



Ontario 5 Pin Bowlers' Association

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To: Zone and Decentralized Association Membership Chairs

From: Rhonda Gifford
Program Coordinator

SUBJECT: 2007-2008 MEMBERSHIP PROCEDURE

Dear Membership Chair:

PLEASE NOTE:

WITH THE ONTARIO 5 PIN BOWLERS' ASSOCIATION NOT USING TRUCA\$H REWARDS AS OUR MEMBERSHIP CARD SUPPLIER THIS YEAR, AND AFTER TALKING TO A NUMBER OF OTHER SPORTS IN THE BUILDING REGARDING THEIR MEMBERSHIP, IT WAS DECIDED THAT WE WOULD NOT GENERATE A MEMBERSHIP CARD THIS YEAR BUT RATHER JUST KEEP AN ELECTRONIC MEMBERSHIP DATABASE OF ALL OUR MEMBERS FOR THE 2007-2008 BOWLING SEASON.

Enclosed with this mailing is the following information:

2006-2007 MEMBERSHIP LISTS

Membership lists indicating the number of members registered in your Zone or Decentralized Association at the completion of the 2006-2007 bowling season. If you want your membership lists sent to you electronically please contact me in the Provincial Office at (416) 426-7163 or send me an e-mail to 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.

2007-2008 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 when you send in your initial league registration for membership. **The League Registration Form is only required to be filed once.**

MEMBERSHIP PROCEDURE

The Membership Chair will contact each League Secretary in their 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 **“2007-2008 League Registration Form”** for each league indicating the number of members you will be registering.

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 them in the office and e-mail you back a **“New updated Membership List”** for each league that is registered for the 2007-2008 bowling season. **Please be advised that we will continue to use the same membership numbers as last year for returning bowlers and will assign new membership numbers for any new members.**

PLEASE NOTE: 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 SUPPLIES TO YOUR LEAGUES FOR THE UPCOMING SEASON.

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.

Example: If a bowler bowls in two (2) or more leagues within the same Zone or Decentralized Association, it is up to you as Membership Chair to make sure they are registered in one of those leagues and that they are marked as a **“DUPLICATE”** member in any other league(s) they may bowl in. To indicate a **“DUPLICATE”** member, simply mark an **“X”** in the Dup. column on the membership lists we have provided.

If a bowler is bowling in two (2) different Zones or Decentralized Associations, that bowler should be registered separately 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.

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 registering them. This will help us to distinguish the two members and issue them different membership numbers.

SPELLING ERRORS

There are still a number of spelling errors being made on the names of our members. 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 errors being made.**

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

Rhonda Gifford
Program Coordinator

Enclosures: