



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

1185 Eglinton Avenue East, Suite 602, North York, Ontario, M3C 3C6  
Telephone: (416) 426-7167 Fax: (416) 426-7364 Website: [www.o5pba.ca](http://www.o5pba.ca)

August 2, 2004

To: Zone/Decentralized Association Membership Chairs

From: Rhonda Gifford  
Program Coordinator

**Subject: 2004-2005 MEMBERSHIP PROCEDURE**

Dear Membership Chair:

Enclosed with this mailing you will find the following:

<b>MEMBERSHIP LISTS</b>
-------------------------

Enclosed for your information are copies of your membership lists indicating the number of members your Zone/DC Association registered at the completion of the 2003-2004 bowling season.

Please be advised that this year we have added a "**New Column**" on the membership lists for gender. Starting next year, all Zone Associations will be required to have the gender information in their Zone Average Books. Keeping that in mind we have added this column to the Year-End Average Declaration Form in the Secretary's Handbook as well.

On the membership lists provided I have indicated either (M) for Male or (F) for female beside each member's name. As there are many names that could apply to both male and female, I would ask that you please make sure your league secretaries check this information for its accuracy. Any changes that are necessary should be made on the membership lists provided.

I also have these membership lists electronically this year. Anyone wishing an electronic copy of their membership lists should send me an e-mail at [rhondagifford@o5pba.ca](mailto:rhondagifford@o5pba.ca) requesting a copy.

## **LEAGUE SECRETARY'S INSTRUCTIONS FOR PROCESSING MEMBERSHIP LISTS**

Enclosed are the league secretary's instructions for processing the membership lists. We have provided you with one copy for each league that was registered last year. The instructions are self-explanatory and a copy of these instructions should be given to each League Secretary along with their membership list.

## **2004-2005 LEAGUE REGISTRATION FORM**

Enclosed are copies of the 2004-2005 League Registration Form. We have provided you with one copy for each league that was registered last year. We ask that you complete this form for all leagues registered in your Zone/Decentralized Association and return it to the Provincial Office with your initial league registration for membership cards.

Please pay particular attention to the **"League Statistics"** portion of the form and make sure it is completely filled out. This information is essential as it enables us to accurately 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. **Please Note: The League Registration Form is only required to be filed once, when you send in your initial league order for membership cards.**

The Membership Chair will contact all league secretaries in your Zone/Decentralized Association and supply them with their membership lists along with the league secretaries' instructions for processing membership lists. Once your league secretary has returned the membership lists to you, kindly forward same to the Provincial Office along with the completed 2004-2005 League Registration Form indicating the number of membership cards you require.

Once the Provincial Office has received the membership lists from you, we will process and forward them to TruCa\$h Rewards who will in turn issue new membership cards for the 2004-2005 bowling season. 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 copies of the updated membership lists. One 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: The Provincial Office has sent enough "Award Coupons" for your members with your Zone/Decentralized Association supplies order. Please make sure that each member receives one of these award coupons when you deliver their membership cards. PLEASE BE ADVISED THAT THESE AWARD COUPONS ARE NOT SUPPLIED BY TRUCA\$H REWARDS.**

## 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 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 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 two (2) membership cards.

**PLEASE NOTE: ONCE A MEMBERSHIP CARD HAS BEEN ISSUED BY TRUCASH REWARDS IT MUST BE PAID FOR. THEREFORE 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 may we suggest that you ask all league secretaries to canvas their bowlers to find out if they do bowl in more than one league, and if so, what league they paid their membership card out of.

## WHEN SOMEONE HAS THE EXACT SAME NAME

Over the past few years there have been a few people who have had the exact same name but in fact were two 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 of one of the people you are ordering a membership card for to distinguish the two. By doing this, TruCa\$h Rewards will be able to issue these people two 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 been avoided if the names submitted were legible to read. On the League Secretary's Instructions we have asked them to either **TYPE** or **PRINT** the information. **Please urge all League Secretaries to comply with this request as it will cut down on the number of cards being returned.**

Therefore any membership card returned for a spelling correction, due to error made by anyone other than TruCa\$h Rewards, will incur a charge to the Zone/DC to have the membership card replaced.

## 2004-2005 100% MEMBERSHIP FORM

The 100% membership form was designed for those Decentralized Associations who have 100% membership in their house but may not meet the membership criteria.

If your Decentralized Association falls into this category please contact the Provincial Office for a 100% Membership Form. This form must be completed and signed by your Bowling Centre Proprietor or Manager before it will be acceptable.

**PLEASE NOTE: THE 100% MEMBERSHIP FORM MUST BE FILED WITH THE PROVINCIAL OFFICE EACH AND EVERY YEAR. ANY ASSOCIATION CLAIMING 100% MEMBERSHIP AND NOT FILING THE APPROPRIATE PAPERWORK WITH THE PROVINCIAL OFFICE WILL BE INVOICED FOR THEIR MEMBERSHIP BASED ON THE MEMBERSHIP CRITERIA.**

Finally, 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, 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  
Encls: