

**Michigan High School
Interscholastic Bowling
Coaches Association**

**Policy and Procedures
Manual**

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Our Mission Statement

The Michigan High School Interscholastic Bowling Coaches Association, is an organization developed for coaches and interested persons, who wish to promote and support high school and/or interscholastic bowling in the State of Michigan.

Our Vision

- Promote high school and interscholastic bowling as an integral part of the total school educational program.
- Provide a forum for discussion of techniques and rules of bowling.
- Place at the disposal of coaches sources of information for education and development of both the coach and the student athlete.
- Promote the highest possible ethical standards in coaching high school and interscholastic bowling.
- Provide recognition of the outstanding coaches and players of its membership.
- Provide continuing development and organization of High School and interscholastic bowling coaches.
- Continue to work closely with the MHSAA for the continual growth of our sport statewide.

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

INDEX

Section 1 Officers and Duties

Section 2 Meetings
Board Meetings
AGM Meeting

Section 3 Association Policies
Membership Policy & Fees
Financial Control Procedures

Section 4 Standing Committees and Duties
Annual General Meeting/Awards Banquet
Audit and Budget
Awards/Historical
Education
Legislative (Policy and Procedures By Laws)
Nominating
Ranking/Tournaments
Sponsorship

Appendixes

- A Membership, Zero Tolerance Form & Conflict of Interest Form
- B Award/Historical Committee Forms
- C Ranking/Tournament Committee Forms
- D General Scholarship or Donation Form
- E Policy and Procedures Manual Changes and Effective Date Listings

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Section 1 Officers and Duties

The officers of this association shall include a President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Sergeant at Arms and (8) at large Directors.

The term length for all Board of Director positions is 2 years without term limits. All officers are elected at our AGM.

The offices of President, 2nd Vice President and Secretary are elected in an even year AGM.

The offices of 1st Vice President, Treasurer and Sgt of Arms will be elected at an odd year AGM.

Regions 1, 2, 3 and Westside at large directors are elected at an odd year AGM. Regions 4, 5, 6 and Eastside at large directors are elected in an even year AGM.

PRESIDENT – Duties

1. Appoint the following committee Chairs:
 - Annual General Meeting/Award Banquet
 - Audit and Budget
 - Finance and Budget
 - Awards/Historical
 - Legislative
 - Nominating
 - Education
 - Ranking/Tournaments
 - Sponsorship
2. Service as “ex-officio” member of all committees
3. Select the Board Meeting sites and the Membership Meeting sites with the assistance of the Board of Directors.
4. Prepare a written report to present to the members at Membership Meetings.
5. Verify Bank Balance monthly; make sure two (2) signatures are on all accounts for withdrawals.
6. Represent the association at MHSAA functions
7. Will vote at association meetings to break ties only.

1st VICE- PRESIDENT – Duties

Michigan High School Interscholastic Bowling Coaches Association

Policy and Procedures Manual

1. Assist the President in their duties when called upon and preside at any scheduled meeting in the absence of the President.
2. Familiarize themselves with the duties of the President.
3. Serve on the Legislative Committee.
4. Count ballots with the Sgt. At arms at all Annual General Meetings.
5. Perform other duties as directed by the President.

2nd VICE- PRESIDENT – Duties

1. Assist the President in their duties when called upon and preside at any scheduled meeting in the absence of the President and 1st Vice-President
2. Familiarize themselves with the duties of the President.
3. Serve on the Finance and Budget Committee
4. Perform other duties as directed by the President
5. Will be a co-signer of association checks.

Sergeant-at-Arms – Duties

1. Setup or assist to prepare rooms for Board and Membership meetings
2. Serve on Committees as assigned by the President
3. Determine count of eligible voters at Membership meetings and count ballots
4. Limit attendees at the Membership meetings to a maximum of time to speak and respond as set by the Board of Directors
5. Assist the 1st Vice President in tabulating any voting.

Secretary

1. Coordinate board meetings
2. Take minutes of association meetings and mail or email a copy for each member no later than 30 days following that meeting.
3. Notify membership of time and place of all meetings 30 days before each meeting by mail or email, including an agenda, all pertinent information to be discussed and to be voted on at the next meeting (AGM).

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

4. Handle all correspondence except membership applications and dues which will be sent to the treasurer.

Treasurer

1. Assume the position of financial officer of this association
2. Maintain a checking account in the name of the association
3. Reimburse and pay all expenses of this association when valid bills are submitted.
4. Handle all financial correspondence including membership forms and payment.
5. Submit an annual itemized income and expense statement at the AGM.
6. Perform other duties as assigned by the President.

ALL - At Large Directors – Duties

1. Attend meetings and actively participate in association affairs.
2. They are responsible to oversee and respond to association issues in their Regions they represent.
3. Report back to the Board of Directors any issues that may arise in their respective Regions.
4. Serve on committees appointed by the President
5. Perform other duties as directed by the President
6. All directors will be an official presenter of association awards. And other duties that the association needs an official presence.
7. Directors will be a liaison between the Board of Directors and our member Coaches.

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Section 2 Association Meetings

Board Meetings

Board Meeting Schedules

The Board of Directors meetings will be held when deemed necessary by the President with the agreement of the other board members.

The meeting times will be made with the approval of the whole Board.

The meeting site will be determined by the Board of Directors.

A quorum of six (6) members must be present to conduct any Board of Director's meeting.

Board Meeting Minutes

Board minutes shall include:

- a. Time called to order
- b. Attendance – present, excused or absent
- c. Action on previous minutes – corrections/approval
- e. Brief summary of President's Report
- d. Brief Summary of Committee Reports
- e. Old Business
- f. New Business
- g. Time of Adjournment

Board minutes will be distributed to all members 30 days following a scheduled meeting. Minutes will be distributed in writing by e-mail, regular mail or hand delivery.

Annual General Membership

The Association will schedule its general membership's meeting between July 1st and October 31st, meeting date will be determined by the Board. Notification of the AGM will be sent to the membership no later than 60 days before the meeting date.

Agenda items must submitted no later than 30 days of the date of the meeting. Agenda will be sent to the membership no later than 30 days from the date of the meeting.

The agenda for the membership meeting shall be as follows:

- a. Call to order
- b. Attendance (Board and total membership in attendance)
- c. Action on minutes from previous membership meeting
- d. President's report

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

- e. Vice President's reports
- f. At large Director's reports

Committee Reports:

- g. Annual General Meeting/Award Banquet
- h. Audit and Budget
- i. Finance and Budget
- j. Awards/Historical
- k. Legislative
- l. Nominating
- m. Education
- n. Ranking/Tournaments
- o. Sponsorship
- p. Other Committee Reports as required
- q. Old Business
- r. New Business – Officer Workshop
- s. Reports of Elections and Legislation votes
- t. Adjournment

The minutes for the Membership meeting shall include the following:

- a. Time called to Order
- b. Roll call / attendance
- c. Summary of Nominating Committee report & elections
- d. Summary of Legislative Committee actions
- e. Summary of President's Report
- f. Summary of other Committee Reports
- g. Summary of Old Business
- h. Summary of New Business
- i. Time of Adjournment

The minutes of the general membership meeting shall be distributed as follows:

- a. A copy will be furnished to all members of the Board of Directors within 30 days of the membership meeting via e-mail, regular mail or hand delivered. The Board will review for "preliminary" approval.
- b. After Board review, a copy will be posted on the Coaches Website within 30 days of the Board review and remain until it is replaced by the next general meeting minutes.

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Section 3 Association Policies

POLICY: CONFLICT OF INTEREST

PURPOSE: The MHSIBCA is granted tax exempt status under a group exemption for USBC under 501 (c) (3) of the Federal Tax Code. As such it is required to operate for the public benefit not private benefits. This policy is to insure the Association operates to the highest standards of conduct and also to limit the risk to the Association which may arise due to a conflict of interest on the part of its officers, directors, volunteers holding delegated powers and employees.

DEFINITIONS:

Conflict of interest: A conflict of interest occurs when an officer, director, volunteer holding delegated powers or an employee of the MHSIBCA owns or has a vested interest (or potentially owns or has a vested interest) in any entity with which the Association has a direct or indirect compensation arrangement.

- A. Officers, directors, volunteers holding delegated powers and employees of MHSIBCA shall act in good faith and with the highest standard of fairness in all transactions touching upon their duties to MHSIBCA. They shall refrain from any conflict of interest including the appearance thereof.
- B. No officer, director, volunteer holding delegated powers or employee of the MHSIBCA, or any member of their immediate family shall personally benefit from any dealing with MHSIBCA other than by normal, reasonable, and just compensation for services rendered or by objective and independent selection through normal granting procedures.
- C. No officer, director, volunteer holding delegated powers or employee shall accept any favor, gratuity or gift, which may influence actions concerning the MHSIBCA.
- D. Any activity, position or other interest which may involve obligations that conflict or appear to conflict with the interest of the MHSIBCA must be promptly disclosed by the officers, directors, volunteers and employees.
- E. When a conflict of interest or potential conflict of interest exists, the officer, director, volunteer holding delegated powers or employee shall announce the conflict before discussion occurs and abstain from voting on any action related to such matter.
- F. If the board or a committee has reasonable cause to believe that a member has failed to disclose an actual or possible conflict of interest, it shall inform the member of the basis of such belief and afford the member an opportunity to explain the alleged failure to disclose.
- G. Any officer, director who fails to disclose a conflict of interest shall be subject to removal from office; any volunteer who fails to disclose a conflict of interest shall face removal from their position; any employee who fails to disclose a conflict of interest shall be subject to termination of employment.
- H. Each officer, director, volunteer holding delegated powers and employees shall sign a statement, which affirms that such person:
 - 1. Has received a copy of the conflict of interest policy,
 - 2. Has read and understands the policy
 - 3. Has agreed to comply with the policy

Michigan High School Interscholastic Bowling Coaches Association

Policy and Procedures Manual

4. Understands that the Association is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish its tax-exempt purposes.

See Appendix A-3 for Coaches Conflict of interest form.

Membership Policy and Fees

The association will have 3 (three) classes of membership: Regular, Affiliate and Honorary.

Regular membership includes the right of speech and the right to vote at all meetings. Regular members are eligible to hold office. The following are eligible for Regular Membership:

- 1) Active bowling coaches and active assistant bowling coaches providing their duties are in currently endorsed interscholastic high school bowling programs.
- 2) Officers of sanctioned conferences and tournaments.
- 3) All past presidents may remain Regular Members of this association regardless of their status as a coach.

Affiliate membership may be held by any person demonstrating a viable interest in high school bowling. Affiliate memberships have no voting privileges, and may not hold office.

Renewal Membership dues of this association shall be annual. The fee is currently thirty-five dollars (\$35.00) and by the expiration date. If not paid by November 30th, the following 45 day period after the 30 day extension date membership will be fifty (\$50.00) to remain a member. The effective dates of membership will be November 1st through October 31st of the following calendar year. The \$50 late fee will only be accepted postmarked or paypal no later than January 15th. (This final due date of January 15th will be enforced). After that date membership and renewals will not be processed. New membership fee of \$35 will be accepted to January 15th. Memberships for the following year will again be accepted postmarked or paypal after May 1st. Membership dues will be set by the membership at the annual general meeting (AGM).

Membership application, see Appendix B-1. Zero Tolerance Form, see Appendix A-2.

Financial Control Procedures

General Financial Controls

The following Board members will have authorization to sign checks:

Treasurer
President
2nd Vice-President

All checks issued by the MHSIBCA shall be signed by two authorized members – normally the President and Treasurer. Other authorized Board members may sign checks in the absence of the President and/or Treasurer with Board of Director approval.

Michigan High School Interscholastic Bowling Coaches Association

Policy and Procedures Manual

When expenditures are “direct withdrawals” from the checking account (direct payments, credit cards etc.), a copy of the credit card payment slip or transmittal shall be attached to the report.

Memorials

A memorial in honor of the deceased current board member or a past President in the amount of \$35.00 (Thirty-five dollars) will be given to the family or charity of choice. A memorial contribution would extend to include the current board members/Past President’s spouse, mother, father and children.

Travel Expense Reimbursement

The MHSIBCA Board members who travel on association business shall be reimbursed for travel expenses ONLY when such travel has been pre-approved by the Board.

Reimbursement of expenses for Board approved travel shall be made only when the following items have been submitted:

- a. A written expense report with receipts attached.
- b. A written report on the “travel activity”. In the case of Board members attended a conference or meeting on behalf of the MHSIBCA the report shall summarize the activity attended.

Reimbursement for “travel expenses” shall be determined as follows:

- a. In case of air travel, reimbursement will be for “coach class”.
- b. In case of driving, reimbursements will be at the prevailing IRS mileage allowance rate except that mileage reimbursement shall in no instance be greater than the coach class air fare.
- c. In situations where several Board members are driving, ONLY the owner of the vehicle or the person responsible for the vehicle shall receive the reimbursement.
- d. All other modes of transportation MUST be pre-approved by the MHSIBCA Board.

Hotel Accommodations:

Board members shall be reimbursed for double room occupancy unless there are circumstances that prevent that arrangement.

Meals:

Board members shall be reimbursed at the rate of 75% of the per-diem established by the IRS. Receipts must be provided for all meal expenses. In NO CASE will there be reimbursement for purchase of ANY ALCOHOLIC beverage. There will be no reimbursement for any meal that is included as part of the activity attended such as meals included in conference fees, etc. Any disputes in this area shall be resolved by a vote of the Board of Directors.

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Section 4 Standing Committees and Duties

Annual general Meeting/Awards Banquet

This committee will select a date and plan all activities for the Annual General Meeting And the Annual Awards Banquet of the MHSIBCA.

Audit and Budget

This committee will yearly audit all financial records of the MHSIBCA and report back to the MHSIBCA Board of Directors with a proposed budget for the following season.

Awards and Historical

This committee will select appropriate awards for: All-State, Coach of the Year, etc, and will solicit bids from vendors. It will also maintain records of Coach members and their Teams/Athletes for the MHSIBCA.

All-State application see Appendix C-1, Coach of the Year Nomination form see Appendix C-2. Hall of Fame Nomination see Appendix C-3.

Education

This committee (also referred to as Clinic/Seminar Committee) will research various educational programs and/or seminars that may benefit coaches and/or athletes.

Legislative (Constitution & By-Laws)/Policy and Procedures

This committee will review and make suggested changes in the MHSIBCA By-Laws and the Policy and Procedures Manual.

Nominating

This committee will solicit candidates for various offices of the MHSIBCA and present a slate of candidates to be elected.

Ranking-Polls/Tournaments

This committee will establish a list of the Top Teams in all 4 divisions and have them

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

posted on the MHSIBCA web site and other media that will list our member schools. It will also set guidelines for those wishing to have Invitational Tournaments approved and posted on the Coaches association web site.

Conference Polling Summary Sheet see Appendix C-1, Tournament Guidelines see Appendix C-2, Tournament Donation Invoice see Appendix C-3

Sponsorship

This committee will seek out meaningful sponsors for our organization.

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Appendix A-1

Coaches Membership Form

Michigan High School Interscholastic Bowling Coaches Association

2011-2012 Membership Form
(Expires October 31, 2012)

Name: _____ School Name: _____
Home Address: _____ City: _____ Zip: _____
City Of School: _____ Conference: _____
Phone _____ Cell: _____
Email Address: _____

Only your name and school will be posted on our web site.
Division of High School (1, 2, 3 or 4): _____

Please select and check your membership level

Current Coaching Level

Head Coach:

Boys Varsity _____ Boys Junior Varsity _____

Girls Varsity _____ Girls Junior Varsity _____

Other: _____

Regular Membership New Membership _____ Renewal _____

-Active coaches

-Officers of sanctioned conferences and tournaments

-Past presidents

This membership includes the right of speech and the right to vote at all meetings.

\$35.00 fee Due November 30th, 2011

Affiliate Membership New Membership _____ Renewal _____

-Any person demonstrating viable interest in high school bowling.

This membership holds no right to vote or hold office.

\$35.00 fee Due November 30th, 2011

Remember, all renewals expire October 31st and you are allowed a 30 day grace period ending November 30th. A 45 day grace period with a late membership fee of \$50.00 ends January 15th no exceptions!

New members, your membership is \$35.00 due by January 15th.

Make checks payable to: Michigan High School Interscholastic Bowling Coaches Association or MHSIBCA

Send check and this entire form (one per coach) to:

MHSIBCA, 3245 Drexel Ave. Flint MI, 48506

Visit our website: www.mhsibca.com **PayPal payment offered through the website**

Please make copies of this form as needed for additional applicants

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Appendix A-2

Coaches Zero Tolerance Form

**MICHIGAN HIGH SCHOOL INTERSCHOLASTIC BOWLING COACHES ASSOCIATION
COACHES ASSOCIATION ZERO-TOLERANCE STANCE AGAINST SUBSTANCE ABUSE**

The MHSIBCA is concerned about the safety and abuse of children. As a person who is interested in the well being of children, we believe you are entitled to know how our organization is combating this critical issue. In addition, as an applicant for membership with our organization, you need to know the defensive measures we employ to protect children in our care, as well as our membership, from this serious problem.

We will not tolerate the abuse of any child. We are aware that some people apply for positions in the youth services field because they are interested in children sexually. We structure our activities by recommending that our members not be left alone with children. We take any allegations by children and by others very seriously, and refer all allegations to the local state law enforcement authorities for investigation in which we fully cooperate.

The MHSIBCA takes a Zero-Tolerance stance against abuse of children or any participant in our programs. In addition, the information we provide to our membership protects our coaches and staff from placing themselves in situations that might be misinterpreted by children and others.

**CONSENT FOR CRIMINAL BACKGROUND HISTORY CHECK
AUTHORIZATION, WAIVER, INDEMNITY**

I hereby give my permission for the MHSIBCA to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used, impart, to determine my eligibility for membership with this organization. I also understand that as long as I remain a member, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and that there is a procedure available for clarification, if I dispute the record as received.

I, the undersigned, do for myself, my heirs, executors and administrators, hereby release and forever discharge and agree to indemnify the MICHIGAN HIGH SCHOOL INTERSCHOLASTIC BOWLING COACHES ASSOCIATION and its affiliates and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a member.

Signed: _____ Date: _____

Organization affiliated with: _____

PLEASE FORWARD THIS WAIVER WITH YOUR APPLICATION FOR MEMBERSHIP

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Appendix A-3

Conflict of Interest Agreement Form

**MHSIBCA
CONFLICT of INTEREST AGREEMENT**

I, _____ a/an _____
(print name) (officer/director/member)
of the MHSIBCA, do hereby affirm the following:

- a. I have received a copy of the Conflict of Interest Policy.
- b. I have read and understand the policy.
- c. I agree to comply with the policy.
- d. I understand that violation of the policy is grounds for removal from office or membership.
- e. I understand that the Association is a charitable organization and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Signature

Date

Please mail this signed and dated form with your Membership Zero tolerance form.

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Appendix B-1

All-State Application Form

MHSIBCA ALL STATE APPLICATION

Michigan High School Interscholastic
Bowling Coaches Association
All State Team/Academic Committee;

Tom Stockton, Keith Krueger, Judy
Jaeger, Bob Soloman and Mike Roach



Coaches,

This Application contains Mailing Instructions, General Information, and the two-part Application for the MHSIBCA All State Teams. It is important that the application be filled out completely for the Committee to review.

PLEASE nominate anyone whom you feel is worthy of consideration. Remember, there are four teams selected for each Division (1st Team, 2nd Team, Honorable Mention and an Academic - *Seniors Only* - Team). Mr. and Miss Michigan Bowler and the Dream Team - *Seniors Only* - are selected from these applications. Reminder: a coach must be a member of MHSIBCA by January 15, 2012.

MAILING INSTRUCTIONS FOR COACHES - DEADLINE: March 5, 2012

COMPLETED APPLICATIONS MUST BE MAILED TO:

DIVISION I

**MHSIBCA All State Team/Academic
c/o Tom Stockton
39751 Dorian
Sterling Heights, MI 48310.
586-939-3347**

DIVISION II

**MHSIBCA All State Team/Academic
c/o Judy Jaeger
2063 Woodbridge Court
Highland, MI 48357
248-887-7404**

DIVISION III

DIVISION IV

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

MHSIBCA All State Team/Academic
c/o Keith Krueger
9958 North Barry
Wheeler, MI 48662
989-620-7224

MHSIBCA All State Team/Academic
c/o Mike Roach
74 Hillside Drive
Battle Creek, MI 49017

General Information

There will be All State Teams for Divisions I, II, III and IV. There will be a 1st team, 2nd team, and an honorable mention for each Division.

Only athletes whose coaches are members of the MHSIBCA can be nominated and are eligible for this award.

All student/athletes meeting criteria are eligible (multiple athletes from a school could make these teams). Athletes who have been suspended for a MHSAA rule violation are ineligible. The Academic Teams (3.55 GPA or higher) and Dream Teams selected are SENIORS ONLY.

This award is open to all Freshmen thru Senior class (Varsity players only) who meet the criteria.

All bowlers nominated **MUST** bowl **13 regular season** games to be eligible for this award (invitational games are not counted).

All coaches must submit a final league sheet for each bowler nominated along with an application to be filled out in full by the bowling coach. (NOTE TO COACHES: we must be able to reach you to clarify information)

Any information that is **not verified** will **NOT** be used for the point total.

Points will decide placement and which team.

Applications must be returned to the All State Team/Academic Committee upon completion of the Regular Season Competition. **MAIL TO: SEE MAILING INSTRUCTIONS (Page 1)**

NOTE: Regional Singles and State Singles points will be awarded after the respective competitions.

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

This portion of the application MUST be filled in completely!!

Region_____ Division _____

Male _____ Female _____

Grade: Freshman_____ Sophomore_____ Junior_____ Senior_____

Applicant's Name: _____

Address: _____

City/Zip: _____

Phone/s: _____

Name of School: _____

Name of Conference: _____

Coach's Name: _____

Address: _____

City/Zip: _____

Phone: _____

A brief resumé should be submitted by the coach for seniors who are to be considered for Mr. or Miss Bowling and/or the Dream Team. Please consider the following items, among any others:

- a. Player impact on team?
- b. Effect on morale?
- c. Team leadership?
- d. Motivator?
- e. Sportsmanship?
- f. Leadership position in any school organizations?

Michigan High School Interscholastic Bowling Coaches Association

Policy and Procedures Manual

- A. Points for average - Boys (185-190 = 2 pts. 191-195 = 4 pts. 196-200 = 6 pts. 201-205 = 10 pts. 206-210 = 15 pts. 210-215 = 20 pts. and 216 and up = 25 pts.) - Girls (165-170 = 2 pts. 170-175 = 4 pts. 176-180 = 6 pts. 181-185=10 pts. 186-190=15 pts. 191-200=20 pts. 201 and up = 25). **Must be verified by final league average sheet.**
- B. Base line 2.0 GPA two points with one point for each 0.25 over that average (ex. 2.0 would receive 2 point, 2.25 - 3 pts, 2.5 - 4 pts, etc.). **Must be verified by school transcript.**
- C. Number of Complete games bowled. One point will be given for each full game above 16.
- D. Bonus Points will be given as per chart below:

BOYS GAME	POINTS	BOYS 2 GAME SERIES	POINTS	GIRLS GAME	POINTS	GIRLS 2 GAME SERIES	POINTS
260-275	3	460-500	2	240-259	3	440-460	2
276-289	4	501-525	3	260-279	4	461-480	3
290-300	5	526-550	4	280-300	5	481-500	4
		551-600	5			501-600	5

Scores used must be for conference bowling only. They **Must be Verified** by a copy of the **actual score sheets** or an individual record from a bowling scoring program (BLS, etc.).

Regional and State singles scores will be used and calculated by the awards committee!

E. Using singles regional qualifying scores, bowlers placing in the top twenty places in their regional will receive points.

(ex. rank #1 = 20 points, #2 = 19 points, ... # 20 = 1 point). Ties will be broken with the highest last game bowled.

F. State finals competition - points will be awarded from quarter finals on in singles competition. The final 16 competitors will receive 1 point for sixteenth place, and the state champion will receive 16 points for first place.

The position that the student places will be determined by the score of the last game bowled that they were eliminated. (Ex. In the Semi Finals, the losers would receive 3rd and 4th place—4th place is determined by the bowler whose final game is the lowest game in the Semi Finals).

<u>NOTE: COACH FILLS IN INFO COMMITTEE FILLS IN POINTS</u>	INFO	POINTS
Conference Bowling Average		
Number of Complete Games - <u>No Incomplete Games</u>		
Base Line GPA		

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

High Game/Series Bonus Conference and State Finals only		
Regional—Singles Place of finish only		
State Finals—Singles		
	TOTAL POINTS:	

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Appendix B-2

Academic All State Letter and Application

**Michigan High School Interscholastic
Bowling Coaches Association**

Tom Stockton
39751 Dorian
Sterling Heights, MI 48310
586-939-3347

From: Tom Stockton, Vice President, MHSBICA
To: All Michigan High School Bowling Athletes

The Michigan High School Interscholastic Bowling Coaches Association would like to congratulate all graduating seniors for having participated in Michigan High School Bowling. Thank you for your participation while continuing your education during those years. While coaches must submit athletes for the All State Academic Team, the MHSIBCA Awards Committee has asked that only graduating seniors apply themselves for the Scholarship Awards from our organization. If your grade point average is 3.55 or higher, your coach is a member of the MHSIBCA and meet the ALL STATE application requirements during this season, you are eligible for one of the \$500.00 scholarships awarded from MHSIBCA. Two scholarships are being awarded in each of the four Michigan High School Bowling Divisions, one each for a boy and a girl.

The MHSIBCA Scholarship Application is on the second page of this document. Please return the application and necessary papers as quickly as possible for the Scholarship Awards Committee to have time for proper evaluation. Winners will be notified and scholarships awarded at the Annual MHSIBCA Awards Banquet. This year's banquet is being held on April 25, 1:00 PM, at Royal Scot Lanes Banquet Center, 4722 West Grand River, Lansing, MI 48906-9129.

Please remember, the Scholarship Application **DEADLINE IS March 5, 2012.**

Sincerely,

Tom Stockton

Tom Stockton
Vice President, MHSIBCA

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Appendix B-3

MHSIBCA SCHOLARSHIP APPLICATION

**Tom Stockton
39751 Dorian
Sterling Heights, MI 48310
586-939-3347**

APPLICATION DEADLINE: March 5, 2012

PLEASE CHECK YOUR DIVISION
I ___ II ___ III ___ IV ___

Applicant's Name: _____

Address: _____

City/Zip: _____

Phone/s: _____

Name of School: _____

Grade Point Average* _____ Number of years competed for your high school _____

Number of games completed this year _____

Coach's Name: _____

Address: _____

City/Zip: _____ Phone: _____

* Will need a school transcript unless Coach has submitted with All State Application.

ITEMS NEEDED:

- A. Complete a typed essay on the following topic: "What High School Bowling Has Meant to Me During my High School Years." (Maximum 500 Words)
- B. Two letters of support (typed) of no more than two pages in length. Support can come from Teachers, Counselors, Coaches and/or Community persons other than family.
- C. A typed list of other school activities and community service. Please list any offices held in connection with the aforementioned.

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Appendix B-4

Coach of the Year Nomination Form

MHSIBCA COACH OF THE YEAR

Michigan High School Interscholastic Bowling Coaches Association

All State Team/Academic Committee;
Tom Stockton, Keith Krueger, Judy Jaeger, Bob Solomon & Mike Roach

SCHOOL: _____

DIVISION: _____ BOYS _____ GIRLS _____

ACCOMPLISHMENTS:

WHY DO YOU FEEL THIS COACH SHOULD BE NOMINATED AND WHAT HAS THIS COACH DONE TO IMPROVE HIGH SCHOOL BOWLING? WHAT ELSE DOES THIS COACH DO BEYOND THE ACTUAL COACHING OF HIS/HER TEAM? DOES HE BELONG TO THE COACHES ASSOCIATION? DOES HE ATTEND ASSOCIATION MEETINGS OR VOLUNTEER FOR OTHER FUNCTIONS OUTSIDE OF COACHING HIS TEAMS? HAS THIS COACH MADE AN IMPACT BEYOND COACHING HIS TEAM?

(Additional comments may be attached to this application.)

YOUR NAME:

PHONE: _____

EMAIL: _____

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

MAILING INSTRUCTIONS FOR COACHES
DEADLINE: March 5, 2012

COMPLETED NOMINATIONS MUST BE MAILED TO:

DIVISION I

MHSIBCA All State Team/Academic
c/o Tom Stockton
39751 Dorian
Sterling Heights, MI 48310.

DIVISION II

MHSIBCA All State Team/Academic
c/o Judy Jaeger
2063 Woodbridge Court
Highland, MI 48357

DIVISION III

MHSIBCA All State Team/Academic
c/o Keith Kreuger
9958 West Barry
Wheeler, MI 48662

DIVISION IV

MHSIBCA All State Team/Academic
c/o Mike Roach
74 Hillside Dr.
Battle Creek MI 49017

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Appendix B-5

Hall of Fame Nomination Form

2012

MHSIBCA HALL OF FAME NOMINATION

Michigan High School Interscholastic Bowling Coaches Association
Awards Committee: Tom Stockton, Keith Krueger, Judy Jaeger, Bob
Soloman
& Mike Roach

Name of individual to be nominated:

This should be open to individuals that have made bowling a sport that it is today.
(ex. Bowling center owners, proprietors, or managers, news media, volunteers, people who have helped lay the
ground work
for the sport & coaches) For a coach to be nominated he/she must have been a coach for 10 years.

Please attach additional sheet/s as needed.

Why would you nominate this individual and what have they done to deserve this nomination?

(Continue further comments on back of this application.)

Name of person who is submitting the nomination and contact information:

Name _____

Phone _____

Email address _____

DEADLINE: March 5, 2012

MAIL TO: MHSIBCA Hall of Fame

c/o Tom Stockton 39751 Dorian Sterling Heights, MI 48310 586-939-3347

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Appendix C-1

Conference Polling Summary Sheet To be completed by a conference coordinator

Conference _____

Team 1) _____ Boy___ Girl___ Division___

Won/Loss_____ Team Average_____ Baker Average_____

Tournaments Traveled to and outcome _____

Team 2) _____ Boy___ Girl___ Division___

Won/Loss_____ Team Average_____ Baker Average_____

Tournaments Traveled to and outcome _____

Team 3) _____ Boy___ Girl___ Division___

Won/Loss_____ Team Average_____ Baker Average_____

Tournaments Traveled to and outcome _____

Team 4) _____ Boy___ Girl___ Division___

Won/Loss_____ Team Average_____ Baker Average_____

Tournaments Traveled to and outcome _____

Conference Summary (Forfeits, Lane Conditions, Lower Division Teams, etc.)

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Appendix C-2

THE 2011 - 2012 Recommended TOURNAMENT GUIDELINES

- 1) Only MHSIBCA member coaches are eligible for Invitational Tournament listings.
- 2) All Tournaments must follow USBC and MHSAA rules. A USBC Tournament Certification **should be applied for by going to <http://www.bowl.com/rules/tournamentcertification.aspx>**. download: [USBC Tournament Certification Process](#).
- 3) Member coaches wishing to conduct an Invitational Tournament must submit a [Tournament Donation Invoice](#) (see Appendix D-4) and a copy of the Tournament Entry form (along with the \$25.00 minimum suggested donation) in a Microsoft Word document or similar acceptable format (contact Dave Kowalski). Tournament document should be submitted at least 30 days prior to desired web posting. Schools who wish to post announcements of their event for an upcoming season must have had their tournament approved in a previous season. Also, this \$25.00 fee will be waived if the event wishes to give \$75 or more to the coach's scholarship fund after the event has been completed. Entry Forms should include the following:
 - A) Rules: this should not violate USBC or MHSAA rules and should include a list of awards.
 - B) Format: this should include, style of bowling, amount of rounds, field reduction etc.
 - C) Fees: Entry and General Admission—this should be on the Cover Page spouses of coaches will be admitted to an event no charge.
 - D) Lane Conditions: State what type of pattern to be bowled on, House, Challenge series etc.
- 4) Entry Forms will be reviewed by the Tournament Committee for approved web site posting. Invitational Tournaments that are approved cannot use the MHSIBCA name as an endorsement. MHSIBCA only reviews tournament rules to protect the integrity of the association and its members.
- 5) Invitational Tournaments should employ/use a Tournament Manager who is not directly coaching a team during the event.
- 6) The MHSIBCA does not endorse any event. The posting on the website is done strictly as a service for association members.
- 7) Donation checks (\$25.00 minimum suggested) should be made payable to: MHSIBCA and sent to: MHSIBCA Tournament Entries; 3436 Clover Lane, Bay City MI 48706.
- 8) Upon completion of the Tournament, all results, including individual scores, must be sent to MHSIBCA website (mhsibca.com) for posting.

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Appendix C-3

Tournament Donation Invoice

Tournament Directors,

The Michigan High School Interscholastic Bowling Coaches Association approves MHSIBCA recognition for scores rolled in your Invitational Tournament when posted on the MHSIBCA web site. This posting allows the MHSIBCA Awards Committee an opportunity to verify the scores. It also assures our member coaches that the Tournament Committee has reviewed all aspects of the tournament and has viewed it as satisfactory for student/athletes and member coaches. **Participation in these approved tournaments are also used in determining state rankings.** There is a donation of \$25 suggested for each tournament which is directly added to the MHSIBCA Scholarship Fund. Schools who wish to contribute more to the fund are encouraged to do so and if the donation is \$75 or more. The posting fee will be waived. That donation will be then expected at the completion of the event. Please mail this form still, if you are planning on taking this option.

All Invoices should be mailed to:

David Kowalski
MHSIBCA Tournaments
3436 Clover Lane
Bay City, MI 48706

All Checks made out to:

MHSIBCA Tournaments
3436 Clover Lane
Bay City, MI 48706

A copy of the Tournament Flyer with its rules and regulations should be Email to: euclidauto@speednetllc.com 30 days prior to the tournament. Upon completion of the tournament, all results, including individual scores, should be sent for posting within 24 hours. If there are any questions about having your tournament posted, please contact David Kowalski, Committee Chairperson at: euclidauto@speednetllc.com. Also, please fill out a separate Invoice for each tournament please.

Sincerely,
David Kowalski
Chair, tournament committee MHSIBCA

=====

Name of Tournament

Date of the Event

Tournament Director

Contact information (phone and email)

Donation Amount _____

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Appendix D-1

General Donation/Scholarship Form

**MHSIBCA
Scholarship or Donation Form**

Name of School, Organization or individual: _____

Address: _____

City: _____ State: _____

City of School: _____ Amount: _____

Purpose: _____

The MHSIBCA is a 501 (3) (c) non-profit organization. Your donation is tax deductible. A receipt will be sent to you per your request.

**Mail this completed form and check to:
MHSIBCA 3245 Drexel Ave. Flint MI, 48506 attn: Robert Tubbs**

Michigan High School Interscholastic
Bowling Coaches Association
Policy and Procedures Manual

Appendix E-1

P and P Manual Additions, Changes and Effective Date Listings

Effective 1/2011: Addition of "D" appendix heading on page 3
Addition of the "D" appendix on page 30
Addition of the additions changes and effective date page to the Policy and
Procedures Manual page 31

Effective 10/2011: Membership dues duration and late fee policy page 10