



SOCAL NIKKEI BOWLING ASSOCIATION (SCNBA)

Operations Manual

8/15/17

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History of the SCNBA

The sport of bowling boomed in the 50's. The American Bowling Congress (ABC) was high in command with millions of members... millions of caucasian members. Thus, Nikkei bowling associations across the states were created because of the minority segregation rules at the time. Pioneers such as Hiroto Hirashima from Hawaii, Masao Satow and Fuzzy Shimada have helped break those rules creating local and national Japanese bowling associations.

The Southern California Nikkei Bowling Association was formed in 1955 to service the local Nisei bowlers in the area due to the caucasian only rule of the American Bowling Congress (ABC). Some of the pioneering members were Tai Kajimoto, Tom Sakamoto, Yas Minamide and Nob Kagawa. Amazingly the primary members of the association were produce managers and gardeners. The organization, which was incorporated to run as two separate men's and women's entities, merged into one functioning unit in 1998.

In January of 2017, the SCNBA formerly merged their organization's name into one entity, the "SoCal Nikkei Bowling Association". The association continues to increase the general interest in the game of bowling within the heritage of the Japanese culture and community allowing its members to foster and encourage the spirit of good fellowship, keen competition, and sportsmanship in all its bowling activities.

Services

The purpose of the SoCal Nikkei Bowling Association is to increase the general interest in the game of bowling within the heritage of the Japanese culture and community allowing its members to foster and encourage the spirit of good fellowship, keen competition, sportsmanship, and fair dealings in all its bowling activities.

The SCNBA provides the following services for membership:

- a. Average verification (last two years)
- b. On-site tournament membership processing and tournament assistance
- c. Assist members with United States Bowling Congress (USBC) rules and regulations questions or problems
- d. Bonus tournament awards for the highest scratch game bowled by a male, female, senior male and senior female (SCNBA sanctioned tournaments only; one award per person)

Legal Obligations Compliance

A. Incorporation

The SCNBA will maintain corporate status as required by the association's state government. This will ensure that the association's existence is legally recognized and limits the board and association's personal liability.

B. IRS / Tax Information

The SCNBA will operate as a non-profit organization.

C. Full Financial Disclosure

The Treasurer is responsible to provide a full financial disclosure of the association's finances as requested by the board. This requires that a financial report be provided, in writing, at every board or membership meeting.

D. Gaming Activities

The association must be aware of the reporting requirements involved as a result of partaking in such activities. The IRS mandates organizations conducting games of chance to maintain records of gross income, prize payouts, and disbursements to support the information documented in the Form 990 and 990T. The association also must refer to state and local laws, whose guidelines may require additional recordkeeping, reporting, licensing requirements and expense limitations. The association's gaming activities may not provide increment or direct benefit to any individual(s) and the funds generated from the activity must not be diverted for private purposes. File all required corporate forms (tax returns and IRS forms as appropriate): 990 & 990T

E. Record Retention

Association records may be kept electronically. Any procedure involving the electronic retention of records must include a system of backups. At a minimum, an association must adhere to the following; bearing in mind state laws may vary:

F. Permanent Retention: Legal Documents; Articles of Incorporation/Certificate of Incorporation; Bylaws/Amendments; Association Operations Manual; Legal correspondence; Merger/Acquisitions; Patents/Trademarks/Copyrights; Final average lists/Average books; All association run and/or sponsored tournament lists of winners; Team and individual game/series honor scores; Hall of Fame inductees

G. Tax Documents: Tax returns and supporting documentation; Tax correspondence; Tax bills/statements; Other tax reports (social security, unemployment, etc.); W2 and 1099 Forms; IRS 990 filings; Finance/Accounting; External audit reports; Financial statements; Fixed asset records; General ledgers; Personnel; Retirement and pension plans; Employment/Employee records as mandated by the US Fair Labor Standards Act

H. Other Items (Years to retain): Membership applications (2); League applications (2); tournament entries/operational records (2); Budgets (2); Bank statements/reconciliations (3); Cancelled checks (7); Accounts payable/receivable records (5); Inventories (7); Insurance policies/claims/settlements (5); Weekly/Monthly payroll records (5); Employee withholding statements (7); Contracts/leases that have expired (5); Minutes (7) (unless open business remains, or there is foreseeable concern for old business beyond seven years to reopen)

Membership

Eligibility

All USBC certified "Nikkei" bowling leagues in Southern California are eligible for SCNBA membership. The term "NIKKEI" bowling league refers to a USBC certified league having not less than 67% of its league members including substitutes being at least 25% Japanese family ancestry and non-Japanese actively belonging to the SCNBA (all bowlers minimum 21 games). If a league falls below 67% at the end of the winter season, the non-Japanese bowlers shall not be eligible for membership for the upcoming winter season.

SEE SPECIFIC MEMBERSHIP ELIGIBILITY RULES IN THE BY-LAWS.
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All SCNBA members must be in good standing with the USBC and must meet the eligibility criteria as outlined in the SCNBA By-Laws. An individual may be expelled from membership for the following items:

- Failure to abide by the rules, regulations and decisions of the SCNBA Board of Directors
- Failure to abide by the rules and regulations of the USBC

Membership Fees

An annual membership fee is required for joining the SCNBA. Membership can be purchased through their SCNBA Nikkei leagues (first 4 weeks), at SCNBA tournament sites (if they are eligible through option A) or directly with the SCNBA.

MEMBERSHIP FEE BREAKDOWN:

\$0.75 Membership verification

\$4.00 General fund

\$0.25 Youth Scholarships

\$5.00 MEMBERSHIP FEE

GIVEAWAYS: Each year the SCNBA provides each member with a small membership promo gift. Giveaways are paid from the general fund and are normally \$1 or less per item.

Membership Application

Since 2011, SCNBA has been "GREEN" with processing membership. Each Nikkei league secretary is provided a list of all current SCNBA members in their league. They simply approach each league member listed and have them verify their information, sign and collect fees.

Eligible members not listed can be added at the bottom of the form. Any new member must be verified per our membership verification policy. **Please see the eligibility rule in the by-laws.**

Nikkei League secretaries are required to submit to the SCNBA the following items:

1. League sheets at the time of application submission (week 4) and a final league ending sheet
2. Copy of the league rules
3. Completed Nikkei League Contact Form (Exhibit 1)
4. SCNBA application forms with fees paid in full

Membership Coordinator

The Membership Coordinator processes the verification of all membership applications.

Calendar of Duties for Membership Coordinator

- | | |
|-----------|---|
| September | • Distribute applications to eligible Nikkei leagues (include Nikkei League Contact Information form (Exhibit 1), Welcome Letter (Exhibit 2), and Cover Letter (Exhibit 3). |
| October | • Receive league applications and membership fees from Nikkei leagues. Applications are due within 4 weeks after the start of a new winter league |
| November | • Distribute processed membership cards back to Nikkei leagues |
| December | • Update the SCNBA Master membership list with verified averages for upcoming SCNBA tournaments. |

Membership verification process:

1. Receive applications forms from approved Nikkei league or SCNBA tournament.
2. Verify eligibility requirements
3. Verify averages from bowl.com
4. Update membership listing
5. Create membership cards and distribute back to Nikkei league
6. Any re-rated or adjusted averages from tournaments or disqualifications must be reported and updated on the master membership list

NOTE: Membership lists shall be the property of the SCNBA and shall not be released except for its own business or related activities, as determined by the Board of Directors. The President in an emergency may authorize the release of membership lists. Committee chairmen are to be instructed that the membership list is limited to use by the committee and is not to be released to anyone else. Failure to abide by these rules may result in formal action by the SCNBA Board of Directors.

On-Site Membership Verification

A SCNBA representative shall be present at all SCNBA sanctioned tournaments for membership verification and other association business. Only individuals that are eligible from choice A or B of the approved eligibility rule per the SCNBA By-Laws may purchase cards on-site.

- a. The application form must be filled out completely and accurately.
- b. Averages must be verified online through bowl.com.
- c. It is the bowler's responsibility to let the SCNBA know if their average(s) listed on bowl.com are incorrect due to local association errors. In such instances, average verification must be provided from the local association manager for verification. Failure to disclose such information may result in disqualification.
- d. Once averages are verified, the SCNBA membership listing should be updated.
- e. Process membership cards with the bowler's name and highest winter season average listed for the last two (2) years.

EXHIBIT 1 – SAMPLE NIKKEI LEAGUE CONTACT INFORMATION



Nikkei League Information & Contact Form

Date: _____ Name of League: _____
Bowling Center: _____
Address of Center: _____
Day of League: _____ Time: _____ Start Date: _____ End Date: _____ Sweepers Date: _____
Total number of games bowled for average purposes: _____ (i.e. 90 for a 30 week season)
Does the total number of weeks indicated on your league sheet include sweepers: _____
Number of Teams: _____ Bowlers per Team: _____
League Sheet Provided for: ☐ Current 2017-18 Winter season ☐ Ending 2016-17 Winter season

LEAGUE SHEETS MUST BE PROVIDED before your applications cards can be processed.

Please highlight all persons of Japanese ancestry or belonging to a family consisting of at least one person of Japanese ancestry (spouse, parent, child). Please refer to our By-Laws (found at www.SCNBA.com) as your league eligibility will now be determined at the end of each Winter season, however we will still require your league sheet for the beginning of the Winter season. *****Please submit a copy of your league rules**

NUMBER OF SCNBA APPLICATIONS SUBMITTED: _____ @ \$5.00 EACH = \$ _____

League President: _____ Phone: _____
Address: _____
City: _____ Zip: _____ E-mail: _____

League Vice President: _____ Phone: _____
Address: _____
City: _____ Zip: _____ E-mail: _____

League Secretary: _____ Phone: _____
Address: _____
City: _____ Zip: _____ E-mail: _____

SCNBA League Representative*: _____
Phone: _____ E-mail: _____

*A representative is necessary if league officer(s) cannot attend meetings.

League officer(s) or appointed SCNBA representative MUST be able to attend SCNBA meetings on the weekends and possibly weeknights and be responsible for communicating any information or news back to the league.

NOTE: The term NIKKEI BOWLING LEAGUE refers to a USBC certified league having not less than two-thirds (2/3's) of its bowlers, including substitutes w/21 games or more, being of Japanese or not less than one-fourth (1/4) Japanese family ancestry and non-Japanese who are current members of the SCNBA. If a league falls below the two-thirds (2/3's) figure, the non-Japanese bowlers shall not be eligible for membership.

Return completed form to the Membership Coordinator, along with league sheet copies, league rules, and completed application forms/fees, by Oct. 2, 2017.

MAIL TO: SCNBA Membership, P.O. Box 1144, Montebello, CA 90640

Exhibit 2 – Sample New Season Welcome Letter



Welcome Bowlers to the 2017-18 Winter Season!

First off, congratulations to our new Tournament of Champions Winners: Trionz4sports.com/Storm Tozai Nikkei – Dale Kakimoto, Leslie Katsura, Robert Pitti, and Glenn Wada. Linbrook Bowl will be the hosting site for 2018. A short recap of all 2016-17 SCNBA tournament winners:

- **Holiday Doubles** – (2016) Ryan Nakanishi/Larry Bottoms
- **Open Doubles** – Leeanne Jilek & Jamie Rovner
- **Senior Singles** – Stan Takemoto & Linda Ozaki
- **Roll-Off** – Pat Jilek, Leeanne Jilek, Jose Gutierrez, Clint Frazer
- **Tournament of Champions** – Dale Kakimoto, Leslie Katsura, Robert Pitti, Glenn Wada
- **Singles** – Open: Kevin Valmonte & Karen Wade; Seniors: Gary Munesato & Po Chen
- **Nikkei Vegas Championships** –
 - **Team** – Juss Have Fun! – Tarika Onishi, Jamie Rovner, Kevin Valmonte
 - **Big Kahuna Team** – UVTT – Craig Yamasaki, Stefanie Kawasaki, Kent Maruyama
 - **Singles** – Tommy Yu & Leeanne Jilek

Our next event is the SCNBA Holiday Blue Chip Doubles Extravaganza/Craft Fair held at AMF Beverly Lanes on Saturday, December 2. Craft Fair hours are 10am-3pm and the Holiday Doubles starts at 11am. We are still looking for craft vendors so help us to spread the word. Applications are available online.

The SCNBA offers a youth scholarship for youth bowlers directly related to SCNBA members. Congrats to **Kylie Shishima** (daughter of Eric Shishima) for winning this year's Scholarship Award. Applications are available on our website. Don't let this great opportunity go to waste!

Starting this season, the minimum Senior age is 50 for both Men and Women! Be sure to keep your eye out for our Sr. Singles tournament in April! Also, for all SCNBA tournaments, averages established on a Sport or Challenge condition must be adjusted utilizing the USBC Sport Average Adjustment scale on BOWL.com. The adjusted average must be used if it is the highest average.

We would love to hear from you if you have an honor score, announcement (birth, marriage or even a death in the family) that you would like to share. Please email the information along with a photo and we will post it on our website.

If you are interested in being a league rep, please let your League Secretary know. We would like for all leagues to have someone attend our meetings. Our meeting dates/times are posted on our website. We are also looking for additional volunteers to help work our tournaments. With our growing participation numbers, we need more workers. If you are interested, please email us directly at info@scnba.com. Any other questions, concerns or problems can be directed to your Nikkei league Secretary and President. We look forward to your participation in this season's SCNBA events and wish you numerous high scores. Visit us often at SCNBA.com for tournament information and results.

Your membership is a direct result in helping to keep the Japanese culture and community alive through the spirit of good fellowship, keen competition, and sportsmanship in the sport of bowling. Thank you and we will see you on the lanes!

Lynn Matsubara, President
SoCal Nikkei Bowling Association

EXHIBIT 3 – SAMPLE NEW SEASON COVER LETTER



Attention Nikkei League Secretary / SCNBA Representatives:

Welcome to yet another exciting season! We've have some changes within the SCNBA:

- New SCNBA officers: Lynn Matsubara – President
 Allan Goya – Vice President
 Jeri Ando – Treasurer
 Jerry Armstrong – Sergeant-At-Arms

Eric Yokoyama, our previous President served on our board since 2006 and we want to wish him the best on his new endeavors in Las Vegas. Also, Jane Taguchi, our previous Treasurer has served the SCNBA for many years as well!

This is your SCNBA Nikkei League Packet for the 2017-18 Winter season. Enclosed you will find:

- Welcome letter from Lynn Matsubara, SCNBA President
- SCNBA Operations Manual (Also available on our website)
- Current SCNBA Board Member Roster
- League Information & Contact Form
- Cardless processing application form
- Instructions/Information about the cardless processing procedure
- SPI/SCNBA Nikkei League Bowling Ball Offer

SCNBA membership is \$5.00 annually. Please complete the League Information & Contact Form and send it along with your completed cardless application, fees (check made out to "**SCNBA**"), a copy of your rules, and the current & past Winter season's league sheets by **Oct 2, 2017** with all eligible Japanese/SCNBA card holders highlighted whether they are purchasing a card or not.

If you have any questions or need assistance with any membership-related problems, please feel free to contact the SCNBA Membership Coordinator:

Stacee Kosaka
P.O. Box 1144
Montebello, CA 90640
E-mail: anoipua28@yahoo.com or <mailto:info@scnba.com>

Thank you for your support to our organization and for communicating our messages to your SCNBA league bowlers. Your cooperation and assistance plays a key role in keeping this organization running smoothly so we can provide all our valued SCNBA members with the service and recognition they deserve. It would be great if you or a league rep can attend our meetings as well. Our meetings dates/times are posted on our website as well as meeting notifications sent via email.

The SCNBA will be hosting our annual SCNBA Nikkei League Appreciation Luncheon in February. Once the date, time & location have been confirmed, you will be receiving an invite. All league officers are welcome to attend.

Lastly, please distribute copies or email our welcome letter to the bowlers in your league. **Thanks again and visit us online at SCNBA.com for more information on the upcoming tournaments.**

Stacee Kosaka
323.365.1801
SCNBA Membership Coordinator

League Representation

The affairs of the association shall be managed by a Board of Directors that consist of officers and representatives from approved Nikkei bowling leagues. No league shall have more than one (1) vote at one time. The Board of Directors shall have the power to enforce the rules and regulations of the association and will decide all matters that affect it.

BOARD OF DIRECTOR LEAGUE REPRESENTATION:

<u>CENTER</u>	<u>LEAGUE</u>	<u>DAY/TIME</u>	<u>VOTE</u>
1. Action Lanes	SGV Nikkei Mixed	Friday 9pm	1
2. AMF Beverly Lanes	Monterey Park Nisei.....	Tuesday 8:15 pm	1
3. AMF Beverly Lanes	PPBC Nikkei Trios.....	Monday 8 pm.....	1
4. AMF Carter Lanes	Storm Sansei Trios	Thursday 9pm	1
5. BRC Covina Bowl	Covina Nisei.....	Friday 9pm	1
6. Fountain Bowl	FV Nikkei Trios.....	Thursday 9pm	1
7. Gable House Bowl.....	Nisei Mixed Handicap.....	Friday 9pm	1
8. Gardena Bowl.....	Japan Trade.....	Tuesday 7pm.....	1
9. Gardena Bowl.....	Nisei Mixed	Wednesday 7pm	1
10. Gardena Bowl.....	Wednesday Nisei.....	Wednesday 6:00pm	1
11. Gardena Bowl.....	Premiere @ Gardena	Wednesday 9pm	1
12. Gardena Bowl.....	Friday Islanders	Friday 9pm	1
13. Harley's Valley Bowl.....	SFV Nisei	Friday 9pm	1
14. Linbrook Bowl	Anaheim Nisei Mixed	Wednesday 9pm	1
15. Linbrook Bowl	Storm Tozai Nikkei	Friday 9pm	1
16. Palos Verdes Bowl	Harbor City Nisei	Friday 9pm	1
17. Westminster Lanes	Niko Niko Trios.....	Tuesday 9:30am	1
18. Winnetka Bowl	SFVCC Nikkei	Friday 9pm	1
			18 TOTAL

	<u>VOTE</u>
1. President	1
2. Vice President	1
3. Secretary	1
4. Treasurer	1
5. Sergeant-At-Arms	1
6. Membership Coordinator	1
7. Immediate Past President.....	1
	7 TOTAL

USE for ROLL-CALL and ELECTION VERIFICATION
25 TOTAL TO ELIGIBLE TO VOTE

Board of Directors

To join the SCNBA, an application for Board of Directors must be completed and submitted for review.

SEE SPECIFIC BOARD ELIGIBILITY IN THE BY-LAWS.

Authority and Duties of Officers and Directors

The officers of the SCNBA are responsible for organizing and working the SCNBA hosted tournaments and special events. Specific job duties include:

President – Elected by a majority vote at the association’s annual meeting and shall:

1. Preside at all board and association meetings.
2. Act as spokesperson for the association.
3. Verify the association accounts monthly.
4. Appoint committees, except nominating, with board approval.
5. Provide an agenda one week in advance of the meeting.
6. Attend president-appointed committee meetings as ex-officio with voice and vote.
7. Call as many meetings as deemed necessary to carry out the business of the Board.

Vice President – Elected by a majority vote at the association’s annual meeting and shall:

1. Preside at all meetings when the President is absent, in the order of their precedence.
2. Perform other duties as prescribed by the board or requested by the President.

Secretary – Elected by a majority vote at the association’s annual meeting and shall:

1. Record the votes and keep the minutes of the meetings and proceedings of the Board and its members.
2. Send the minutes to the webmaster to post online.
3. Conduct all correspondence of the association.
4. Serve notice of meetings of the Board and of its members.
5. Keep appropriate records showing the recognized league representatives, together with their addresses; shall keep for permanent record, an account of proceedings of all meetings.
6. Perform such other duties as may be required by the Board.

Treasurer – Elected by a majority vote at the association’s annual meeting and shall:

1. The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association.
2. Disperse such funds as directed by resolution of the Board by checks signed by any two of the following: President or Treasurer.
3. Keep a true record of all receipts and expenses of any transaction of the Association.
4. Prepare at all times, and at the close of the fiscal year to exhibit and deliver to the Board, all records of monies collected and deposited in the treasury, and all other papers or correspondence that may have been handled through the office.
5. Perform such other duties as may be required by the Board.

Membership Coordinator – Appointed by Board of Directors and shall:

1. The Membership Coordinator shall verify all eligible Nikkei leagues for eligibility status.
2. Distribute application forms to all eligible SCNBA leagues at the beginning of each winter season.
3. Process and maintain the verification of all membership cards and averages.
4. Record all membership card purchases with the transmittal form (See Exhibit 4).
5. Deliver all forms and fees to the Treasurer in timely manner.
6. Coordinate the printing of membership cards.
7. This position shall receive a payment of \$.75 per card processed annually.

Sergeant-at-Arms – Elected by a majority vote at the association's annual meeting and shall:

1. Arrive ½ hour prior to all board to make sure that the physical layout of the meeting room(s) is comfortable and set up properly.
2. Remain after adjournment to put the room back in order.
3. Count votes during standing and/or hand votes.
4. Regulate ballots at all meetings when deemed necessary.
5. Speak up if the meeting drifts off the topic under discussion.
6. Maintain order and remove disruptive attendees from the meeting.
7. Perform other duties as prescribed by the board or requested by the President.

Directors – Each Nikkei league shall have one representative:

1. Be the voice and representative of the SCNBA to the Nikkei league
2. Deliver any information that pertains to business directly affecting Nikkei leagues.
3. Help promote the services and purpose of the SCNBA.
4. Attend all meetings of the association to stay abreast of all association activities.
5. Serve on committees and accept committee chairperson appointments if applicable.
6. Assist the Association in distributing supplies and awards.

Legislation

All proposed amendments to the SCNBA by-laws must be submitted in writing, by the proposer to the President. The board of directors will review the amendment and will then vote for adoption or rejection.

Important points for the committee to consider:

1. Does the rule conflict with USBC rules?
2. Does it conflict with parliamentary procedures?
3. Is it applicable to all? Is it for the welfare of the membership as a whole and not to benefit a few?
4. Can the rule be enforced?
5. Study the effect of the proposal on the present rule and determine whether or not it will be an improvement. How will it affect other rules pertaining to the same subject?
6. Be sure the reason given for or against a proposal is logical and conveys the true purpose of the committee's action.
7. Do not allow the thinking of a few to sway good judgment. Be unbiased and consider the subject from all angles.

Committees

Committees may be created by the President as deemed necessary, or as directed by the Board of Directors.

The Chairs of these committees must be approved by the SCNBA Board of Directors.

Individuals other than Board Members may be assigned to serve on committees. However, the Chairman of each committee must be a member of the Board.

Duties and responsibilities of each chair:

1. Provide a committee procedure for review and inclusion in the Operations Manual.
2. New committee chairs should review committee procedures and recommend any necessary changes.
3. Provide an agenda to committee members prior to meeting.
4. Any funds collected, if applicable shall be provided to the Treasurer as soon as possible. Chairs should complete a Transmittal Report (See Exhibit 4) for all deposits.
5. Complete Committee Report form and submit copy to President and Secretary.

EXHIBIT 4 – TRANSMITTAL REPORT



Event: _____

Event Date: _____

Submitted by: _____

Submission Date: _____

Total to Deposit: \$ _____

Description	Amount	Cash or Check
1. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
2. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
3. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
4. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
5. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
6. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
7. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
8. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
9. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
10. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
11. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
12. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
13. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
14. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
15. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
16. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
17. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
18. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
19. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
20. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
21. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
22. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
23. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
24. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
25. _____	\$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____
TOTAL	\$ _____	

Meetings

1. There shall be a minimum of three (3) Board of Director meetings a year:
 - a. To be scheduled by the President.
 - b. A written agenda shall be provided at each meeting.
 - c. Special Meetings may be called by the President or upon written request of at least three (3) board members.
 - d. Committee meetings will be closed to anyone other than committee members.
 - e. Notice should be given to the President if unable to attend any association function.
 - f. Directors and officers under the age of 18 must be accompanied by a parent and/or legal guardian.
 - g. The annual meeting should be set no later than JULY, if possible

Meeting format

- a. Call to Order
- b. Roll Call
- c. Approval of the minutes from the Previous Meeting
- d. Reports of Officers/Board members
- e. **Election of officers and directors (Annual meeting only)**
- f. Financial/Membership Report
- g. Tournament Report
- h. Reports of Committees
- i. Unfinished Business
- j. New Business
- k. Adjournment

Written notice of meetings, whether annual or regular, shall be sent to each league representative, who shall be responsible for notifying the league members. All such notices shall be sent no less than 14 days prior to such meeting and shall specify the date, time and the place of such meetings.

2. Meeting minutes
 - a. A record (minutes) must be kept of all meetings of the association.
 - b. The Secretary or designee shall submit meeting minutes to the board or selected committee for review and/corrections within 30 days after the meeting date.
 - c. Minutes of the previous meeting shall be approved at the next meeting.
 - d. Minutes shall be filed (paper or electronic) indefinitely.
 - e. Minutes will be posted online.

Expenses

1. Officers, Board Members and Committee Chairs
 - a. Miscellaneous expenses, postage and other supplies may be reimbursed. Receipts must be provided. All vouchers must be submitted to the Treasurer for payment within the fiscal year in which the expenses are incurred.
 - b. When conducting local SCNBA business outside of regularly scheduled SCNBA meetings and tournaments, transportation may be reimbursed at \$.50 per mile round trip. When more than one (1) member of the Board travel in the same private vehicle, only one (1) mileage allowance will be paid.
 - c. Expenses incurred by any special guest must be approved by the President, before payment. In the absence of the President, approval may be given by the Vice President.
 - d. All expenses must be approved by the President.
2. Tournaments
 - a. Directors and those working the tournament on behalf of the SCNBA will be provided a stipend of \$15 per day. Funds to be paid with tournament expenses.
3. Out of Town Expenses (See Exhibit 5)
4. Any changes to the administrative policy shall be approved by the SCNBA Board of Directors.

EXHIBIT 5 – OUT OF TOWN REIMBURSEMENT

Tournament Reimbursement for out of town events

Hotel

For tournaments or events held on a weekend (Saturday and Sunday), the SCNBA will pay hotel room charges for Friday and Saturday night. Hotel accommodations shall be two board members per room (double occupancy) for the number of nights required when possible. If a board member requests an individual (single occupancy) room, they may be liable for 50% of the charges. Any exceptions to this must be approved by the President prior to the event. Fees will be paid from tournament expenses when applicable.

Vegas Championships: The Tournament Director only will have their hotel room paid in full for transporting all tournament equipment and supplies.

Travel Expenses

The SCNBA will reimburse for travel expenses incurred for out of town events only. Any exceptions to this must be approved by the President prior to the event. Fees will be paid from tournament expenses when applicable. All Expense Reports should be submitted to the President within seven (7) days of the meeting(s), tournament(s) and any other activity covered in our policy.

Reimbursement will be paid as follows:

- A. Travel expense will be reimbursed for air transportation, car rental and mileage
 - a. Airfare – Exact fees per receipt
 - i. Car rental plus gas or Taxi/Uber/Lift fees to be approved by the President
 - b. Mileage (personal vehicles only) – Googlemaps.com will determine the mileage from the director's home to and from the event site at \$.35 per mile.
 - c. Car Rental plus gas – If the car rental time frame is longer than 3 days (for a two day event), the reimbursement fee amount will be pro-rated.

Notice should be given to the President within 48 hours, if unable to attend any association function. If notice is not given, individuals may be liable for any incurred travel charges. The full event must be worked in order to receive any compensation from the SCNBA. Any exceptions must have prior approval from the President.

Audit/Banking

The SCNBA Financials will be audited annually. The auditor will work directly with the Treasurer in order to get all financial records required.

- a. The Treasurer shall have assembled all record books; cancelled checks; deposit statements; bills and vouchers; bank books of special accounts; statements and transactions of any special events sanctioned through or endorsed by the SCNBA.
- b. All expense reports are to be checked as to the correct amount by comparing with the cancelled check. The number of the check is to be verified for the correct entry into the ledger book.
- c. The ledger book is to be verified and checked for any corrections, errors and/or omissions.
- d. Bank statements are to be checked for correct entry of deposits into the checkbook.
- e. After the audit committee has reviewed all of the financial accountings of the SCNBA, they shall sign the books with the date of the audit and issue to the Board of Directors the Statement of Audit (Exhibit 6).

The treasurer shall deposit all funds received within seven (7) days. On-site memberships must be itemized prior to depositing funds. Expenses must be approved by the President.

Using the formula of:

The last balanced figure of accounts, plus all income and interest, minus the total of all disbursements, will give the cash value of the SCNBA.

The President shall verify the bank balance of the SCNBA monthly.

EXHIBIT 6 – STATEMENT OF AUDIT

We, the undersigned serving as the Audit Committee, have reviewed the financial records of the SoCal Nikkei Bowling Association, Inc. (SCNBA) for the period of _____ to _____, by comparing and checking all records, and verifying the bank balance.

To the best of our knowledge, these records are true and accurate.

Signed: _____	Chairman
_____	Committee member
_____	Committee member

Date: _____

Youth Scholarship

The SCNBA has created a youth scholarship award to promote and grow the sport of Nikkei bowling in Southern California by recognizing excellent qualities in students. Award winners will receive a scholarship award that is valid at any University, Junior College or Vocational Institution. Scholarships will be held with the USBC SMART program under account **#11718**, (800) 514-2695 x8292.

This scholarship award is based on a point system from bowling activities and academia and will be awarded to outstanding youths directly related to SCNBA members. Scholarships will be submitted to the USBC SMART Program (Scholarship Management and Accounting Reports for Tenpins) to help with their continued educational goals. Thank you for spreading the word about this great opportunity and we look forward to the future scholarship winners.

Eligibility:

- Currently living in CALIFORNIA and 19 years old or younger
- A direct relative (son, daughter, niece, nephew or cousin) of a current SCNBA member
- Currently a high school Sophomore, Junior, Senior or attending college/trade school
- Minimum of 2.0 GPA or equivalent

Events and Offers

Officer Appreciation Luncheon

The SCNBA hosts an annual luncheon to discuss the future and purpose of the association and to give thanks to the League Officers for their hard work in continuing their Nikkei league status.

- The Membership Coordinator will get a head count of the officers to attend – approximately 25-30 people
- Take photos of the attendees at the event
- Thank guests for attending; get league feedback; provide association status
- Provide to the guests:
 - Copy of last meeting minutes
 - Small goodie bag of left over giveaway items (if possible)
 - Mini newsletter
 - Overall winners list newsletter

Special Storm Ball Offer

The SCNBA has partnered with Storm and is able to offer our Nikkei leagues a “Two for \$100” Ball Special. Nikkei leagues have the opportunity to purchase new model Storm bowling balls of their choice and raffle them off at their sweepers. The deadline to participate is October 31. Leagues have different options on how they will pay for the offer – through league prize funds or raise money throughout the season.

The Membership Coordinator will send out documentation to each Nikkei league secretary in the Fall within their Start Up Packet.

By signing up for this offer, each league must agree to the following*:

- List Storm and Roto Grip as the official ball manufacturers of the league – no other ball manufacturer(s) may be solicited for additional sponsorship and/or products for the league
- Storm and/or Roto Grip logos to be featured on all league sheets and printed materials in relation to the league. SPI will require a copy of your league sheet to verify compliance.
- Storm and Roto Grip banners to be displayed in the bowling center where the league is bowled, when possible (banners can be provided, if requested)
- Report all ball winners to info@scnba.com along with a photo

Tournaments

The SCNBA eligibility rule will be in affect for all SCNBA sanctioned tournaments. Failure to abide by the approved rule will result in the bowler's disqualification.

TOURNAMENT OVERVIEW:

Tournament	Date	Center	Format
SFV Nisei	Jan	Harley's Valley	
Doubles Open	Feb	Winnetka	4 games moving after game 2
Open Roll-Off	Mar	Action	4 person teams; 2 games qualifying; cut to top 8 teams for roll-off
Senior Singles*	Apr	Linbrook	Aged 50+; 3 games
Nikkei Vegas Championships*	Jun	Suncoast	Trio team; KahunaTrio; 4 games Singles
Tournament of Champions*	July	Varies	4 person teams; 3 games
Singles	Aug	Linbrook	Open: 4 games moving after game 2
Holiday Doubles Extravaganza*	Dec	VARIES	\$400 Knock Out; No-Tap w/ colored pins

**High game bonus awards not offered*

1. All events are USBC Certified. Online USBC certification must be done prior to the event.
2. SCNBA will verify averages for each participant from bowl.com. It is still the bowler's responsibility to verify their own average and make sure that it is correct. Bowler's entering with the wrong average may be subject to disqualification.
3. Bonus Tournament awards for the highest scratch game bowled by a male, female, senior male and senior female will be awarded in some tournaments.
4. Prize money will be paid on-site via check (when possible). USBC requires prize money to be announced within 30 days after the completion of the event. Final event information must be submitted online to USBC certification. **Prize money checks will be valid for up to 90 days from the tournament date.**
5. Champions will receive a tote bowling bag in some tournaments.
6. Bowling balls will be raffled off at each tournament
 - a. Steve Cook Bowling Supply donates 6 balls each year
 - b. Storm 2 for \$100 offer – SCNBA to purchase 4 storm offers (\$400) annually
 - c. One ball for participants to win for free (each bowler gets one ticket)
 - d. One ball added to money tree raffle
7. All tournament results are posted online at **SCNBA.com**

SFV NISEI TOURNAMENT

This is the first tournament of the season normally held the 4th weekend of the month. The tournament is held at Harley's Valley Bowl in Simi Valley and is organized by the SFV Nisei league.

SCNBA provides the following:

- Center to provide bowling balls
- Bonus \$50 scratch high game award (man, woman, senior man and senior woman)
- Membership services and average verification for those members.
 - Set up on-site to process or verify memberships or averages.

EVENTS:

Saturday	12:00 pm	Mixed Doubles (3 games)
Saturday	3:00 pm	Mixed Team (2 women, 2 men)
Saturday	7:00 pm	Open Team (4 members)
Sunday	10:00 am	Mixed Doubles (3 games)
Sunday	1:00 pm	Singles (3 games)

Questions? Contact Julia Takeuchi at (818) 886-8974

DOUBLES OPEN TOURNAMENT

This is a doubles format event bowling 4 games moving pairs after game #2. It is held annually at Winnetka Bowl in February always avoiding Superbowl Sunday. Schedule lanes as trio pace when possible. The Bonus high game awards are provided.

- 10:00am
 - Handicap: 90% of 220
 - Any Combination of Partners
 - Team maximum of 410
 - Maximum of 45 teams accepted
 - FREE On-site Ball Raffle!
-

OPEN ROLL-OFF TOURNAMENT

This event is held annually in late March at Action Lanes. This is a 4 person mixed team format bowling 2 games of qualifying moving pairs after game #1. The field is then cut to the top 8 teams that will then compete in a single elimination team roll-off format (Total pins + handicap). The bracket poster must be filled while competition is taking place in the finals. The Bonus high game awards are provided.

- **\$500 Added Bonus with 30+ teams entered!**
- 10:00am
- Handicap: 90% of 220
- Payout to the final top 4 teams
- No Team Max.
- Maximum of 32 teams allowed
- FREE On-site Ball Raffle!

NIKKEI SENIOR SINGLES TOURNAMENT

This is a new event. The Officer's luncheon feedback was for more senior events. If we get a good turnout, this event will remain in the annual line-up and held at Linbrook Bowl in late April. Seniors are 50+ years (age as of tournament date)

- 10:00 am
 - 3 games total on the same pair of lanes
 - 3 age divisions: A: 70-over / B: 60-69 / C: 50-59
 - Limit to first 80 bowlers and stay on low side of center only
 - Accessory bags to champions
 - Payout: 1:8 per division
 - Handicap: 90% of 220
 - Free coffee and donuts!
 - FREE On-site Ball Raffle!
-

NIKKEI VEGAS CHAMPIONSHIPS

This event is held annually at Suncoast Lanes in Vegas. Three events over a two-day period during the last weekend of June (avoiding the Daisy Electric Carnival).

- **\$1000 Bonus prize money provided by SCNBA**
- Payout based on 1:8 entries
- Handicap: 90% of 220
- FREE On-site Ball Raffle for each squad!

TRIO TEAM EVENT

10:00am (Saturday)

Max 30 Teams - Any Combination

Three (3) games on same pair of lanes

Team Max: 615

Fantasy Team Pot

BIG KAHUNA of the SCNBA

TRIOS TEAM SURVIVOR EVENT

1:30pm (Saturday)

Trio team format

Three (3) games moving pairs after each game.

Walk-ins welcome (must be already entered from Trios Team or Singles)

SINGLES EVENT

10:00am (Sunday)

4 games moving pairs after game #2

Ragtime Doubles Available

TOURNAMENT OF CHAMPIONS

18 possible teams are eligible. Championship teams from each of the SCNBA Nikkei leagues are eligible to participate in this end of season championship event — winner take all! It will be a four-person event, so leagues that are trios or five member teams will have to adjust slightly, i.e., using members from their 2nd place teams. This is a fun competition to see who is really the best of the best in the Nikkei World!

The Champion team will determine where the location will be for following year. The winning team receives a custom embroidered SCNBA shirt as well a bowling ball donated to raffle to their home league in the fall – a nice way for the entire league to benefit from their league champions!

- This event is held in July
 - 12pm
 - Handicap: 90% of 220
 - Four-person teams bowling three (3) games total on the same pair of lanes.
 - Prize money to 2 places to pay based on 13 teams entered.
 - SCNBA Membership waived for this event only.
 - The team champions will receive t-shirts.
 - FREE On-site Ball Raffle
-

SINGLES TOURNAMENT

This singles event is held annually at Linbrook Bowl on the first Sunday in August. The Bonus high game awards are provided.

- **\$500 Added Bonus with 125+ entries!**
- 11:00 am
- Handicap: 90% of 220
- Payout based on 1:8 entries
- FREE On-site Ball Raffle
- Separate open and senior side pots (50-59 & 60+)

HOLIDAY BLUE CHIP DOUBLES EXTRAVAGANZA

This annual event is just a fun doubles event to celebrate the holidays. The format is no-tap and is held on the first Sunday of December each year. A separate bonus Holiday Knock-Out event will follow immediately after the doubles event.

- 11:00am
- Handicap: 90% of 220
- 4 games Doubles No-Tap moving pairs after game #2
- Any combination of partners (Team Max: 410)
- Maximum of 30 teams accepted
- Payout based on 1:8 entries
- Handicap: 90% of 220
- Free Bowling Ball Drawing – Earn tickets with colored pin strikes

FREE BOWLING BALL DRAWING: EARN ONE RAFFLE TICKET – Throw a no-tap or natural strike when two colored pins are in the full rack. Tickets will be thrown in the bucket for the ball raffle at the end of the day. Spotters must be notified prior to throwing the ball in order to earn RAFFLE tickets. ***Bonus Gifts when the 7 & 10 pins are colored and a strike is thrown.***

NOTES:

- **19 pins per lane with 2 pins being colored**
- **One spotter per two pairs**
 - **Spotters to tally colored pins or 7-10 prizes**
 - **Give out raffle tickets after bowling is done and put in ball raffle bucket**

Holiday Knock Out

First Place \$300

Second Place \$100

FREE PARTICIPATION

Bowlers must be entered in the SCNBA Holiday Doubles event in order to participate. After the Doubles event is finished, the HOLIDAY KNOCK-OUT will begin immediately. All bowlers will throw one ball moving one lane to the right after each ball. 9 or better will keep you alive in the event. Bowlers will continue to throw one ball at a time (9 or better) until the champion and runner up are determined.