



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

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August, 2006

To: Zone and Decentralized Association Membership Chairs

From: Rhonda Gifford  
Program Coordinator

### **SUBJECT: 2006-2007 MEMBERSHIP PROCEDURE**

Dear Membership Chair:

Please find enclosed the following information with this mailing:

**"2005-2006 MEMBERSHIP LISTS"** – Membership lists indicating the number of members registered in your Zone or Decentralized Association at the completion of the 2005-2006 bowling season. If you want your membership lists sent to you electronically please contact me in the Provincial Office at (416) 426-7163 or e-mail me at [rhondagifford@o5pba.ca](mailto:rhondagifford@o5pba.ca).

**"LEAGUE SECRETARY INSTRUCTIONS FOR PROCESSING MEMBERSHIP LISTS"**  
We have enclosed one (1) copy for each league that was registered with the O5PBA last year.

**"2006-2007 LEAGUE REGISTRATION FORM"** – We ask that you complete this form for **ALL LEAGUES** registered in your Zone or Decentralized 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.**

**"2006-2007 100% MEMBERSHIP FORM"** – This form was designed for those Decentralized Associations who have attained 100% membership in their House but do not meet the current membership criteria. This 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 filed a 100% membership form in the 2005-06 bowling season.**

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| <b>MEMBERSHIP PROCEDURE</b> |
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The Membership Chair will contact each League Secretary in your Zone or Decentralized Association and supply them with their membership lists along with a copy of 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 **"2006-2007 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, SOO (Special Olympics Ontario), 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 2006-2007 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**

Last year John Doe was a member of the Friday Night Classic League, but 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 NUMBER** to the membership list of the Alley Cats League.

### **DUPLICATE MEMBERSHIP POLICY**

With regards to duplicate members it is the responsibility of the Membership Chair to keep track of all duplicate members in your Zone and Decentralized Association.

For example: If a bowler bowls in two (2) or more leagues in the same Zone or Decentralized Association, it is up to you as Membership Chair to make sure they hold a membership card in one of those leagues. Any other league(s) that registers the same bowler, the bowler would be considered a "**DUPLICATE**" member in that league(s).

To indicate a "**DUPLICATE**" member, simply mark an "**X**" in the Dup. column on the membership lists we have provided. If you are using the C5PBA membership forms please mark "**DUP**" beside the bowler's name.

If a bowler is bowling in two (2) different Zones or Decentralized Associations, that bowler would be registered separately and would be issued a membership card in both Associations and would not be considered a duplicate member.

To avoid any problems regarding duplicate members it is suggested that all League Secretaries canvas their league bowlers to find out if they bowl in more than one (1) league in the same Zone or DC Association.

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

### **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!!**

**In order for a league to be eligible for the 2-4-1 membership, the league must not have been previously affiliated with the O5PBA.** The reduced membership fee for this program is shared between the O5PBA and the Zone/DC Association. **If you sign up a “New” league please indicate this in the space provided on the 2006-2007 League Registration Form.**

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.