

AVERAGE BOOK (Text from 2009 Convention Book)

The accepted program formats are **Excel** or ***saved as a tab delimited text file*** so it may be imported into Excel. Below you will find an example of the proper format for submission to the Provincial Office. **Do not include any information other than items shown below as it will only be disregarded and can create translation errors.**

We ask that you use the following headings in the order shown **(use only one heading per column).**

EXAMPLE:

Centre	League Name	Last Name	First Name	Membership #	Dup	Gender	Games	Average	League Code
Orleans	Friday Niners	AMELOTTE	VINCE	X 01990 03		M	78	156	OR12
Kemptville	Monday Night Mixed	ALBERELLI	JAMES	X 03033 00		M	78	191	KV02
Kemptville	Thursday Night Mixed	ALBERELLI	JAMES	X 03033 00	X	M	75	184	KV05
Merivale	Friday Singles	SPIRES	WINNIE	X 00254 04		F	100	200	MO06

PLEASE REMEMBER:

Starting in the 2006/07 season the inclusion of approved delivery device (Bowling Extender) used to attain the average should be noted with an asterisk (*) next to the bowler's last name.

Zones were sent via email, the 2008-09 Membership Lists with all registered members, all that needs to be filled in are the last 3 columns. If you did not receive this file in late April, please contact the office to have it sent out again.

Average Books must follow these procedures:

1. The book must be an alphabetical listing of all members in the zone. Bowlers should not be separated by decentralized association, bowling centre, or league.
2. A code number should be assigned to each league.
3. Bowlers' membership numbers to be listed beside their name.
4. **Bowlers must have bowled a minimum of 21 games to be included in the book.**

5. To be listed in the book, bowlers must have been a member of the association, and bowled in a sanctioned league.
6. Averages must be rounded down. Example: 199.8 is 199.
7. The cover of the book should include the current year as well as the year in which the averages were established. Example: 2009-10 Average Book - For Averages established in the 2008-09 bowling season.
8. League secretaries should have access to a completed copy of the book.
9. **The electronic version of the Average Book is due in the Provincial Office by SEPTEMBER 18, 2009.** A printed copy of the Average Book is due in the Provincial Office by **OCTOBER 9, 2009**.

Suggestions for putting your book together:

- Collect the averages at the end of the bowling season. Don't wait until the summer or September.
- Have the Membership Chair in the DC associations collect their averages for inclusion in the Zone's book.
- Provide league secretaries with a print-out of their league detailing names and membership numbers. Have the secretary fill in the average, sex and number of games bowled.
- Don't delay the book if a league hasn't submitted their averages. List those leagues who haven't submitted averages at the front of your book.
- You may include additional information such as certified coaches, bowling centres addresses and phone numbers in the zone, tournament dates, etc.
- Sell advertising to help offset the cost of producing the book.

Reminders:

- Do not include page headers or footers on the electronic copy
- Do not include any information other than the seven columns shown in the example in the electronic copy
- Do not include decimals in Average: **ROUND ALL AVERAGES DOWN**
- Make sure the membership numbers are correct and beside the right name
- Please follow the format under: **EXAMPLE:** – (As seen on previous page)