Association Manager Employment Application

Date: _____

APPLICATION INFORMATION – Please type or print clearly in black ink	
Name (Last)	Name (First, Middle)
Street Address	Day Telephone ( )
City, State Zip	Evening Telephone ( )
Email address	

Are there other names under which you have worked or attended school? Yes ☐ No ☐
If yes, please list for reference checking purposes.

Are you SafeSport & RVP Certified? Yes ☐ No ☐

Have you ever been convicted of a crime or pleaded no contest for any offense or violation other than minor traffic violations? Yes ☐ No ☐

If yes, explain 1) nature of crime, 2) date of conviction, and 3) state in which convicted. (Convictions are not automatic bar from employment.)

Do you have any pending criminal charges against you? Yes ☐ No ☐
If yes, describe 1) nature of crime, 2) date issued, and 3) county and state where issued.

Have you ever been suspended by the USBC? Yes ☐ No ☐ If yes, when? _____	Have you ever served on a USBC board of directors? Yes ☐ No ☐ If yes, when and where? _____

When can you start?
Referred by (if applicable):

SPECIAL SKILLS
1. Please describe software knowledge, and office equipment experience including bowling and accounting software.
2. Please describe any bookkeeping, accounting, and league secretary & treasurer experience.

EDUCATION

School	Name and Location	No. Years Attended	Major Subjects	Diploma or Degree Rec'd
High School				❑ Yes ❑ No Type:
College				❑ Yes ❑ No Type:
Graduate				❑ Yes ❑ No Type:
Other (specify)				❑ Yes ❑ No Type:

TRAINING COURSES-List any relevant academic honors, awards, scholarships, professional organizations, volunteer activities, certificates, publications, licenses, or any other information you consider significant and relevant to employment at this association:

Course/Seminar	Organization Sponsoring	Content	Date(s) Attended

EMPLOYMENT/ASSOCIATION HISTORY –List present or most recent employment and/or association positions first. Complete even if accompanied by a resume.				
Employer/Association	Position Title		Start Date	End Date
Street Address		Salary	Hrs. per week	
City, State Zip	Last Supervisor's Name	Employer/Association's Phone ( )	May we contact this employer/association? ❑ Yes ❑ No	
Describe Duties/Responsibilities:			Reason for Leaving	
Employer/Association	Position Title		Start Date	End Date
Street Address		Salary	Hrs. per week	
City, State Zip	Last Supervisor's Name	Employer/Association's Phone ( )	May we contact this employer/association? ❑ Yes ❑ No	
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Describe Duties/Responsibilities:			Reason for Leaving	

REFERENCES-List three persons other than personal friends or relatives who have knowledge of your bowling background or education.		
Name	Mailing Address	Phone No. (Day)

Please Read Carefully Before Signing This Form

1. All information contained in this application is true to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am selected/hired.

2. I authorize this association to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to my employment or me.

3. I understand that upon receiving a job offer, a physical examination and drug screening may be required. (Note: If this is a job requirement, you will be notified.)

4. Regardless of whether or not I become selected/hired by this association, I recognize that this application is not and should not be considered a contract of employment. I understand that selection/employment at this association is on an at-will-basis and that my selection/employment may be terminated with or without cause, and without notice, at any time, at my option or the association's, unless specifically provided otherwise in a written selection/employment contract. I further understand that no association employee or representative has the authority to enter into a contract regarding duration or terms and conditions of selection/employment other than an officer or official of the association, and then only by means of a signed, written document.

Signed by Applicant_____ Date:_____

Thank you for your interest in our association.

ASSOCIATION MANAGER – JOB DESCRIPTION

Northern Utah USBC Association

Position Summary

The Association Manager is responsible for the day-to-day administration and operation of the Northern Utah USBC Association. The position serves as the primary administrative point of contact for members, league officers, bowling centers, association leadership, and other stakeholders. The Association Manager ensures that association business is completed accurately and timely and in accordance with USBC policies, procedures, bylaws, and NUUSBCA by-laws and policies and procedures.

Employment & Reporting Structure: The Association Manager is an employee of the Northern Utah USBC Association and reports directly to the NUUSBCA Board of Directors. The Association Manager may not serve as a member of the NUUSBCA Board of Directors and may not hold an officer position within the association while employed as the Association Manager. The Association Manager must be a member of the NUUSBCA and have RVP Safe-Sport Certification.

Administration & Member Services

- Process and maintain accurate records for all USBC memberships within the association.
- Verify membership eligibility and sanctioning requirements.
- Assist bowlers, league officers, and bowling centers with membership questions, registration, & related issues.
- Maintain confidential member records and association information.
- Return phone calls, texts, and emails in a timely and professional manner.
- Maintain required annual average records and other association records.
- Coordinate annual meetings, association functions, and other administrative activities as directed by the NUUSBCA Board of Directors.

League Services

- Support league officers with league certification and required league paperwork.
- Review league paperwork for completeness and compliance with USBC requirements.
- Serve as a resource for league secretaries, presidents, treasurers, house representatives, and bowling centers.
- Provide guidance on league-related questions, issues, and communications, referring rules interpretations and enforcement matters to the executive committee.
- Maintain league records and documentation required by the association and USBC.

Financial Administration

- Maintain accurate financial records for the association.
- Process deposits, payments, reimbursements, and other authorized financial transactions.

- Assist the Finance Committee with preparation of the annual budget and financial reports.
- Reconcile accounts and provide documentation for audits and NUUSBCA Board of Directors review.
- Ensure proper handling of association funds in accordance with NUUSBCA policies and procedures.
- Maintain appropriate financial documentation and records for association business.
- Work with NUUSBCA accountant to ensure taxes, business registration & licenses are completed.

Board & Committee Support

- Attend meetings as required, ie, NUUSBCA Board of Directors, annual, and committee.
- Prepare reports, correspondence, agendas, meeting materials, & supporting documentation for NUUSBCA as directed.
- Assist with implementation of NUUSBCA Board of Directors-approved initiatives & programs as requested.
- Maintain official association records, bylaws, policies, historical documents, & other governance records.
- Provide administrative support to officers, committees, and the NUUSBCA Board of Directors.

Compliance & Governance

- Ensure association operations comply with USBC bylaws, rules, policies, procedures, and reporting requirements.
- Submit required reports, certifications, and documentation to USBC within established deadlines.
- Monitor changes in USBC policies and communicate relevant updates to NUUSBCA leadership and affected members.
- Maintain records necessary to support association governance, audits, and compliance.
- Support the NUUSBCA Board of Directors in maintaining good organizational practices and timely completion of required business.

Awards & Association Programs

- Process association and USBC awards and coordinate fulfillment and distribution with the Awards Committee through association representatives and bowling centers.
- Maintain award records and supporting documentation.
- Assist with association programs, recognition activities, and special projects as assigned by the NUUSBCA Board of Directors.

Tournament Coordination – Administrative Oversight Only

- Serve as an administrative resource to the Tournament Manager when needed.
- Provide access to association records, policies, forms, financial procedures, or other information required for tournament operations.
- Work with the Tournament Manager to issue tournament payouts in a timely manner and coordinate related financial reporting, deposits, reimbursements, and other administrative requirements.
- Receive final tournament records from the Tournament Manager and ensure they are retained with the association's official records.

- The Association Manager is not responsible for day-to-day tournament operations, tournament scheduling, entries, lane assignments, tournament communications, bracket/format administration, or tournament-day management unless specifically directed by the NUUSBCA Board of Directors.

Additional Responsibilities

- Perform other duties as assigned by the Executive Committee and NUUSBCA Board of Directors in support of the association's mission and operations.

Compensation & Pay Structure

The Association Manager pay structure below is approved by the NUUSBCA Board of Directors and applies to each fiscal year beginning August 1.

Association Manager Payment Rates

The Association Manager is paid per membership processed through the association, based on the August 1 – July 31 fiscal year.

- Adult memberships (standard and local): $3.00 per membership.
- Basic memberships: $1.00 per membership.
- Youth memberships that pay into the NUUSBCA Association Awards Program: $1.00 per membership.

Payment Schedule

Pay is issued on November 15, February 15, May 15, and July 31 for memberships processed during the fiscal year (Q1 = August–October, Q2 = November–January, Q3 = February–April, Q4 = May–July). Each membership is paid in installments as shown below; memberships processed in Q4 are paid in full on July 31.

Membership processed in	Nov 15	Feb 15	May 15	Jul 31	Total
Q1 (Aug–Oct) – Adult	$1.00	$1.00	$1.00	—	$3.00
Q1 (Aug–Oct) – Youth / Basic	$0.50	$0.50	—	—	$1.00
Q2 (Nov–Jan) – Adult	—	$1.00	$1.00	$1.00	$3.00
Q2 (Nov–Jan) – Youth / Basic	—	$0.50	$0.50	—	$1.00
Q3 (Feb–Apr) – Adult	—	—	$1.00	$2.00	$3.00
Q3 (Feb–Apr) – Youth / Basic	—	—	—	$1.00	$1.00
Q4 (May–Jul) – Adult	—	—	—	$3.00	$3.00
Q4 (May–Jul) – Youth / Basic	—	—	—	$1.00	$1.00

Amounts are paid per membership processed in the quarter shown. “Adult” includes standard and local memberships; “Youth / Basic” includes basic memberships and youth memberships that pay into the NUUSBCA Association Awards Program.

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Association Manager Payment Schedule Example (adult memberships only)

	Q1	Q2	Q3	Q4	Total
Pay date	Nov 15	Feb 15	May 15	Jul 31	
Total adult members at end of quarter	2,000	2,200	2,400	2,600	
Payment for quarter	$2,000	$2,200	$2,400	$1,200	$7,800

How the Q4 payment of $1,200 is calculated

	Q1 difference	Q2 difference	Q3 difference	Total
Calculation	2,600 − 2,000	2,600 − 2,200	2,600 − 2,400	
Members	600	400	200	1,200
Payment ($1.00 each)	$600	$400	$200	$1,200