABS Report Wizard which will generate a letter addressed to the league secretary. The letter includes a listing of all bowlers in the league along with a place to write the number of pins, games and the bowler's average.

CALENDAR

- File Form 1099-MISC with the IRS if filed electronically, the transmission is due March 31. (If filed on paper or magnetic media, Form 1099-MISC, along with Form 1096 is due Feb. 28.)

APRIL

- Begin the lane certification process.

MAY

- Begin ordering association supplies. Watch for the Electronic Supply Order authorization code from USBC Headquarters which is used to access the supply order form on bowl.com. Supply orders may also be submitted by fax or e-mail.
- The Local Association Award Inventory Report Form is due to USBC Headquarters, Attention: Awards.
- Follow-up on delinquent final average sheets with the league secretaries.
- Begin working with the president and Finance committee on the association budget for the upcoming season.

JUNE

- Prepare the final average book. Print all averages over 21 games for the past season, in accordance with the *USBC Bylaws and Association Policy Manual*.
- Conduct a pre-audit meeting.

JULY

- Complete the final average book for Aug. 1 distribution.
- Begin gathering data for the association's final audit.
- Check the record retention requirements prior to cleaning out files and discarding old records.