

## **AVERAGE BOOK (TEXT FROM 2007 O5PBA CONVENTION BOOK)**

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

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

**EXAMPLE:**

<u>Last Name</u>	<u>First Name</u>	<u>Membership #</u>	<u>League</u>	<u>Games</u>	<u>Avg.</u>	<u>Gender</u>
BOWLES	Suzie	D 00344 00	BO-08	96	206	F
COTE	Tammy	D 00016 03	ES-02	84	157	F
*WAKE	Ken	D 00278 04	KW-10	57	200	M

**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.**

**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: 2007-08 Average Book - For Averages established in the 2006-07 bowling season.
8. League secretaries should have access to a completed copy of the book.
9. **The Average Book is due in the Provincial Office by OCTOBER 5, 2007.**

**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)**