



# Membership Reporting Instructions

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*These instructions are provided as a guide to be used when completing the Membership Report submitted to BBC from member clubs*

## GENERAL

We are working hard at standardizing how we collect our information to be more efficient. By ensuring all information is accurate and complete, you help streamline the reporting process to viaSport. Further, it helps BBC analyze membership data to strategize for membership growth and participation throughout the Province.

We appreciate your hard work and time in providing this information to us.

If you have any questions about completing the membership form, please contact:

[membership@bowlsbc.com](mailto:membership@bowlsbc.com)

All fields highlighted in blue are **mandatory**.

## PART A

Enter your club name and the contact information of the person completing the membership list.

## PART B

The brown fields will automatically calculate amounts owing based on the number of Standard Memberships reported in PART D.

**June 15<sup>th</sup> Payment:** The total amount due June 15<sup>th</sup> is the total affiliation fees collected up to May 31<sup>st</sup> for the current playing season (Apr 1 – Mar 31). Enter the amount of affiliation fees you paid by June 15<sup>th</sup> in the blue field.

**September 15<sup>th</sup> Payment:** The total amount due September 15<sup>th</sup> is the total affiliation fees collected up to August 31<sup>st</sup>, less the amount already paid on or before June 15<sup>th</sup>. Enter the total amount of affiliation fees you paid by September 15<sup>th</sup> in the blue field.

**Feb 28<sup>th</sup> Payment (Indoor Clubs):** Please complete the steps above if you are selling memberships during the summer season. In addition, please remit a final payment by Feb 28<sup>th</sup> to reflect the memberships sold during the winter.

## Affiliation Fee Collection

See below deadlines on Affiliation Fee Collection Process:

Mar 31	<ul style="list-style-type: none"><li>•Bowls BC sends every club a membership spreadsheet</li></ul>
May 31	<ul style="list-style-type: none"><li>•Clubs finalize membership sheet for interim submission to BBC</li></ul>
Jun 15	<ul style="list-style-type: none"><li>•Clubs submit membership list to BBC</li><li>•Clubs pay affiliation fees due to date</li></ul>
Aug 31	<ul style="list-style-type: none"><li>•Clubs finalize membership sheet for final submission to BBC</li></ul>
Sep 15	<ul style="list-style-type: none"><li>•Clubs submit final membership sheet to BBC</li><li>•Clubs pay affiliation fees due</li></ul>
Feb 28	<ul style="list-style-type: none"><li>•Indoor clubs submit final membership sheet to BBC</li><li>•Indoor clubs pay affiliation fees due</li></ul>

## PART C

### Social Members

Enter the number of registered Social Members at your club. Social Members are members that have limited membership benefits, mainly not being able to bowl. This information is collected to help measure the community engagement and use of your facility.

### Other Registered Participants

Please provide the number of individuals that registered with your club for events that are NOT Bowls BC affiliated members. This information is collected to help measure the community engagement and use of your facility, as well as public exposure to our sport.

Bowls BC understands that this information may not be tracked accurately. Please provide your best estimates if you do not have access to accurate information. Please only count individuals once (unique participants).

*Example: **Recreational Events:** If your club has a corporate league where 12 individuals (not regular members) play once per week, report 12 for this event. If you also have a drop-in league where your club had 40 participants (not members) throughout the year, report 40 for this event. The total number of participants (not members) reported for all Recreational Events would be 52 (12+40).*

**Recreational Events are typically recurring, such as recreational leagues.**

*Example: **Day/Short-Term Events:** When hosting a charity tournament, your club has 50 participants (not members) – report 50 for this event. If you host numerous Day/Short-Term Events,*

*add the number of all participants (not members) for all Day/Short-Term Events and report the total.*

***Day/Short-Term Events are typically events that run just one day, of over the weekend.***

*Example: **Volunteers:** If your club hosts a charity event and has 25 volunteers (not members) to help with the event, report 25 under Volunteers. These volunteers may be friends, family, members of the community or other organizations. Bowls BC suspects that there are very few volunteers that are not members or social members that are volunteers, so do not be surprised if this number is reported zero.*

***Volunteers are typically people that help out during larger events (charity events, Provincial Championships, National Championships, etc.)***

Remember, the purpose of this section is to determine how many people are participating in lawn bowling in BC that are not otherwise reported as Bowls BC affiliated members. **Please report total amounts for the whole season to date.**

## **PART D**

### **Introduction**

We have sent you back the list that we received from last year, so it should be mostly updating. Please do your best to complete all mandatory information. We have uploaded a Membership Application Form on our website (Go to Resources) for your club to use if you like. Its layout includes all information required to complete this membership list.

We have changed the format of the membership list form based on feedback from clubs. You will also see an 'Input Message' appear over most fields that give you added direction on how to complete the form.

### **Which Members to Include**

Include all members that have the benefits of full memberships (regular, juniors, honorary, life, etc.). For life and honorary members, only report those that are active this season.

Do not include social members (reported in PART C).

Do not include other registered participants that are not members (reported in PART C).

### **Deleting and Updating Information**

We have sent you a list of last year's members so you do not need to re-enter all of their information.

If a member has not yet purchased a membership for the current year (i.e. have not paid an affiliation fee), simply leave their information there and leave the 'Membership Field' blank. **We ask that you do not delete the old member's information**, as it helps us track retention rates when it is left in there. Bowls BC will remove the old member's information before sending out the club rosters the following year.

Blank rows are OK, and the information does not need to remain in any particular order.

If you need to update any information, simply change it as needed.

## Mandatory Information

**Membership Type** – Simply enter “S” for Standard Memberships or “A” for Affiliate Memberships.

Standard Memberships are for members who are paying the BBC and BCB affiliation fees (most members).

Affiliate Memberships are for members who have already paid their affiliation fee at another club (should be verified by the person at your club processing memberships by having the member produce a valid BBC membership card). Only members that have paid their affiliation fee at another club may qualify for an affiliate membership. All Affiliate Memberships will be verified by BBC.

Clubs must remit the BBC and BCB affiliation fees on Standard Memberships only, however we require a complete roster of all paid members (please records affiliate memberships also). We ask for affiliate membership information to measure how many members belong to more than 1 club.

**IMPORTANT – Affiliation fees due are based on this field. The number of Standard memberships reported X \$32 is the amount of affiliation fees due. Please be sure to indicate an ‘A’ or and ‘S’ for ALL paid members at the time of submitting this report.**

**First Name** – Enter First Name.

**Last Name** – Enter Last Name.

**Gender** – Enter M for Male or F for Female. You can use the dropdown menu or simply enter M or F.

**Postal Code** – Enter Postal Code in the format: A1A 1A1.

**Age Range** – Enter 1,2,3,4, or 5 as the appropriate Age Range of the member at the time of membership registration.

1 = 1-12

2 = 13-17

3 = 18-25

4 = 26-54

5 = 55+

**Athlete Level** – Enter the C,D,P,N, or I for the highest level played by the member recently (within the last 3 years). If you are unsure, select “C” (Club).

C = CLUB

D = DISTRICT

P = PROVINCIAL

N = NATIONAL

I = INTERNATIONAL

**Coach Level** – Enter Coach level 1, 2, 3, or 4. If you are unsure, leave it blank.

1 – Club Coach

2 – Competition Coach

3 – Competition Development Coach

4 – Competition High Performance Coach

**Umpire Level** – Enter Umpire level 1 or 2. If you are unsure, leave it blank.

1 – Club

2 – National

**Volunteer** – Answer Y or N. A volunteer is someone that dedicates a significant amount of their time to the club or the sport, generally on a regular basis.

*Examples of duties a ‘Volunteer’ would regularly do: Committee or executive, kitchen, greens, cleaning, maintenance, bartender, coaching, umpiring, running tournaments, etc.*

*For the purpose of this report, only count members as ‘Volunteers’ if they regularly contribute their time or they contribute a substantial amount of their time on a specific project.*

### Optional Information

**Mailing Address** – Enter mailing address only.

**City** – Enter City.

**Phone** – Enter member’s Phone Number in the format ###-###-####. No brackets or 1 at the start.

**Email** – Enter Email address.

**Year Started Bowling** – Enter the year the member started bowling in the four-digit format: YYYY.

**SEND YOUR COMPLETED MEMBERSHIP LIST BY JUN 15 & SEP 15 TO:**

[membership@bowlsbc.com](mailto:membership@bowlsbc.com)

**Send Payment to:**

**Bowls BC  
595 Belyea Road  
Qualicum Beach  
BC V9K 1H3**