

League Secretary Deadlines

- **League Certifications**
 - **Within 30 days of league's first session**
 - **Turn in league certification application with membership cards and dues fees paid by members.**
 - **Turn in additional membership cards and any dues collected within 30 days of receipt throughout the year**
- **Local Achievement Awards**
 - **Turn in local awards weekly**
- **USBC Honor scores**
 - **Turn in USBC Awards form within 20 days of accomplishment**
 - **Notify the Association Manager of honor scores within 48 hours**
- **Mid-Season Averages**
 - **Turn in mid-season averages for the league by the first week of January. Deadline is January 7th.**
 - **Use Dec 24th as the cutoff date**
- **End of Season Averages**
 - **End of season averages MUST be turned in within 14 days of the league's completion. The quicker the better, especially for summer leagues so the average book can be updated before winter season begins.**