

Greater Dayton USBC Youth Leaders Support Manual

1.1 – Introduction

The objectives of the Greater Dayton Youth Leaders Program include:

- Keeping youth interested in bowling
- Enabling youth to participate in and positively impact the direction of youth bowling
- Developing skills that will enable youth to be the future leaders of the sport
- Providing important life and people skills
- Developing effective youth bowling leaders

Youth Leaders Programs accomplish these objectives by organizing a Chapter, administering and promoting USBC Youth bowling programs.

Youth Leaders Chapters operate on the local and state levels, with members electing leaders, forming and running committees and taking on projects that enhance the knowledge of young bowlers about USBC Youth and leadership skills.

The Greater Dayton USBC has developed this manual to provide information to help guide the operation of the Greater Dayton Youth Leaders Program.

1.2 – In This Section

This Chapter contains information about:

- Youth Leader Advisors
- Registered Volunteer Program
- Who can be Youth Leaders
- Preparing for a successful Chapter
- Starting a Youth Leaders Chapter
- Youth Leaders Chapter officers, directors and manager
- Setting Goals
- Effective communication
- Creating a motivational climate

- Conducting meetings
- Youth Leaders Chapter activities
- Use of the Youth Leaders logo

1.3 – Youth Leaders Advisors

A Youth Leader advisor is a dedicated and enthusiastic USBC adult (at least 18 years of age) board member who is active in the bowling community, a USBC member and recognizes the opportunities a Youth Leaders Program can provide the younger bowlers in the area. An advisor should be open minded, positive, patient, supportive, resourceful and possess good communication skills.

The advisor is appointed by the Greater Dayton USBC association board of directors.

Although Youth Leader advisors are not officers in the Youth Leaders Chapter, they assume very important roles. The advisors must attend Chapter meetings, provide guidance, sign requests for funds withdrawals, act as the liaisons between the Greater Dayton USBC and the Youth Leaders Chapter, and provide reports requested by the association board.

The Youth Leaders Advisor must also participate in the USBC Registered Volunteer Program.

1.4 – Registered Volunteer Program

In the summer of 2006, USBC implemented the “Registered Volunteer Program” to protect youth members from any person with a record of sexual misconduct and abusing or neglecting children.

The safety of all youth is an important concern that USBC takes very seriously. For this reason, “Registered Volunteer” participation is mandatory for volunteers (including all youth association leaders, all merged association youth committee members and the Youth Leaders Chapter adult advisors) and center employees who have regular contact with USBC youth bowlers.

The three main components of this program are:

- Identifying and collecting the names and addresses of people involved with USBC youth programs.

- Having annual background screens conducted by NCSI (National Center for Safety Initiatives) to ensure that any person with a history of violence and/or sexual misconduct will not have contact with USBC youth members.
- Requiring all USBC Registered Volunteers to follow a code of conduct that identifies rules of behavior for volunteers.

USBC’s “Registered Volunteer Program” information, including “Rules and Policies” and “Code of Conduct” can be found on www.bowl.com by clicking on the “Youth” tab and then selecting the “Registered Volunteers” menu option. For complete program details, contact USBC Headquarters by e-mail at registered.volunteers@bowl.com or by phone at (800) 514-2695, Ext. 3158.

1.5 – Who Can be a Youth Leader

Any young person at least 12 years of age, with a valid USBC membership, is eligible to apply for Youth Leaders membership (see *USBC Youth Leaders Policy Manual, Chapter Two: Membership*). Youth Leader applications will be reviewed by at least three Greater Dayton USBC Youth Directors for approval. Selected Youth Leaders will be notified via email of their acceptance.

These young people should be enthusiastic about the sport of bowling and also recognize the benefit of participating in a program that provides leadership training and leadership opportunities at no extra cost to their USBC membership.

1.6 – Preparing for a Successful Program

Preparing for a successful program means maintaining focus. Serious consideration should be dedicated to the following components:

S cholarship	The Youth Leaders Program is about learning the sport of bowling, organization, money management, and
P romotion	Promote and publicize Youth Leaders Program events. Open the door to opportunities by making others aware.
L eadership	Leadership skills are gained through the experience of planning events, serving on boards and committees, and working with adults and peers.

I nclusion	The Greater Dayton USBC Youth Leader Program is a diverse group whose membership is open to all interested youth and is representative of their communities.
T eamwork	Greater Dayton USBC Youth Leaders work with advisors, bowling center staff, local and state associations, and, most

Converting this S.P.L.I.T. establishes the foundation for a successful program by eliminating confusion.

1.7 – Youth Leaders Chapter Officers and Directors

A management team, called “Board of Directors,” is elected by the Youth Leaders.

As explained in the Policy Manual, “The Greater Dayton USBC Youth Leaders Board of Directors shall consist of a President, Vice President, Youth Leaders Manager and directors.”

1.7.1 – President & Vice President

These elected officers, preside at all meetings, appoint committees, verify account balances and arrange for audits.

1.8.2 – Youth Leaders Manager

This officer handles all Chapter correspondence; notifies the appropriate people of all meetings; maintains minutes of all meetings; maintains the Greater Dayton USBC Youth Leaders membership list; handles receipts for any fund transactions; deposits funds with the Greater Dayton USBC Association Manager; maintains a ledger and provides financial reports

1.8.3 – Directors

Youth elected to these positions, in accordance with the Chapter’s bylaws, enforce the Chapter’s bylaws; develop and promote programs; implement USBC programs; approve use of membership records and appoint a nominating committee.

If the membership of a local association Youth Leaders Chapter is 15 or less, all Youth Leaders members not elected as officers will serve as directors. If membership exceeds 15 by October 15, the Chapter's directors shall be elected by the membership.

The adult advisor also attends board meetings, however, they have voice but no vote in the proceedings.

1.9 – Setting Goals

For goals to provide focus and unity, they should be realistic and measurable. However, to accomplish goals, Youth Leaders are encouraged to challenge traditional methods. Innovative thinking and a willingness to take risks are the keys to beginning and maintaining strong Youth Leaders Chapters.

Goals are broad statements projecting what the Youth Leaders Chapter wants to achieve within a specified time frame. A goal can be as simple as increasing membership or it can be a more complex activity like developing a mentoring program.

Each goal should be comprised of very specific and measurable objectives. These objectives are detailed step-by-step actions that build the overall goal. Each objective should include:

- What will be accomplished
- Completion date
- Who is responsible for completion
- Estimated cost
- Objective status

The table below is a sample plan for a simple goal of increasing membership:

Goal	Objectives	Completion Date	Point Person	Cost	Status
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Increase Youth Leaders membership by 10 members within the next 6 months.	Hold a brainstorming meeting with current members at (location) on (date) from (hours) to generate, adopt, and assign activities for	MM/DD/YY	Mary Youth Bowler	\$XX.XX (refreshments, pens & paper)	Completed
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This is a sample plan. More goals and objectives can be added.

1.10 – Effective Communication

The Youth Leaders Program offers young people a variety of opportunities to improve communication skills.

Regular and informative communication is appreciated by the members. Inclusiveness is established through such contact and members become involved and remain interested in the Chapter’s issues and activities.

Youth Leaders must also communicate with adults: advisors, association members and bowling center staff and proprietors.

1.10.1 – Youth-to-Youth Communication

Communicating with peers in a formal atmosphere can be challenging for anyone. Personality conflicts and poor listening skills are factors that prevent effective communication.

Youth Leaders members must learn that each individual member works on behalf of the entire group. A successful Youth Leaders Chapter is a group effort and requires maturity. There can be no success if personality conflicts dominate meetings and goals.

A critical part of communication is listening. Listening is a component for which advisors can provide coaching. Being a good listener requires discipline and

commitment and, if understood and developed, will greatly benefit young people as they become young adults.

1.10.2 – Youth-to-Adult Communication

Attempts to communicate with adults can be very frustrating. Adults can be resistant to new and innovative approaches to projects and problems and they can be too quick to convey a negative attitude about things that interest youth.

Communicating with adults can require an even greater amount of patience than when communicating with peers. Even though the adult is suppose to be more experienced, knowledgeable and understand the components of communication, the adult can still consider the subject matter a youth wishes to discuss as unimportant.

When adults commit to work with youth, they must also, like youth, commit to being better listeners.

1.10.3 – Verbal Communication

Whether telling a story, recounting events or giving instructions, people use more than just words for communication. Paralanguage and body language also determine if a message is conveyed. Research* of non-verbal communication conducted by MIT Professor Albert Mehrabian found that approximately 7% of the meaning of a message is communicated through words. About 38% is communicated by paralanguage, which is how the voice is used when speaking (volume, tone, intonation) and about 55% is communicated through body language (gestures, facial expressions, posture).

When constructing a message, instructions or information that will be delivered verbally, paralanguage and body language must be considered. Practice the speech and, if possible, practice in front of an audience who can give feedback and suggestions.

A public speaking club could be an eventual goal for the Chapter.

*Mehrabian, Albert. *Nonverbal Communication*. Chicago: Aldine-Atherton, 1972.

1.10.4 – Written Communication

Verbal communication may be more immediate within a small gathering but written communication can reach a large number of people. However, writing can be just as challenging as speaking because layout, design and the choice of print or electronic media can greatly impact the success of the communication.

Not only are grammar and spelling important but the text must be clearly understood. After the text is written, whenever possible, read it out loud for others to see if it sounds sensible to everyone.

Possible Chapter goals involving written communication might include:

- Newsletters: How often will it be published? Who will handle distribution?
- Promotional flyers: What size will they be? Is the information (times/dates) clearly visible?
- Creating and maintaining a web page within the Greater Dayton USBC website: Who will do the research to find out what is required? Who will manage the website to make sure regular updates are posted?
- Scheduled e-mail for members: How often? Who will manage e-mail correspondence?

Regardless of the format for written communication, the Chapter should develop a formal communication plan that identifies audience, information, schedule, venue for audience response (if applicable) and records keeping.

1.11 – Creating a Motivational Climate

Everyone in the Youth Leaders Chapter has the opportunity and responsibility to motivate other members. Youth Leaders are:

- Policymakers
- Decision makers
- Needs assessors and managers
- Administrators
- Project coordinators
- Support personnel
- Counselors
- Accountants
- Coaches