AVERAGE BOOK

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

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

EXAMPLE:

Centre	League Name	Last Name	First Name	Membership #	Mem Type	Dup	Sex	Games	Pinfall	League Code
Skyview	Mixed Majors	BEESACK	LORI	F 03303 00	R		M	96	17119	SK2
Georgetown	Doubles	CHAMPAGNE	RHEAL	F 02488 00	R		M	84	18035	GT1
Georgetown	Doubles	HEAD	JIM	F 00656 00		X	M	93	25296	GT1
Hopedale	Hopedale Terrors	HEAD	JIM	F 00656 00	R		M	93	23436	HO2
Streetsville	YABA	HEAD	JIM	F 00656 00		X	M	83	21231	ST2
Kingpin	Wed. Nite Ladies	MURRAY	MARG	F 03470 00	T		F	9	1530	KP4

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.

Zones were sent via email, the 2009-10 Membership Lists with all registered members, all that needs to be filled in are the last 3 columns. If you did not receive this file in late April, please contact the office to have it sent out again.

Electronic Average Book Files - must follow these procedures:

1. The electronic file submitted by the deadline will be the file sent out to the zones with the 3 columns on the right filled in (Games, Pinfall and League Code)

2. A code number to be assigned to each league, using the first 2 letters of the bowling centre named followed by a number (eg. Hopedale Bowl – League codes are HO1, HO2, HO3).

3. Rolling Averages for all members in the last 3 years will be published on the website, clicking on a specific bowler will show all leagues scores used to calculate the rolling average.

Average Book Files - must follow these procedures:

1.   Rolling Averages, as supplied by the office to be used for printed Average Books.

2.   To be listed in the book, bowlers must have been a member of the association, and bowled in a sanctioned league.

3.   The cover of the book should include the current year as well as the year in which the averages were established.   Example: 2010-11 Average Book - For Averages established in the 2009-10 bowling season

4.   League secretaries should have access to a completed copy of the book.

5.   **The printed Average Book is due in the Provincial Office by OCTOBER 8, 2010.**

Suggestions for putting your book together:

- Collect the information required 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 information 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 sex, number of games bowled and total pinfall.

- Don't delay the book if a league hasn't submitted their information. List those leagues 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 eleven columns shown in the example in the electronic copy

- Do not include Averages, just total pinfall. The Average will be calculated from the pinfall and games info provided.

- Make sure the membership numbers are correct and beside the right name

- Please follow the format under: **EXAMPLE: – (As seen on previous page)**