



## **Ontario 5 Pin Bowlers' Association**

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August 3, 2005

To: Zone/Decentralized Association Membership Chairs

From: Rhonda Gifford  
Program Coordinator

### **Subject: 2005-2006 MEMBERSHIP PROCEDURE**

Dear Membership Chair:

Enclosed with this mailing you will find the following:

- Membership lists indicating the number of members registered in your Zone/DC Association at the completion of the 2004-2005 bowling season. I have the membership lists electronically for those of you who wish to submit your membership via e-mail this year. **Please e-mail me at [rhondagifford@o5pba.ca](mailto:rhondagifford@o5pba.ca) if you want your membership lists sent to you electronically.**
- "League Secretary Instructions for Processing Membership Lists" (**one copy per league**)
- "2005-2006 League Registration Form" (**one copy per league**). We ask that you complete this form for all leagues registered in your Zone/DC Association and return it to the Provincial Office with your initial league registration for membership cards. **The League Registration Form is only required to be filed once, when you send in your initial order for membership cards.**
- "2005-2006 100% Membership Form" – This form was designed for those DC Associations who have attained 100% membership in their House but do not meet the membership criteria. The form must be completed and signed by your Bowling Centre Proprietor or Manager before it will be accepted. **We have attached a copy of this form if your DC Association was 100% membership last year.**

<b>MEMBERSHIP PROCEDURE</b>
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The Membership Chair will contact each League Secretary in your Zone/Decentralized Association and supply them with their membership lists along with the "League Secretary Instructions for Processing Membership Lists". Once your League Secretary has returned the membership lists to you please forward them to the Provincial Office along with a completed "2005-2006 League Registration Form" for each league indicating the number of membership cards you will be ordering.

Please pay particular attention to the **“LEAGUE STATISTICS”** portion of the form and make sure it is completely and accurately filled out. This information is essential as it enables us to track the different leagues (Men’s, Ladies’, Mixed, OSO (Ont. Special Olympics), Senior Citizens’ and other leagues (i.e. Blind Bowlers) that are members of our organization.

Once the Provincial Office has received the membership lists from you we will process your order for membership cards and submit it to TruCa\$h Rewards. They will in turn issue new membership cards for the 2005-2006 bowling season. Generally the turn around time for membership card orders is a couple of weeks from the time TruCa\$h Rewards receives the order from the Provincial Office however during peak times this timeframe cannot be guaranteed.

Each membership card will come attached to a carrier sheet which will explain who we are (O5PBA) as well as information on the TruCa\$h Rewards Program. All membership cards will be shipped directly to you from TruCa\$h Rewards. Accompanying the membership cards will be two (2) copies of the updated membership lists. One (1) copy should be given to each League Secretary with their membership cards and the other copy should be retained for your own records.

**PLEASE NOTE: “AWARD COUPONS” ARE NOT SUPPLIED BY TRUCA\$H REWARDS. THE PROVINCIAL OFFICE HAS SENT ENOUGH “AWARD COUPONS” FOR YOUR MEMBERS WITH THE SUPPLIES ORDER FOR YOUR ZONE/DC ASSOCIATION. PLEASE MAKE SURE THAT EACH MEMBER RECEIVES AN “AWARD COUPON” WHEN YOU DELIVER THE MEMBERSHIP CARDS TO THE LEAGUES.**

#### **WHEN A BOWLER JOINS A DIFFERENT LEAGUE**

**EXAMPLE:**

Last year John Doe was a member of the Friday Night Classic League, and this year he is bowling with the Alley Cats League on Monday Night. Simply cross his name off the Friday Night Classic League membership list and add his **NAME AND MEMBERSHIP CARD NUMBER** to the membership list of the Alley Cats League.

#### **DUPLICATE MEMBERS**

With regards to “Duplicate” members, it is the responsibility of the Membership Chair to keep track of all duplicate members in your Zone/Decentralized Association.

**EXAMPLE:**

If a bowler bowls in two (2) or more leagues in the same Zone or Decentralized Association, it is up to you to make sure they hold a membership card in one of their leagues. In any other league(s) they bowl in, you should indicate a duplicate member by marking an **“X”** in the Dup. column on the membership list provided or mark **“DUPLICATE”** beside the member’s name if you are using the C5PBA membership registration form.

If a bowler is bowling in two (2) different Zones or Decentralized Associations, that bowler would be issued a membership card in both of those Associations.

**PLEASE NOTE: ONCE A MEMBERSHIP CARD HAS BEEN ISSUED BY TRUCA\$H REWARDS IT MUST BE PAID FOR. NO MEMBERSHIP CARDS WILL BE ACCEPTED REQUESTING A NAME CHANGE BECAUSE A BOWLER HAS QUIT THE LEAGUE OR A MEMBERSHIP CARD WAS ISSUED WHEN IT SHOULD HAVE BEEN MARKED AS A "DUPLICATE" MEMBER.**

To avoid any problems regarding duplicate members in a league we suggest that you ask all of your League Secretaries to canvas their bowlers to find out if they bowl in more than one (1) league and if so what league they paid for their membership card out of.

#### **WHEN SOMEONE HAS THE EXACT SAME NAME**

Over the past few years there have been a number of members who have shared the exact same name but in fact were two (2) different people. If there are any bowlers in your Zone or Decentralized Association who fall into this category we ask that you please use the middle initial for one (1) of those members when you are ordering a membership card for them to distinguish the two. By doing this TruCa\$h Rewards will be able to issue these members two (2) different membership numbers instead of assuming they are the same person.

#### **SPELLING ERRORS ON MEMBERSHIP CARDS**

There are still a number of membership cards being returned with spelling errors. Most of these errors could have easily been avoided if the names submitted were legible to read. On the League Secretary Instructions we have asked them to either **TYPE** or **PRINT** the information to avoid these unnecessary errors. **Please urge all League Secretaries to comply with this request as it will cut down on the number of cards being returned.**

Any membership card that is returned for a spelling correction due to an error made by anyone other than TruCa\$h Rewards will be required to pay an additional membership fee to have the membership card replaced.

#### **2 – 4 – 1 MEMBERSHIP – FOR "NEW" LEAGUES ONLY!!**

This program was piloted in four (4) locations last year with the result that those leagues have indicated that they will pay the full price of membership to be involved in 2005-2006. **In order for a league to be eligible it must not have been previously affiliated with the O5PBA.** The reduced membership fee for this program is shared between the O5PBA and the Local Zone/DC Association. Enclosed for your information is a "FLYER" that you can post in each bowling centre.

**PLEASE NOTE: IF YOU SIGN UP A "NEW" LEAGUE PLEASE INDICATE AT THE TOP OF THE "2005-2006 LEAGUE REGISTRATION FORM" THAT IT IS A 2 FOR 1 MEMBERSHIP LEAGUE.**

<b>BOWLING BUDDIES</b>
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In this program the concept of bowling with friends is highlighted. Each person who brings a **“BUDDY”** into the league will share in the cost of membership at a 2 for 1 rate. **In order to be eligible your buddy must be a new bowler or must not have bowled in the past two (2) years.** Enclosed for your information is a **“FLYER”** that you can post in each bowling centre.

If your Zone or Decentralized Association or any of your league members encounter a problem with the TruCa\$h Rewards Program discounts provided on the membership card anytime during the bowling season please contact the Provincial Office **IMMEDIATELY** so that we can take the appropriate action to look into the matter.

If you have any questions regarding any of the above please do not hesitate to contact me in the Provincial Office at (416) 426-7167.

Yours truly,

ONTARIO 5 PIN BOWLERS' ASSOCIATION

Rhonda Gifford  
Program Coordinator

Enclosures: