Canadian Tenpin Federation. Inc.
Fédération Canadienne des Dix-Quilles, Inc.

League Officers' Handbook

(Version 2024-25)

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Canada

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Disclaimer:	In the event of any discrepancies between the League Officers' Manual and the CTF Playing Rules, the CTF Playing Rules will be the governing interpretation.

League Quick–Start Checklist

This checklist is a quick review of the league's operational duties. The CTF Playing Rules contain the details of each officer's duties and in the following pages of this manual.

The basics of getting your league up and rolling….

- ❑ Have a meeting to adopt rules before the first session of bowling.
- ❑ Establish the league bank account with two signatures for withdrawals.
- ❑ Post or distribute a league bowling schedule.
- ❑ Ensure that all bowlers complete registration applications and pay fees in accordance with CTF rules 101a and 101b.
- ❑ Pass out copies of league rules to each team captain and league officer.
- ❑ Send completed CTF league application and fees to your local association(s) within 30 days from the start of the season.
- ❑ Adopt a prize/awards list within five weeks of the start of the schedule.
- ❑ In youth leagues, conduct a Parent Orientation Program (See the Youth Programs section of this handbook for more information.)
- ❑ If your league includes bowlers under age 18, discuss the Parental Consent form with league participants.

The basics of keeping your league rolling....

- ❑ Post or distribute current standing sheet.
- ❑ Distribute recap sheets and pay envelopes.
- ❑ Collect all fees and pay bowling centre fees.
- ❑ Deposit money into the league account within seven days.
- ❑ Collect recap sheets and calculate the league records.
- ❑ Check if any awards were earned and process within 20 days of the score bowled.
- ❑ Have new bowlers complete registration applications and pay fees in accordance with CTF rules 101a and 101b.
- ❑ President or Youth league supervisor must verify league bank balance monthly.

League Name:_____ League Sanction #:_____

Bowling Centre Name: _____ Centre Certification #:_____

RUNNING SUCCESSFUL LEAGUES

COMPETITION

Competition, by nature, is exciting and intriguing. The more teams that battle for a championship, the more interest is created throughout a league. To spark competition, leagues may try several formats:

Higher Handicaps – Studies have shown that even with a 100% handicap, the higher average team has an advantage. These studies suggest handicap should be set at 100%.

Classified League – Establish a top average limit based on the previous season. This makes the difference between the top and bottom teams as small as possible.

Split Schedule – Divide the schedule into two, three or four sections and crown a champion in each. At the season's end, have a roll-off to determine the overall league champion.

Match Point – Handicap each person individually in the lineup. Players compete against the player opposite them in the opponent's lineup. Award points for wins on an individual and team basis.

Alternate Formats – These formats can make any league both more competitive and more fun. (See page 19 for more information.)

BOARD OF DIRECTORS

The board of directors, the governing body of a league, is comprised of officers and team captains. The board makes decisions on all league matters, including adoption of league rules and prize fund and election of officers, unless the league's rules provide for the league participants to be involved.

For Youth leagues, the league must be under the supervision of an adult league supervisor/official who shall operate the youth league in cooperation with the bowling centre management and a league board of directors, if applicable. (See Rule 103c)

For CTF Youth leagues where a majority of league participants is made up of youth 14 years or older, each league is required to elect a president, vice president, secretary and treasurer from the league participants. Each team is responsible to elect its own team captain. The offices of secretary and treasurer may be combined.

The following also apply to league board of directors:

Team captains may designate someone from his or her team to act as Team Representative at board meetings.

- Each individual on the league board is entitled to only one vote, whether as team captain, officer or both.
- The President also is entitled to vote on all issues before the board.
- A quorum is a majority of the board for business transactions unless league rules state otherwise.

LEAGUE APPLICATION

The league application must be submitted within 30 days from the start of the league.

The League Sanction Application must indicate if the league is a Sport League; a Challenge League or a Standard/House League, based on the criteria found in CTF Rule 200a and the League Designation section in this manual.

AWARD PRESENTATIONS

League secretaries typically make all award presentations. In Youth leagues, awards may be presented by the league supervisor/official. In some associations, an association officer, awards committee chair or lane representative visits the league to make the presentations.

After the feat has been accomplished and once the award is available, an award presentation should take place before the entire league. A long delay, such as waiting for the league's season-ending banquet, can reduce bowlers' excitement about earning awards and their appreciation of their participation benefits. See the Awards Section in this handbook for a complete listing of CTF awards.

CTF YOUTH BOWLERS

Effective September 1, 2009, CTF youth participants can participate in adult leagues where cash is awarded, and they can accept such prizes as offered. CTF youth can still opt to have their winnings deposited into the CTF SAFE Scholarship Account, by completing and signing the CTF SAFE Scholarship Waiver, which is found on our website.

This change does not mean that CTF youth bowlers can automatically join an adult league. It is up to each league to determine if they wish to allow CTF youth participants to join or not. Many leagues are setting an age limit, such as 18 years old, to bowl in their league.

Please note; however, that sanctioned CTF youth leagues must still comply with CTF Youth Eligibility rules, in that cash of **any amount** or merchandise over $500 cannot be awarded.

Grade school and high school students under the age of 18 must have the written consent of a parent or guardian to compete in any CTF adult league where merchandise valued over $500, or any cash and/or bonds are offered.

Their participation, even pacing, in these situations may affect their eligibility to compete on school sports teams and possibly even their USBC Youth eligibility.

The form must be on file with the league secretary at least one week before participation, unless a parent or guardian accompanies the student on their first league session. In that case, the consent form may be filed prior to the start of bowling.

Failure to file the consent form will cause the player to be ineligible and subject games bowled to forfeiture. The consent form is available as follows:

- Rule 13 of the CTF Playing Rules Book.
- Downloaded off the Web site.

RULES

Every league must have rules. This task can be simplified by using the “CTF Adult or Youth League Rules” included in this handbook. In adult leagues, the league board of directors or team representatives must vote on each rule. Pay particular attention to rules covering the following items:

Legal Lineups

Leagues decide whether substitutes count toward a legal lineup. CTF rules say substitutes count unless league rules specify otherwise.

Playoffs

Leagues should adopt a rule stating how a playoff shall be conducted for ties and/or championships. Some suggestions are:

Bowl one game (or two games).

- A point for each game, but none for series.
- Best two of three games.
- Stepladder finals.
- Total pins of a three-game playoff series.
- Round Robin.

Substitutes

Every league needs extra players to minimize absentee and vacancy scores. Do this by keeping an ongoing list of substitutes.

Tardy Players

A tardy player uses one-tenth of the absentee score for each frame missed, unless otherwise provided for by league rules.

Team Rosters

Leagues specify how many players are allowed on each team’s roster. Team captains submit names before the league starts play or by a time designated by the league.

Vacancy Scores

In adult leagues, teams without full rosters receive a 120 vacancy score and a handicap is figured from that score.

In youth leagues, the vacancy score shall be the average of the lowest average bowler on the opposing team's roster. If two or more vacancy scores are required, the average of the next-to-the-lowest bowler on the opposing team's roster shall be used for the second vacancy score.

Leagues also may set their own vacancy score. To do this, select a figure comparable to your league bowlers' overall performance. The handicap would be figured from that score.

Averages

A complete and adequate entering average rule is essential for any handicap or classified league.

It is recommended that averages from the previous season be used for a bowler's first night of competition because they are easily verified and they represent the bowler's true ability. Bowlers who do not have a qualifying average will then establish their average the first night they bowl unless league rules state otherwise.

In youth leagues, a bowler using a two-hand (between the legs) delivery will establish an average with two hands. When the bowler changes to a one-hand delivery, they must establish a new average using that hand.

HANDICAPS

Handicapping is a means of placing bowlers and teams with varying degree of skill on as equitable a basis as possible for their competition against each other. CTF recommends that higher handicap percentages such as 100% be used for more equalized matches. The scratch base that handicap is figured from should be greater than the highest team or individual entering average. For example, if the highest entering individual average is 218, handicap should be 100% of 220. Another option is to provide a negative handicap for all bowlers above the base figure. For example, 100% handicap of 200, minus 100% handicap over 200.

Handicap leagues use their adopted handicap system at all times. Leagues failing to adopt a handicap percentage in their leagues shall use a 100% handicap. (See Rule 100e)

POSTPONEMENTS / PREBOWLING

A league's board of directors, specific committee, or a youth league supervisor/official decides requests for postponements or prebowling. Leagues must grant postponements for emergencies. Minimize postponement or prebowling problems by:

- Discussing postponements and prebowling at the organizational meeting for special situations such as hunting seasons, holidays or local events.
- Allowing extra players on team rosters or keeping a list of roving substitutes.
- Appointing a three-person committee to handle postponement and prebowling requests and cancellations because of severe weather.

See this handbook's section on League Leadership Duties and Responsibilities for more information on a postponement/prebowling committee.

FEE ARREARAGES

Insist all bowlers pay full fees every session. Team captains are responsible for collecting fees, but are not liable for teammates' payments. To encourage prompt payment, leagues can adopt a rule that a team forfeits any games when a bowler is present, bowling, and not current in paying fees. If adopted, the league arrearage rule must be enforced consistently throughout the season.

PRIZE/AWARD FUND

While prize/award funds are important, avoid pricing yourself out of participants. Large prize/award funds require larger payments by individuals, and can discourage new bowlers and increase league dropouts.

REGISTRATION CARDS

League Secretaries

A registration form must be completed by every person in the league, including substitutes, and submitted with the league application and registration dues. Have each bowler carefully complete his or her home address (and apartment number if applicable) if it does not already appear on the form.

Because CTF is emailing registration card information to our bowlers, a valid and unique email address **must be provided** for each bowler. This email address will be their key to access our online database in the future to obtain their averages, awards history and reprint cards. This will also be used to improve communications with the bowlers. Please make sure that bowlers include their e-mail addresses on the form.

If the bowler wishes to donate to Team Canada, please have them check the box on the registration form, fill in the amount, and submit their donation to you. Please forward the donation to your local association, who will forward it to the CTF National Office.

The CTF Identification Number enables CTF to create a history on the bowler's league and tournament competition and their award achievements. If the bowler does not currently have a CTF Identification Number (for example a new bowler), the local bowling association will assign a number.

Check the application forms as they are returned to you. It is easier to find errors and correct them rather than to submit incomplete information, which could cause a delay in the bowler receiving their card.

Let your bowlers know their CTF Identification Number will be on their participation card and will be emailed directly to them. if they have supplied a valid email address. This is a permanent number, individually assigned, to be used every season in all CTF competition and will be required when applying for awards.

If someone in your league notifies you that he or she did not receive his or her registration card, or a card is lost, stolen or damaged, contact the local bowling association or CTF National Office at mycard@tenpincanada.com, and a duplicate card will be emailed. If you need assistance, your local bowling association or the national office is ready to help you.

STANDING SHEETS

If you do not use league software, league standing sheets can be obtained by contacting CTF.

To complete the standing sheets, League Secretaries should do the following:

- Print or type clearly and complete the top each week.
- Under "team standings," list teams in order of position. If two or more are tied in wins and losses, list teams by total pins or as required by league rule. In handicap leagues, if total pins are shown, it is up to the league to decide if the team total pin figure is listed with handicap or on a scratch basis.
- In the section for high games and series, list all individual and team scores in contention for league high score awards.
- Under "individual averages," list teams, followed by individual bowlers, completing total pins, games and averages columns.
- Use extra space on standing sheets to recognize special accomplishments such as triplicates, all spare games and most pins over average. Also, use sheets to publicize future events such as the league banquet, local association tournament or meetings.

You may also wish to obtain league software from vendors including CDE Software, www.cdesoftware.com).

LEAGUE LEADERSHIP DUTIES & RESPONSIBILITIES

LEAGUE BOARD OF DIRECTORS

The league's governing body is its board of directors comprised of the officers and team captains. Each person on the board has one vote — even if they are both a league officer and a team captain.

In youth leagues, the league shall be under the supervision of an adult league supervisor/official who shall operate the youth league in cooperation with the bowling centre management and a league board of directors, if applicable. (See Rule 103a)

For CTF Youth leagues where a majority of participants is made up of youth 14 years or older, each league is required to elect a president, vice president, secretary and treasurer from the league participants. Each team is responsible to elect its own team captain. The offices of secretary and treasurer may be combined.

League Board of Directors

The League Board of Directors has the following responsibilities:

- Elects league officers in accordance with Rule 102a (Two members of an immediate family cannot serve as president and treasurer or secretary-treasurer; or vice president and treasurer or secretary-treasurer of the same league or co-sign for withdrawals from a league account).
- Adopts league rules and a prize list, unless league rules allow league participants to do so.
- Decides salaries, if any, to be paid to the league secretary or others, unless league rules allow all league participants to decide.
- Decides all protests involving CTF or league rules.
- Decides all questionable scoring and calculation errors, and questions not covered by the rules.
- Handles all disputes concerning prize money.
- Fills any office vacancies during the season.

Board decisions are final, except when appeals are made to the local association, or CTF in accordance with Rule 119.

League President

The President is the league's chief executive. In youth leagues that have a board, the President should assist the league supervisor with the duties of the president.

The President/League Supervisor duties are:

- Arranging an account to be opened in the league's name at an insured and recognized bank, credit union or in-house banking service. The account must have at least two league officers' signatures for all fund withdrawals.
- Scheduling league meetings at convenient times and locations.
- Appointing committees.
- Enforcing all league rules and CTF playing rules.
- **Verifying league accounts monthly**.

League Vice President

The League Vice President leads in the President's absence, and assists the President as requested.

League Secretary

The secretary has many important responsibilities, which are outlined fully in the CTF Playing Rules. In youth leagues that have a board, the secretary shall assist the league official in the responsibilities of the league secretary.

The Secretary/League Official duties are:

- Keeping minutes of all league meetings. Minutes should include the meeting's date, time and location, names of those attending, and details of the decisions made.
- Distributing a copy of the league rules, and approved prize list to each team captain and person on the league board.
- Posting or providing a copy of the league schedule for each captain.
- Passing out individual CTF registration forms to each league participant as they join and collecting completed applications and registration fees.
- Forwarding the completed registration forms. Registration dues and CTF league application to the CTF Local Association Manager ***within 30 days of the start of the season.***
- Keeping a list of league bowlers and substitutes.
- Posting or providing a current standing sheet.

- Reporting and submitting applications for awards as required by CTF rules.
- Notifying league participants of league and association meetings; and notifying the association of any changes in officers, schedules or bowling centres.
- Turning in season-ending averages to the appropriate CTF local bowling association.
- Providing the final league standings to the league treasurer.
- Maintaining, writing and filing all league correspondence.
- Furnishing the next league secretary with all records and materials.

NOTE: In leagues using computer and/or average service, the elected secretary remains responsible for all the duties specified in CTF Rule 102e.

League Treasurer

The treasurer is responsible for all league receipts and disbursements. In youth leagues that have a board, the treasurer shall assist the league official in the duties of the treasurer.

The Treasurer/League Official duties are:

- Working with the president to open an account in the league's name at an insured and recognized bank or credit union, with at least two league officers' signatures required for all withdrawals.
- **Depositing funds in the league's account within seven (7) days of receipt**.
- Working with the league president to verify the league's account balance at least once per month.
- Collecting league fees each session and paying the bowling centre.
- Issuing a cheque or money order made payable to the local association to cover registration fees.
- Advising the league president and secretary if any league participants are delinquent in paying league fees.
- Providing each team with a detailed financial statement when the prize fund is distributed; including receipts, disbursements and transactions, and prize recipients' names and earnings.
- Distributing the prize fund within 21 days after the league schedule ends, unless the board or CTF decides otherwise.
- Giving financial reports on request by the league president or board.
- Turning over all league books, papers and monies to the next league treasurer. All financial records — regardless if in the possession of the former or current treasurer — must be retained for 120 days after the league schedule ends.

League Sergeant-at-Arms

The league sergeant-at-arms performs any duties as requested by the president or board.

Team Captains

Team captains are league participants who may organize and enter teams. They represent their team and, unless they designate another, serve on the league's board of directors.

Team Captains in adult leagues duties are

- Collecting CTF registration fees from each person on their team, and forwarding them to the league secretary.
- Collecting league fees from each person on their team and forwarding them to the league treasurer.
- Ensuring the team and everyone on it are eligible to compete under CTF and league rules.
- The team's conduct and attendance.
- Entering the team lineup before the league series begins.
- Computing the scores, signing the score book and securing the opposing team captain's signature.
- Distributing the prize fund to each person on the team within 15 days of receipt.

Team Captains in youth leagues duties are:

- Collecting league fees from each person on the team and forwarding them to the league treasurer or Youth league official.
- Computing the scores, signing the score book and securing the opposing team captain's signature.

League Supervisor (Youth leagues only)

The league supervisor is designated by the organizer of the youth league and is responsible for:

- The league president duties. In youth leagues that have a board, the president will assist the league supervisor.
- Granting prebowls and postponements, unless the authority is given to an appointed committee or the league official.
- Co-sign for withdrawal of funds from the league's account(s).

League Official (Youth leagues only)

The league official is designated by the organizer of the youth league and is responsible for:

- The league secretary and treasurer duties. In leagues that have a board, the secretary and treasurer will assist the league official.
- Working with the league supervisor to:
  - Adopt rules prior to the start of the schedule, unless the league has a board of directors.
  - Enforce all league and CTF rules.
  - Adopting an awards list stating how awards fees collected will be disbursed within the first five weeks of league play, unless the league has a board of directors. (See Rule 103a)
  - Co-sign for withdrawal of funds from the league's account(s).

League Committees

Typical committees and their functions are:

- Audit Committee - **This is a required committee** that checks the treasurer's or Youth league official's records at specified times to verify incomes, expenditures and balances. The committee ensures the league's funds have been deposited and disbursed as directed, records have been accurately and completely kept, and expenses have been paid. Also can be tasked with auditing league records, averages and position standings.
- Prize/Award Committee - **This is a required committee** that develops and submits for consideration one or more prize/awards lists within five (5) weeks of the start of the schedule. They should contact the treasurer or Youth league official for an estimated budget or list of estimated expenses to work from and consider any league rules that effect the distribution of prizes.
- Awards Committee - This committee works with the league secretary or Youth league official to complete and file award applications, and present or help associations present awards to deserving league bowlers.
- Banquet Committee - This committee arranges for the league banquet.
- Nominating Committee - This committee prepares and presents a slate of league officers for election. See the section on League Elections in this manual for complete details.
- Postponement Committee - CTF recommends leagues have a committee that has the authority to allow or deny all requests for postponed or prebowled games, including emergency requests.

PRODUCTIVE MEETINGS

QUORUM

"Participants present" equals a quorum for a meeting prior to the start of the season. For all other meetings, a quorum is a majority, in the absence of a specific rule regarding a quorum.

PREPARING AN AGENDA

When the president and/or Youth league supervisor plans the meeting, they are smooth and efficient. The president and/or Youth league supervisor should prepare an agenda outlining scheduled business with the help of the secretary and/or Youth league official. This is a sample agenda:

1. Call to order
2. Roll call of officers and team captains
3. Action on minutes of last meeting (read by secretary and/or Youth league official)
4. Treasurer's and/or Youth league official's report

5. Committee reports
6. Correspondence
7. Unfinished business
8. New business
9. Business for which the meeting is called. For example**:** Adopting or discussing of league rules, including those where an option is available to the league (at first meeting), or election of officers (at end of season meeting).
10. Other business
11. Adjournment

Once the president and/or Youth league supervisor plans an agenda, it is simple to conduct a meeting. Keep in mind that for all bowlers to participate and hear, only one person should be permitted to speak at a time. Keep order by using common sense, courtesy, fairness and cooperation.

MEETING ROUTINE

- Chair (president and/or Youth league supervisor) opens a meeting by stating: "The meeting will please come to order and the secretary (and/or Youth league official) will call the roll."
- Secretary and/or Youth league official calls names of all officers and team captains, recording who is present as part of the minutes. Secretary and/or Youth league official also announces if a quorum is present.
- Secretary and/or Youth league official reads minutes of preceding meeting and board approves as is, or makes additions or corrections.
- President and/or Youth league supervisor calls for treasurer and/or Youth league official and chairpersons of appointed and special committees to make reports, as necessary.
- President and/or Youth league supervisor calls for discussion of all unfinished business.
- Board discusses and acts on new business.
- If scheduled, a program is presented under other business.
- Adjournment of meeting.

HOW TO MAKE A MOTION

1. Individual addresses chairperson to be recognized before speaking.
2. State the motion, "I move..."
3. Second the motion, "I second..."
4. The Chair states, "It has been moved by (name) and seconded that..."
5. Ask for discussion. Every league participant has the right to talk.
6. In taking the vote, the league has the following options:
   - voice vote
   - show of hands
   - ballot vote

   Upon completion, the chair rules on the vote and states the result.
   The person making the motion may vote against it, but cannot speak against it. Officers may vote on all issues.
7. A motion is lost on a tie vote.

ORGANIZATIONAL

Thorough and complete league rules are the groundwork for operating a league smoothly. The board of directors and/or Youth league supervisor/official adopts rules prior to a schedule's start unless the league calls for league participants to have a say in adoption. Leagues review rules adopted by the board and/or Youth league supervisor/official at their organizational meetings, or ask league participants to adopt them.

PROTESTED/DISPUTED GAMES

The board of directors and/or Youth league supervisor/official may declare forfeits or null and void any protested/disputed games. Their decisions are final except when the local association or CTF receives an appeal in accordance with Rule 119.

REQUIREMENT GUIDELINES

The board and/or Youth supervisor/official is authorized to make decisions when games are protested or disputed. Use the following requirements and guidelines in decision making:

- A written protest must be filed no later than 15 days (48 hours if within the final two weeks of the season or segment or during league playoffs) after the series in which the alleged infraction occurred.
- Officers also may refer protested or disputed games to the board and/or Youth league supervisor/official without written protest.
- The board and/or Youth league supervisor/official allows all concerned parties to express their views regarding the protest, and asks questions as necessary to develop full information.
- Although team captains' unanimous written consent is required to add or change an adopted league rule during the season, only the board's majority vote and/or the Youth league supervisor's/official's decision is required to clarify a rule's meaning or intent.
- Once the board and/or Youth league supervisor/official clarifies the league rule in question, the rule is applied to the situation in dispute.

The board and/or Youth league supervisor/official has three options in handling most protests involving game disposition:

- **Null and Void** – Action taken when it finds a rule was violated, but mitigating circumstances were involved. For example, league officers may have misinformed the team captain.
- **Forfeit** – Action taken when it finds a rule violated but no mitigating circumstances involved.
- **Stand as Bowled** – After reviewing a protest, it is determined there is no cause for action.

DISMISSAL FROM OFFICE OR LEAGUE

A league board and/or Youth league supervisor/official may dismiss a bowler from a league for misconduct or violation of CTF or league rules. If a league participant files a written charge asking for the removal of a league officer or the dismissal of a league participant, a meeting must be scheduled and the procedures in Rule 115a followed.

NONPAYMENT OF LEAGUE FEES

A league must conduct a meeting if an individual is charged with failure to pay league fees and/or withdraws from the league without sufficient cause. When a league participant is accused of the above, the league should try to resolve the matter prior to disciplinary action. Please see Rule 115b.

Requirement Guidelines (Rule 115b) – A complaint must be submitted in writing to a league officer and/or Youth league supervisor/official. The League president schedules a meeting of the league board of directors. The league sends written notice to defendant at their last known address or hand-delivers notice informing them of the following:

Meeting date, time and place.

- Right to attend and offer a defense.
- Keep minutes of the league meeting containing a roster of those present and absent (quorum must be present).
- An accounting of the arrearage must include:
- Date(s) for which the bowler is being charged.
  - Amount(s).
  - Show whether the defendant was present or absent on the date(s) charged.
  - The date defendant was replaced.
- Two-thirds of the league board present must vote the accused guilty. If two-thirds vote is not obtained, the charges are dismissed.
- In youth leagues that do not have a board, the Youth league supervisor/official makes the decision.
- Within 30 days of the meeting, submit the file to local association or CTF. The file must include:
  - Meeting notice to defendant(s).
  - Meeting minutes.
  - Copy of league rules.
  - Record of accounting from meeting and supporting documents.
  - Recommendation and vote count.

NOTE: Rule 115b does not allow a league to charge an individual for more than six sessions.

LEAGUE ELECTIONS

WHEN TO CONDUCT ELECTIONS

The league must conduct elections during a meeting before distributing awards, unless the league board decides they are to be conducted before the start of the league schedule. This requirement is waived in youth leagues where a majority of the league participants is comprised of youth 13 years of age or younger and for high school conference leagues.

WHO CONDUCTS ELECTIONS

The board of directors shall be responsible for electing league officers unless the league rules vest this authority in the league's participants.

NOMINATING COMMITTEE

The president and/or Youth league supervisor should appoint a nominating committee, which prior to an election develops a slate of officers from those choosing to run for office. Each league must elect a president, vice president, secretary and treasurer. The office of secretary and treasurer may be combined. The slate should include one or more candidates for each office.

NOTICE OF MEETING

The league secretary and/or Youth league official must give advance notice of the meeting. This can be by simple written notice or a specified date in the league rules with a reminder announcement. The secretary and/or Youth league official also arranges for a meeting room.

SEPARATE ELECTIONS

Each office has a separate election to enable an unsuccessful candidate for one position to run for another. The presidential election is first, with the vice president and/or Youth league supervisor presiding. After the nominating committee presents its candidate(s), nominations are accepted from the floor.

When nominations close, individuals should vote. Absentee and proxy voting are prohibited. Written ballots should be used if there is more than one candidate. Elections for other offices follow in the same manner, with the president and/or Youth league supervisor presiding.

BALLOT COUNTS

Officers are elected by majority vote. A majority vote is more than one-half of the votes cast by those individuals entitled to vote, excluding blanks or abstentions. For example, if 19 votes are cast, a majority is 10.

At the meeting and after the ballots are counted for each election, the sergeant-at-arms, chair of the tellers committee or Youth league official reports:

- Total number of votes cast
- Total votes needed for majority
- Number of votes for each candidate
- Number of illegal votes

Illegal ballots are counted to determine the number of votes cast. If a candidate receives a majority vote, the presiding officer declares the winner of each election. Meeting minutes should reflect the number of votes cast, and names and number of votes each winner receives.

HELPFUL REMINDERS

1. Nominations do not require a second.
2. Nominating committee reports are accepted by the league and do not require a motion and second.
3. An individual on the nominating committee may be nominated.
4. The league president and candidates nominated for election are entitled to vote.
5. An election takes effect immediately if the candidate is present and does not decline, or if they are absent and have consented to their candidacy. However if an election is held before the league

schedule ends, the current officers continue in office until the conclusion of the season. At that time, the new officers begin their terms of office.

ASSOCIATION ANNUAL MEETING

CTF allows all registered participants to attend and vote at the local association meetings. Upon notification, each league secretary should notify all CTF league participants of the date, time and location of the meeting.

For Youth associations, attendance is open to all registered participants. Voting individuals, officers, directors and Youth Representatives must be at least 14 years of age, unless provincial laws mandate a specific age.

1. Each youth league is entitled to one adult representative and one youth representative who must be at least 14 years of age, unless provincial laws mandate a specific age. A league is not eligible for representation if it has not submitted a CTF league application.
2. A centre having at least one CTF youth league is entitled to one Youth Representative.
3. The following individuals can be considered for Youth Representatives/alternates:
4. Participants of a CTF youth league.
   (a) Youth Leaders.
   (b) Youth league officials (i.e. supervisors, officials, coaches, etc.).

Youth Representatives, voting officers and directors of this association, at least 14 years of age (unless provincial laws mandate a specific age) have voice and vote. Anyone not meeting the above stated criteria may attend with voice only.

MANAGING LEAGUE FUNDS

CTF BONDING PROGRAM

The officers of all CTF sanctioned leagues are bonded for $10,000 at no cost to the league. Leagues with prize funds in excess of $10,000 will only receive coverage up to $10,000. Funds in excess of $10,000 will not be insured. CTF is responsible for a deductible of $1,000 per occurrence.

The following conditions govern the method by which leagues must handle their funds to qualify for 100% protection of any loss caused by the dishonest act of a league officer:

- League applications and registration fees must be received within 30 days of the start of the schedule, counting the first day of competition. The League President should verify this is done.
- Funds must be deposited within seven days in an insured bank or credit institution in the name of the league.
- Two officers authorized by the league must co-sign for all withdrawals. (Members of an immediate family cannot co-sign for withdrawals.) Officers must be CTF registered participants. Signature stamps cannot be used nor can cheques be pre-signed.
- The president of the league must personally verify the bank account each month.

Failure to meet the above conditions may result in a 100% reduction of any documented loss caused by the dishonest act of the league officer. CTF recommends that league funds be deposited in a chequing account, with the monthly statement mailed directly to the president by the bank. When funds are deposited in any other account, and the president is not the cosigner for withdrawals, their name must be identified with the account to enable the president to personally verify the amount on deposit.

IN-CENTRE BANKING SERVICE

CTF's Bonding Program will not cover those leagues that use their bowling centre's banking service as CTF has no recourse against bowling centres that do not follow the former policy. It is CTF's policy not to dictate how a bowling centre operates its business; and the previous bonding program covering in-centre banking services did just that. That program told bowling centres that they had to open separate trust accounts for their leagues; and CTF has found that many centres are reluctant to do so. This is not to say that leagues cannot use their bowling centre's banking service; however, **it is at their own risk to do so**.

NOTE: While many leagues take advantage of their in-centre banking service, CTF warns leagues that in the event the bowling centre changes owners or closes, the league may not receive its prize money. CTF encourages leagues to maintain their own separate bank accounts. If they are using an in-centre banking service, the league should have a written agreement between the centre and the league that sets out each party's responsibilities and obligations for paying out the league's prize money.

BURGLARY AND HOLD-UP INSURANCE

The funds of each CTF sanctioned league, provincial and local associations are insured against loss by burglary and holdup in the following manner:

- Receipts: Not to exceed one week's receipts at any one time: with a limit of $2,000.
- Disbursements: When funds are deposited in a recognized banking or credit institution, and in the name of the league, the amount of total liability is $10,000 at any one time for a period of seven days, to cover funds withdrawn for end of the season prize money or for a disbursement in behalf of the league. Therefore leagues with large prize funds only pay out a maximum of $10,000 in cash with the balance paid in cheques.

In the event the league or association fails to deposit the funds in a recognized banking or credit institution in the name of the organization as specified, the insurance company will be liable for only one week's receipts when a loss occurs due to burglary or holdup.

THE INSURANCE POLICY DOES NOT COVER LOSS BY FIRE, MYSTERIOUS DISAPPEARANCE OR FUNDS LEFT UNATTENDED.

LOSSES AND CLAIMS

Under the bonding and insurance program, any loss or claim should be reported to CTF within 15 days. The letter of notification should include the amount of loss or terms of a claim and the circumstances. The insurance company shall not be held liable for any loss or claim that, on investigation in a given case, may have existed prior to the time the bond or insurance became effective. Any attempt to regain funds through an agreement between the principal and offended parties without authorization from CTF creates a legal problem which places the league's right of recovery under the bond in jeopardy.

GENERAL INFORMATION

The bond and insurance shall remain in force for continuing leagues not only to the end of the season, but for the so-called off season until the new season begins. A league receives temporary 30-day protection (winter and summer) from the starting date of its schedule. If the league application is not received by the association within the 30 day grace period, the bonding and insurance become effective when the application and dues are received by the association, and only such funds as on deposit at that time, plus funds deposited thereafter. Failure to submit the league application within the stated time voids protection for all money collected prior to the date the league application was received.

ANY OFFICER WHO MISUSES THE FUNDS OF A LEAGUE, LOCAL OR PROVINCIAL ASSOCIATION SHALL BE SUBJECT TO SUSPENSION FROM CTF. THE PRESIDENT MAY ALSO BE LIABLE FOR INDEFINITE SUSPENSION FROM CTF FOR FAILING TO MAKE MONTHLY VERIFICATION.

NOTE: "Verify" means the president must not only determine the amount on deposit, but also do the arithmetic necessary to determine how much should be on deposit. If the account is found to be short, the president must report the shortage immediately to CTF National Office for possible action under the bonding insurance policy. All cheques must bear the signature of two authorized cosigners. Cheques should not be made out to cash. The chequebook should be reviewed to verify entries made and to reconcile the appropriate bank statements.

SAMPLE CTF LEAGUE ACCOUNTING FORM

Date	Cheque	Description	Deposit	Debit	Balance
June 1		Balance from previous season			28.17
Aug 10.		Franchise fee – 12 teams at $50 each	$600.00		628.17
Sept 10 [1]	21	Lineage Payment (Week #1)		195.00	433.17
Sept. 11 [2]		Registration fees (50 x $20) and league fees (week #1)	1300.00		1733.17
Sept. 11 [3]	22	Registration fees to local association		1000.00	733.17
Sept. 17	23	Lineage Payment (week #2)		195.00	538.17
Oct 2		League fees (week #4)	300.00		838.17
Oct 2. [4]		Assoc. Tournament – fees collected	100.00		938.17
Oct. 2 [4]		Assoc. Tournament – fees to local assoc.		100.00	838.17
Oct 8.	24	Lineage Payment (week #5)		195.00	643.17
Oct. 9 [5]		League fees (week #5) – 3 short on Team #6	285.00		928.17
Oct 15	25	Lineage Payment (week #6)		195.00	733.17
Oct. 16 [5]		League Fees (week #6) – 3 short on Team #6	285.00		1018.17
Oct 22	26	Lineage Payment (week #7)		195.00	823.17
Oct 23 [5]		League fees (week #7) and shortages from teams	330.00		1153.17
Oct 23 [6]	27	Deposit for Christmas Party		100.00	1053.17

1. A cheque was written on the night of bowling to the bowling centre for lineage. All withdrawals and cheques must be co-signed by two officers of the league.
2. League fees and individual registrations were deposited the following day after bowling.
3. A cheque was written to the local association for individual registration dues the following day after collecting the fees.
4. The league participated in a tournament and fees were deposited the following day. A cheque was also written the following day to the association that conducted the tournament. Tournament scores were also submitted.
5. Shortages were allowed for two weeks. This is not recommended. The league should insist that all bowlers pay their fees on the night of bowling or in advance.
6. A cheque was written for the league's Christmas party. All expenditures of this nature are approved by the league's board of directors and/or youth league supervisor/official. Again, two signatures must appear on the cheque for withdrawals.

   Note: Collections from raffles, 50/50's, etc., should be recorded as separate entries as indicated in #4.

CTF League Bank Accounting Form

Date	Cheque	Description	Deposit	Debit	Balance

SAMPLE FINANCIAL STATEMENT

This statement is based on a six Team League, bowling 24 weeks. This statement can be used to determine your league's estimated budget, the estimated amount for the prize fund, verification of the league account and the end of season financial statement.

INCOME:		
Beginning balance		
League Fees	($168.00 x 24 weeks)	4032.00
Weekly Fees	($7.00 x 24 bowlers)	168.00
Substitute Fees	($2.00 x 24 bowlers)	48.00
Registration Fees *includes CTF, Local & Provincial dues	($26 x 24 bowlers)	624.00
	TOTAL INCOME	$4,872.00
EXPENSES:		
Lineage	($120 x 24 weeks)	2880.00
Weekly lineage	($5 x 24 bowlers)	120.00
Secretary Fee	($9.60 x 24 weeks)	230.40
Weekly fee	($0.40 x 24 bowlers)	9.60
Trophies		150.00
Registration Fees *includes CTF, Local & Provincial dues		624.00
Misc. Expenses	(postage, paper, envelopes)	25.00
	EXPENSE SUBTOTAL	$4,039.00
Amount Available for Prize/Award Fund: (total income less expense subtotal)		$833.00
Prize Fund:		$800.00
Team Prizes/Awards	$600.00	
Individual Prizes/Awards	$200.00	
	END OF SEASON BALANCE	$33.00

A complete listing of team and individual prizes must accompany this statement.

CTF AWARDS

Bowling awards are one of CTF's most appreciated services. Awards recognize league champions, high scores and other various bowling accomplishments.

LEAGUE CHAMPION AWARDS

Once your league sanction application has been sent to your local association, and the local association has submitted its database, the CTF League Award Kit will be forwarded to your association manager for distribution to your league. The CTF League Award Kit includes awards for league champions, most improved bowler, high series and high average bowler.

OTHER AWARDS

CTF Adult Awards:

1. Single game score of 300*;
2. Single game score of 299*;
3. Single game score of 298*;
4. Eleven (11) strikes in a row, starting in frame one, when the score is 297 or less*;
5. Eleven (11) strikes in a row, starting in frame two*;
6. Single game score 100 pins over game average;
7. Single game score over 200, if average is 160 or less; ✝
8. Single game score over 225, if average is 180 or less; ✝
9. Single game score over 250, if average is 2000 or less; ✝
10. Three game series 125 pins over series average;
11. Three game series totaling 400 to 499, if average is 120 or less; ✝
12. Three game series totaling 500 to 599, if average is 150 or less; ✝
13. Three game series totaling 600 to 699, if average is 185 or less; ✝
14. Three game series totaling 700 to 749, if average is 209 or less;
15. Three game series totaling 750 to 799;
16. Three game series totaling 800 to 899*;
17. Three game series totaling 900*;
18. Conversion of the 7-10 split.
19. Conversion of the 4-6-7-10 split.
20. All Spare game;
21. Dutch 200 game;
22. Triplicate (three consecutive games of the same score in a series);
23. All Clean Game, if average is 190 or less; and
24. All Clean Series.
25. Single game score 50 pins over game average, if average is 120 or less. (To qualify see Rule 55c) **
26. Single game score over 145, if average is 100 or less; (To qualify see Rule 55c) **
27. Single game score over 180, if average is 140 or less; (To qualify see Rule 55c) **
28. Three game series totaling 450 or more, if average is 120 or less; (To qualify see Rule 55c) **
29. Three game series totaling 550 or more, if average is 145 or less; (To qualify see Rule 55c) **

* indicates an Honour Score Award

** indicates a seniors' award only (senior participants must be 50 years or older)

✝ Where a single game or series qualifies for more than one average-based award listed above, only the highest eligible achievement will be awarded. If the individual already has received that award during the season, then the next-highest eligible achievement that the bowler has not already received during the season will be awarded.

CTF Youth:

1. Single game score of 300*;
2. Single game score of 299*;
3. Single game score of 298*;
4. Eleven (11) strikes in a row, when the score is 297 or less*;
5. Eleven (11) strikes in a row, starting in frame two*;
6. Three game series totaling 700-799*;
7. Three games series totaling 800-899*;
8. Three games series totaling 900*;

9. Conversion of the 7-10 split;
10. Conversion of the 4-6-7-10 split;
11. All spare game;
12. Dutch 200 game;
13. Three consecutive games of the same score in a series;
14. Single game score 100 pins over game average;
15. Three game series 125 pins over series average
16. High game;
17. High series;
18. Clean Game, if average is 190 or less;
19. Clean Series.

* indicates an honour score award

A youth participant may earn game and series awards as follows: ✝

Average Classification If a bowler's average is up to and including:	Game His or her first qualifying award will be:	Series
30	50	200
50	80	200
70	100	225
90	120	275
100	140	325
115		375
125	160	400
140	180	450
160	200	500
170	200	550
180	220	600
200	240	650
220	260	700
240	280	750

✝ Where a single game or series qualifies for more than one average-based award listed above, only the highest eligible achievement will be awarded. If the individual already has received that award during the season, then the next-highest eligible achievement that the bowler has not already received during the season will be awarded

QUALIFYING RULES FOR AVERAGE BASED AWARDS

For adult bowlers, the following applies to any award earned based on average:

1. If 21 games or more have been bowled in the league in the current season, use the current average.
2. If less than 21 games in the current season, use last season's final average for 21 games or more from the same league.
3. For a new bowler in the league with less than 21 games, use last season's highest CTF average for 21 games or more in any CTF league.
4. A bowler who does not have an acceptable CTF average for comparison is not eligible for recognition.

For youth bowlers, the following apply to any award earned based on average:

1. If 3 sessions or more have been bowled in the league in the current season, use the current average.
2. If less than three sessions have been bowled, use last season's final CTF average of three sessions or more, including summer leagues.
3. For a new bowler who has not bowled three sessions, use the average established after three sessions to determine eligibility for the first three sessions bowled

SENIORS AWARDS

CTF offers a “Seniors” Award category for our bowlers who or 50 years of age or older. The Senior Age Category has been defined as 50 years of age or older and bowlers in this category do not need to bowl in a senior league to qualify for these awards. Senior bowlers are also eligible for the regular Special Achievement Awards that CTF offers.

MOST IMPROVED BOWLER AWARD

Each league will be issued an award(s) annually based on the type of league to provide recognition for the male, female, youth male, and/or youth female participant who shows the greatest improvement in average in the league during its season. See Rule 56.

LEAGUE HIGH SERIES

Each league will be issued an award(s) annually based on the type of league to provide recognition for the male, female, youth male, and/or youth female participant who bowls the highest series during the season. See Rule 57.

REPORTING PROCEDURES

Scores of: 300, 299, 298 games; an 800 series or better by an individual in a three-game series; a Baker team game of 300; or a qualifying National Team High Game or Series, must be reported.

The league secretary shall notify the local association within 48 hours and submit a completed high score award application within 20 days. See Rule 54.

All awards are limited to one award per achievement per season. Additional achievements bowled during the same season will be added to the bowler’s record in local association’s registration database. (No award issued.) *Average based achievements: Use previous season’s average until current 21-game average (for adults) or current 3-session average (for youth) is established.

UNOPPOSED PREBOWLING OR POSTBOWLING

In accordance with CTF Rule 50, any scores rolled during unopposed prebowling or postbowling sessions will not be eligible for CTF Honour Score Awards. Please refer to CTF Rule 50 for more details. For this section, “unopposed” means a person or a team who prebowled or postbowled by themselves, without his/her/their regularly scheduled opponents.

FORMS

SPECIAL ACHIEVEMENT APPLICATION FORMS; HONOUR SCORE AWARD APPLICATION FORMS; AND UPGRADE ORDER FORMS, IF NOT PROVIDED BY YOUR LOCAL ASSOCIATION MANAGER WITH YOUR LEAGUE KIT, ARE FOUND ON OUR WEBSITE, WWW.TENPINCANADA.COM, UNDER LEAGUE RESOURCES .

ALTERNATIVE LEAGUE FORMATS

You may wish to add some variety to your league play by considering some of these popular alternative formats. All can be CTF leagues. If you are interested in exploring these formats, contact the CTF National Office.

BAKER SYSTEM

The Baker System format places emphasis on the team effort rather than individual accomplishments of individuals on the team. Each person on the team follows each other in regular order to bowl a single game. For a 5-player team, Player #1 bowls frames 1 and 6; #2 bowls 2 and 7; #3 bowls 3 and 8; #4 bowls 4 and 9; and #5 bowls the 5th and 10th frames. The order of bowling is set by the team captain and may be adjusted at the conclusion of any game.

NO TAP

There are two types of no-tap formats commonly used, and the league board of directors must determine by rule which procedure will be followed.

1. A strike is recorded when an individual knocks down a designated number of pins or all ten pins on the first delivery. For any other pin count, the individual receives the actual value and a second delivery is required.

2. A strike is recorded when an individual leaves a specific pin(s) (such as a 5-pin or a 7-pin) or knocks down all ten pins on the first delivery. If any other pin(s) remain standing, the bowler receives the actual value and a second delivery is required.

3-6-9

In a 3-6-9 league, each bowler automatically receives a strike in the third, sixth and ninth frames of each game designated by league rule.

MAIL-O-GRAPHIC

League competition in which a supplemental fee is charged and scores bowled in other CTF competition are compared to qualify for prizes in one common prize list.

SCOTCH DOUBLES

Any combination of two bowlers is allowed. A three-game series is bowled with Bowler A bowling first in each frame and Bowler B bowling at whatever pins are left. If a strike were bowled, the same bowler would continue. Bowler A starts the first and third games, Bowler B starts the second game. Scoring is the same as regulation tenpins.

NOTE: If Bowler A strikes on the first ball in the 10th frame, Bowler A would bowl again. If Bowler A strikes again, Bowler A would roll the last ball. If no strike on the second ball, Bowler B rolls the last ball. Since the second player only bowls if pins remain standing after the leadoff bowler's delivery, it is possible that the lead-off player could bowl the entire game without the second player participating in the game.

SPORT/CHALLENGE BOWLING

Introduction

All Leagues must sanction using one lane condition designation based on one of the following definitions, in accordance with Playing Rule #200a:

1. Sport
   (a) The lane condition ratio is generally 4:1 or less; or
   (b) Averages established in a league are generally 20 pins or lower than those bowled on a standard/house condition.

2. Challenge
   (a) The lane condition ratio is generally between sport and standard/house conditions; or
   (b) The league chooses to utilize a condition other than the centre's standard/house condition; or
   (c) The league utilizes both a sport and the centre's standard/house condition during the season; or
   (d) Averages established in a league are generally 10 pins or lower than those bowled on a standard/house condition.

3. Standard/House. The lane condition that is applied by the bowling centre which promotes high scores and averages.

Converting Averages: A league may convert averages when a bowler does not have an established average on the lane condition required by league rule. When converting averages, the league cannot set the average lower than the corresponding conversion chart.
Nothing in the CTF Rule 201 supersedes the league's authority to raise the bowler's converted average prior to bowling.

Standard/House Averages: A bowler with an average established in a standard/house condition bowling in a league which requires a standard/house average does not require average conversion. If a sport average is required, the league may convert the bowler's average downward prior to participation, using the conversion chart.

Sport and Challenge Averages:
If a bowler with an average established only on a sport and/or challenge condition is bowling in a league which requires a standard/house average must convert their average to a standard/house

average using the appropriate conversion chart and must enter the league with the highest converted average.

A bowler with averages in both a standard/house condition as well as a sport and/or challenge condition will not be required to convert their average and they would enter with their highest average.

For leagues requiring sport averages, a bowler must enter with their highest sport or challenge average with no conversion being made.

Sport or Challenge Averages Adjusted to Standard

The Sport and Challenge Conversion Chart is used to convert a bowler's Sport or Challenge average to a Standard average, and vice versa, for leagues and tournaments. The conversion chart is not considered a "re-rate" of the bowler. Its purpose is to allow for a fair adjustment so the bowler's entering average is what would be expected of the bowler on the lane conditions of the league or tournament.

Sport	Challenge	Standard
110	110	110
111	111	112
112	113	114
113	114	116
114	115	117
115	116	119
116	118	121
117	119	122
118	120	124
119	122	126
120	123	127
121	124	129
122	125	130
123	126	132
124	128	134
125	129	135
126	130	137
127	131	138
128	133	140
129	134	141
130	135	143
131	136	144
132	138	146
133	138	147
134	140	149
135	141	150
136	142	152
137	143	153
138	145	155
139	146	156
140	147	158
141	148	159
142	150	161
143	151	162
144	152	164
145	153	165
146	154	166
147	156	168
148	157	169
149	158	**170**
150	159	172

Sport	Challenge	Standard
151	160	173
152	162	175
153	163	176
154	164	177
155	165	178
155	165	179
156	167	180
157	167	181
158	168	182
159	170	184
160	171	185
161	172	186
162	173	187
163	175	189
164	176	190
165	177	191
166	178	192
167	180	194
168	181	195
169	181	196
170	182	197
171	183	198
172	184	199
173	186	201
174	187	202
175	188	203
176	189	204
177	190	205
178	191	206
179	192	207
180	193	208
181	195	210
182	196	211
183	197	212
184	199	213
185	200	214
186	201	215
187	202	216
188	203	217
189	204	218
190	205	**219**

Sport	Challenge	Standard
191	206	220
192	207	221
193	208	222
194	209	223
195	210	224
196	211	225
197	212	226
198	214	227
199	214	227
200	215	228
201	216	229
202	217	230
203	218	231
204	219	232
205	220	233
206	221	234
207	223	235
208	223	235
209	224	236
210	225	237
211	226	238
212	227	239
213	227	239
214	229	240
215	230	241
216	231	242
217	232	243
218	232	243
219	233	244
220	234	245
221	235	246
222	235	246
223	236	247
224	237	248
225	237	248
226	238	249
227	239	250
228	239	250
229	240	251
230	+11 pins	+22 pins

Note: If converting Standard to Challenge average, and your averages is not listed, move up one (1) pin and convert. For example, a 174 Challenge average converts to 163 Sport average and 189 Standard average. If the average is listed twice, convert to the higher of the Sport and Challenge averages. For example, a 214 Challenge average converts to a 199 Sport average and 227 Standard average.

DRAFT LEAGUE RULES

NOTE: The following is a sample set of league rules, which may be adopted by completing the blanks and providing copies to each team.

Other options may be available as provided in the rules outlined in Chapter 4 of the CTF Playing Rules book. Other rules may be added, but cannot in any way conflict with CTF Rules.

League Rules

The _____League will bowl on _____ (day of week) at _____am/pm at _____ (name of bowling centre). The league will have a scheduled starting date of _____ _____and a scheduled ending date of _____and will participate for a total of ___ _____weeks. The league will not bowl on the following dates:

_____

_____

_____

OPTION: The schedule will be divided into _____ (halves, thirds, quarters). If there are an unequal number of weeks, the extra week will be placed in the last segment.

Rule 1. The league board of directors, which consists of the officers and team captains, shall manage this league. The board of directors/full league participants (select one) adopts the league rules. (Refer to CTF Rules 103a, 103b, and 122)

President:_____

Vice President _____

Secretary: _____

Treasurer:_____

Rule 2. The league will consist of _____ teams with a playing strength of_____. Rosters will be limited to _____participants per team.

The names of players, as well as any changes in the roster during the season, are to be reported by the team captain to the league secretary before a player competes.

Rule 3. League fees, which must be paid by each participant each session, shall be $_____ ___ of which $_____covers the cost of bowling, $_____is for the secretary/treasurer's salary, and the balance of $_____to be placed in the league account. Games shall be forfeited by any team whose participants are not current in league fee payments. The secretary's salary shall be paid at the completion of the league schedule.

Rule 4. The team franchise (team spot) is held by the team captain. They must notify the league secretary of the team's intention to retain the franchise for the next season by _____(date). (Refer to CTF Rule 104b)

Rule 5. An account will be opened in the name of the league and deposits must be made within 7 days of receipt. Withdrawals from the account may only be made with the joint signatures of at least two officers as designated by the league board of directors. The league president shall verify the account monthly.

Rule 6. A prize list, drawn up by a committee appointed by the league president, must be submitted for approval by the league board of directors/full league participants (select one) within five weeks after the start of the schedule. (Refer to CTF Rule 117a)

All league participants must bowl at least 2/3 of the league's scheduled games to be eligible for individual league prizes or awards.

(Refer to CTF Rule 117b). Special individual/team high series and game prizes shall be awarded on a scratch/handicap basis.

Rule 7. Entering averages of all players shall be determined in the following order:

1. Average established in this league last season, based on 21 games or more.
2. Highest average from the previous season in any CTF league, based on 21 games or more.
3. Current average from another CTF league, based on 21 games or more.
4. Bowlers who do not have a qualifying average outlined in items 1-3will establish their average the first night they bowl.
5. The maximum entering average per team is _____(delete if this does not apply).

Rule 8. The league will determine wins and losses on a handicap / scratch basis (select one). Handicap will be _____% of the difference between a bowler's average and a scratch figure of _____. (The scratch figure should be higher than the highest average in the league and shall not be limited unless otherwise provided by league rule.)

Rule 9. CTF Registration fees, Local Association fees and Provincial Association fees required to participate in the league are as follows:

CTF Registration Fees: $25.00

Local Assoc. Dues: $_____

Provincial Assoc. Dues: $_____

Total: $_____

The league will be sanctioned through CTF. Adult registration fees must be paid before completion of the bowler's second series.

Youth registration fees must be paid before completion of the bowler's third session of competition.

Rule 10. The league will consist of: (select one)

- ❑ Males only
- ❑ Females only
- ❑ Males and Females

Substitutes will/will not be permitted to participate in the league (select one).

Pacers will/will not be permitted to participate in the league (select one).

A substitute or replacement may be a male/female/male or female (select one). (Refer to CTF Rule 107c, Item 4)

Rule 11. The minimum legal lineup of _____players must be present before the completion of the first frame of each game.

Regular participants and substitutes (unless league rules provide otherwise) count toward a legal lineup. (Refer to CTF Rule 105a for minimum legal lineup provision.)

Rule 12. When bowling in a known forfeit situation or scheduled against a non-existent team in a bye situation, the team must bowl at least the team average less 10 pins per player to earn the points. (Refer to CTF Rule 109e, Item 2 and 114c)

Rule 13. Absentee scores will be allowed when a team has a legal lineup, but less than a full lineup at the start of any game in a series. Handicap will be figured on the average of the absent bowler. The absentee score will be the absent bowler's average minus 10 pins.

Teams having an incomplete roster (vacancy on the team) will use a score of _____ for the vacant position, which shall be used for the basis of determining handicap. (Refer to CTF Rule 105b)

Rule 14. All postponement requests must be approved by the postponement committee/league board of directors. In the absence of a postponement committee, the league's board of directors is responsible for making decisions on all prebowl/postponement requests.

Teams may request to bowl unopposed before or after a regularly scheduled match. All requests must be made through the league at least 48 hours in advance of the scheduled league session except for emergencies. Procedures outlined in Rule 110f must be followed.

Rule 15. A bowler who arrives late may enter the game provided _____ frames have not been completed. In this situation frames missed may be made up. (Refer to CTF Rule 106d)

Rule 16. Team position standings shall be determined on a point basis, with _____ point(s) awarded for each game won and _____ point(s) awarded for the high team series in each match.

Rule 17. If a team or individual must withdraw from the league during the season, two weeks' notice and sufficient reason must be given in accordance with CTF Rule 114a.

NOTE: The following is a set of league rules, which may be adopted by completing the blanks. Other rules may be added, but cannot in any way conflict with CTF Rules.

Rule ◆. A playoff will be conducted when there is a tie for first place. Scores bowled in a playoff shall count toward individual or team averages or special prizes offered by the league.

Rule ◆. (Optional). At the end of each segment, a first place winner will be named and the wins and losses will start over; however, the averages for all bowlers will be continued.

The first place winners of each segment will bowl in a playoff to decide the league champion.

OPTION: Halves: If the same team wins both halves, it shall be named the champion. When trophies are awarded for second place, the two second place teams will bowl a playoff to decide the runner-up position.

OPTION: Thirds: If the same team wins each third, it shall be named the champion. When trophies are awarded for second place, the second place teams will bowl a playoff to decide the runner-up. If the same team wins two of the thirds and loses the playoff, another playoff shall be bowled to decide the champion.