

# LEAGUE SECRETARY INSTRUCTIONS FOR PROCESSING MEMBERSHIP LISTS

Upon receipt of your league membership list from the Zone or Decentralized Association Membership Chair, the League Secretary shall follow the instructions as outlined below:

- Members who no longer bowl in your league should be indicated by marking a **BOLD LINE** through that member's name.
- Any returning bowlers to your league should be asked if they bowl in any other league(s) in your Zone or Decentralized Association. If they indicate yes then you should ask them what league they have paid their membership fee in so that they can be marked as a "**DUPLICATE**" member in the appropriate league.
- Any "**NEW**" bowlers who have joined your league may be processed by either adding their name(s) to the bottom of the membership list provided to you or by using the Canadian 5 Pin Bowlers' Association Membership Registration Form.

## **PLEASE NOTE:**

WE ASK THAT YOU EITHER ***PRINT*** OR ***TYPE*** ALL INFORMATION MAKING SURE IT IS LEGIBLE TO READ. THIS WILL NOT ONLY AVOID UNNECESSARY ERRORS BUT WILL ALSO HELP SPEED UP THE PROCESSING OF MEMBERSHIP CARDS BY TRUCA\$H REWARDS.

IF YOU ARE IN DOUBT AS TO THE SPELLING OF A BOWLER'S NAME IN YOUR LEAGUE PLEASE CHECK WITH THEM FOR THE CORRECT SPELLING OF THEIR NAME BEFORE YOU SUBMIT YOUR LEAGUE ORDER FOR MEMBERSHIP CARDS.

After you have completed your league membership list please forward it **IMMEDIATELY** to your Zone or Decentralized Association Membership Chair who in turn will send it to the Provincial Office for processing of the membership cards.