

USBC Regional Call

“League Secretary Workshop Best Practices”

July 2024

General Housekeeping

- Order supply kits
- Leadership Academies at campus
 - (Sept 17-18, Oct 19-20)
- New association managers
- State WinLABS – upload backup after importing tournaments



AGENDA

1 League Secretary Workshop

2 Prepping for Workshop

3 Executing Workshop

4 Educate, Motivate, Appreciate

5 Summary and Discussion

Poll Question

Is your board currently hosting a league secretary workshop?

Poll Question

How often do you interact with your league secretaries?

League Meeting vs. Workshop

League Meeting



Hosted by the bowling Center



Minimal time to work with secretary



More bowlers are in attendance



Possibly multiple meetings going on at once



Can be done right before league starts

Secretary Workshop



Hosted by the Association



Venue and details are chosen by association



One meeting for all league secretaries



Provide league materials and association info



Association controls the message

Discussion

What are you currently doing at your workshops? If not hosting workshops, what hurdles are your board encountering?

How to Conduct a League Secretary Workshop



Preparations

- Location
 - Outside the bowling center?
 - Dave and Busters
 - Local restaurant
- Date and time
- Food and drink
- Print materials
- Entertainment





Tournament Schedule

Date	Tournament Detail	Location
Sept 16, 2023	Ballard vs The Big "C" Charity Event	Bowlero Eulless
Sept 17, 2023	Ballard vs The Big "C" Youth/Adult Baker	Bowlero Eulless
Oct 14-15 & 21-22	Ladies City - \$2k added	Bowlero Garland
TBD	Ballard's Bowling Academy Youth Tournament	Cityview
Nov 25-26, 2023	Wild Turkey Mixed Team Tournament - \$2k	Cityview
Jan 21-22, 2024	Mixed Doubles - \$3k added	TBD
Jan 27-28 Feb 3-4, 2024	Youth City - \$3k added	Piano Super Bowl
Feb 5-18, 2024	Senior - \$1k added	Mail-O-Graphic
May 4-5 11-12 18-19, 2024	Open City Championship - \$10k added	Forum Bowl
June 29-30, 2024	Before the Fire Works - Mixed Triox - \$2k added	TBD





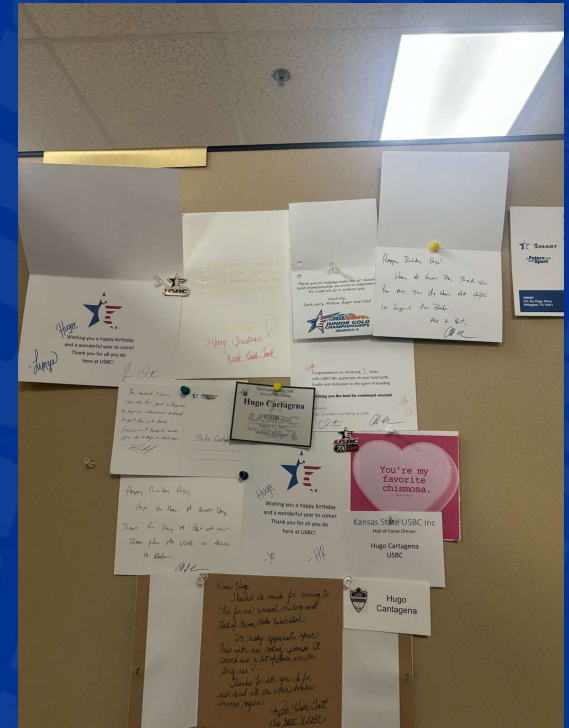
Preparations



- Invitations
 - Emails
 - Phone calls
 - In-person invites
 - Social Media invitations
- Workshop materials
 - Door prizes/raffle items
 - League supplies
 - Association calendar and instructions

Execution

- Following agenda
 - Selecting the appropriate emcee - energetic
 - Introductions (association and secretaries)
 - Take pictures
- Follow up
 - Thank you card
 - Solicit feedback for future workshops



Discussion

How does your association appreciate your league secretaries?

OR

What is an idea you wish your board did for league secretaries?



Educate

**Thank
You**

Appreciate



Motivate

Poll Question

How important are league secretaries in determining league certification?





Educate



- League rule updates
- Improvements within USBC
- Providing league and membership applications
- Benefits of USBC membership
- Schedule of Association events
- **Make it fun!**

Appreciate

- Secretary of the year
- Food and refreshments
- Free memberships
- Free entries into tournaments
- Raffles and giveaways
- **Make it fun!**



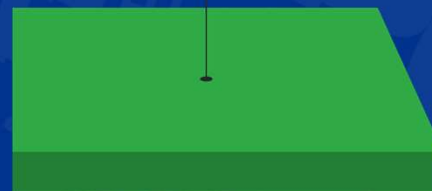
Motivate



Solidify their importance
within USBC
United States Bowling Congress



League Secretary
Challenge



Tokens of appreciation



Continued
communication

Discussion

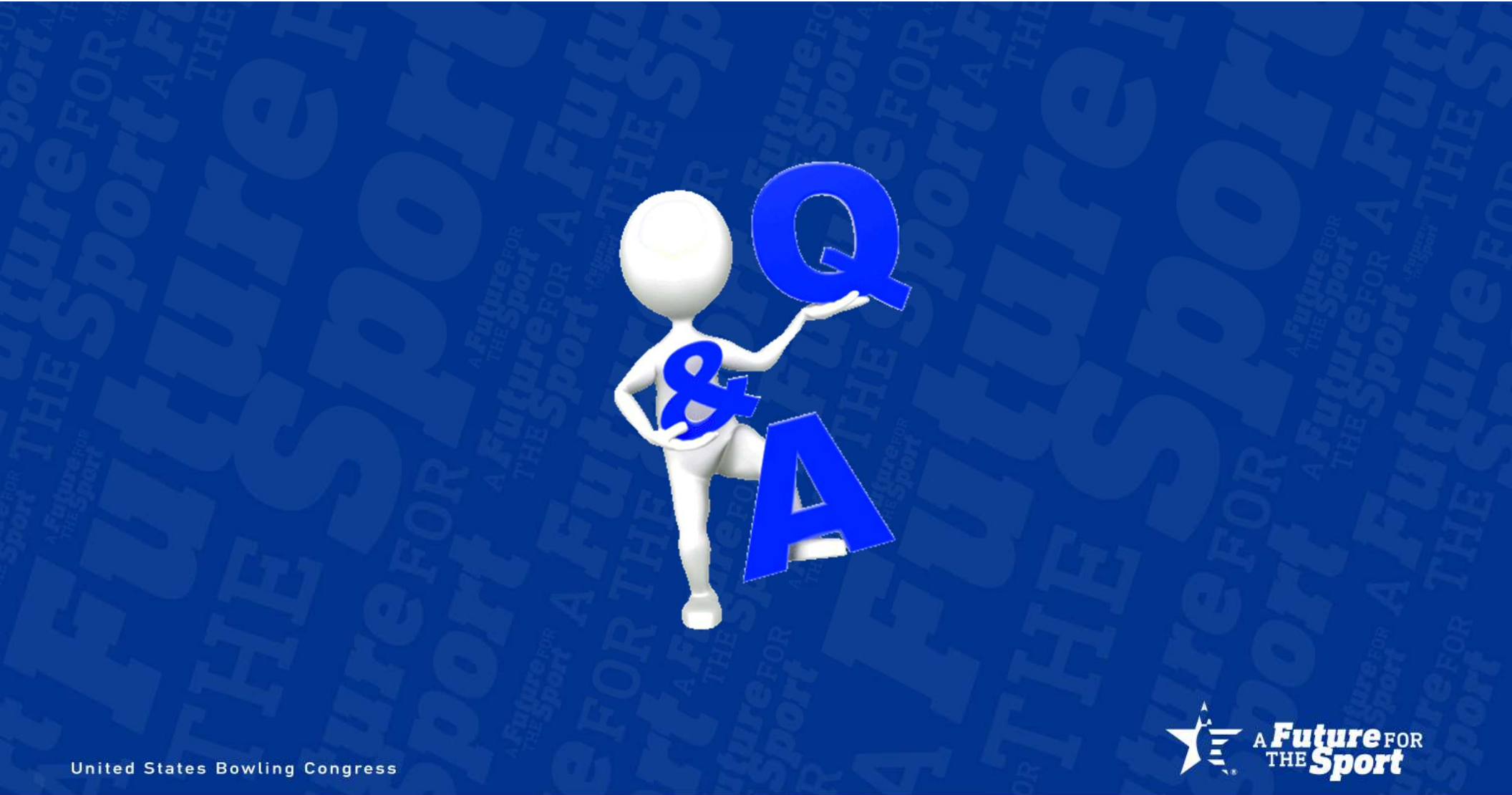
Based on what you learned today, what could you implement into future workshops?



Summary

- League secretary workshops provide secretaries with a clear understanding of their roles and responsibilities
- Workshops foster better communication skills, enabling secretaries to effectively communicate with their members and your board
- Educate, Appreciate and Motivate
- **MAKE IT FUN!**





United States Bowling Congress



Next Topic: *“Setting up Committees for Board Success”*

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