

## **AVERAGE BOOK (TEXT FROM 2008 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:**

<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Membership #</u></b>	<b><u>League</u></b>	<b><u>Games</u></b>	<b><u>Avg.</u></b>	<b><u>Gender</u></b>
Bleizeffer	Steve	S-01830-01	V07	99	263	M
Koehn	Samantha	S-02247-03	W09	24	230	F
Burkholder	Gary	S-00490-03	W04	45	218	M

**PLEASE REMEMBER:**

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: 2008-09 Average Book - For Averages established in the 2007-08 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 6, 2008.**

**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)