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**II. Glossary**

- A. Certain words in this Manual are capitalized to show significant relationship to the Pennsylvania State USBC Youth Association, these words and their expanded meaning are as follows:

<u>Capitalized Word(s)</u>	<u>Full Meaning</u>
USBC	United States Bowling Congress
Board	Board of Directors of the State Association
Manual	This document in its entirety

**III. Introduction**

- A. This Manual is prepared for the use of those Association Officers, Board Members and committee persons who have a need for it in the discharge of their duties and responsibilities in carrying out the goals and objectives of the Pennsylvania State USBC Youth Association. It includes all those activities and functions, which are discharged by the Pennsylvania State USBC Youth Association.
- B. This Manual remains the property of the Pennsylvania State USBC Youth Association. Individuals in possession of this Manual are expected to keep it up to date by inserting new and revised pages and removing obsolete and changed ones.
- C. A copy of this Manual may be given to anyone who establishes valid reasons for need for a copy and is not entitled to one as indicated above.



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### **IV. Manual Style**

- A. This Manual is written to organize material, which existed or is being compiled for the first time for the guidance of the Pennsylvania State USBC Youth Association's operation. The Pennsylvania State USBC Youth Association Board of Directors accepted this Manual for use on May 29, 2009.
- B. Only the Youth Representatives can change the Bylaws of the Pennsylvania State USBC Youth Association. The Board of Directors can change the contents of this manual and should strongly take into consideration the suggestions of the Youth Representatives who attend the Annual Meeting.
- C. *Each section will have a revision number located in the top right section and all pages will have a date of revision located on the bottom of the page, if the page has been revised since the original date above.*
- D. Every revised page will have some material that is different from the original version; *this material will be identified by a revision bar in the right margin.* The specific change will appear in italics print. Should the same page undergo a further revision, the replacement page will be re-dated, the old revision's revision bar will be removed, and the new material *will be marked with a revision bar* to indicate the limits.