

LEAGUE SECRETARY INSTRUCTIONS FOR PROCESSING MEMBERSHIP LISTS

Upon receipt of your league membership list from the Zone or Decentralized Association Membership Chair, the League Secretary shall follow the instructions as outlined below:

- Members who no longer bowl in your league should be indicated by marking a **BOLD LINE** through that member's name.
- Any returning bowlers to your league should be asked if they bowl in any other league(s) in your Zone or Decentralized Association. If they indicate yes then you should ask them what league they have paid their membership fee in so that they can be marked as a "**DUPLICATE**" member in the appropriate league.
- Any "**NEW**" bowlers joining your league should be added to the Membership Registration (list new league bowlers) Form which has been provided to you.

PLEASE NOTE:

WE ASK THAT YOU EITHER **PRINT** OR **TYPE** ALL INFORMATION MAKING SURE IT IS LEGIBLE TO READ. THIS WILL HELP TO AVOID ANY UNNECESSARY SPELLING ERRORS.

IF YOU ARE IN DOUBT AS TO THE SPELLING OF A BOWLER'S NAME IN YOUR LEAGUE PLEASE CHECK WITH THEM FIRST FOR THE CORRECT SPELLING OF THEIR NAME BEFORE YOU SUBMIT YOUR LEAGUE MEMBERSHIP REGISTRATION LIST.

After you have completed your league membership list please forward it **IMMEDIATELY** to your Zone or Decentralized Association Membership Chair who in turn will send it to the Provincial Office for processing.