

ADM004 Membership Reporting on Spread Sheets Instructions

These instructions are for clubs who report membership data on spread sheets.

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 Bowls BC 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 related to the Membership Data Collection process, please contact:

membership@bowlsbc.com

How to use these instructions

These instructions are for clubs who do not use the Bowls BC Membership System.

The spread sheets sent to you this year have a different format. They are not populated with last years membership data as clubs already have this data. However, you will need to reformat that data to fit into the new format.

There is also an additional spread sheet that asks clubs to identify their directors. Please resubmit this spread sheet whenever directors change, or their contact details change.

Some edit rules may have changed since last year so please review them carefully. Incomplete spread sheets or spread sheets containing errors will be returned to clubs for correcting.

ADM004 Membership Reporting on Spread Sheets Instructions

GENERAL.....	1
How to use these instructions.....	1
Important Dates.....	3
Affiliation Fees and Membership Data.....	3
Affiliation Fee Collection.....	5
Completing the spread sheets.....	6
Club Name*.....	6
Membership Type*.....	6
Home Club.....	6
First Name and Last Name fields.....	6
Gender*.....	6
Phone.....	6
Email.....	7
Bowls BC Newsletter.....	7
Age Range*.....	7
Year Started Bowling*.....	8
Athlete Level*.....	8
Certified Coach Level*.....	9
Criminal Record Check Year.....	9
Certified Umpire Level.....	10
Directors Spread Sheet.....	10
Community Involvement.....	10

ADM004 Membership Reporting on Spread Sheets Instructions

Important Dates

Affiliation Fees and Membership Data

The affiliation fee per bowler is \$35 each. This amount is not adjusted for bowlers who join at different times.

A bowler for whom you submit fees are any one who bowls at your club who has not paid an affiliation fee at another club. Just to be clear a bowler that needs to pay an affiliation can be any of the following

- Full Member
- Junior Member
- New Member (some clubs use this category to identify new club members)
- Visually impaired

The following members do not pay affiliation fees

- Full Member (2nd Club)
- Social only members
- Volunteers who are not bowlers

The following members may have the affiliation fee paid on their behalf by the club

- Honorary Members who are active bowlers
- Life Time Members who are active bowlers

If you have a category not listed above, please contact Membership@bowlshc.com

ADM004 Membership Reporting on Spread Sheets Instructions

May 24th:

Receive your club membership spread sheet template.
Receive the Directors spread sheet template.

June 15th Payment: The total amount due June 15th is the total affiliation fees collected up to May 31st for the current playing season (Apr 1 – Mar 31). Update the Membership Data spread sheets using the template provided, following the instructions below. Submit payments to

The Treasurer
Bowls BC
2746 Cultus Ave.
Coquitlam, BC
V3C 5A5

Email the spread sheets to membership@bowlsbc.com

Reconciliation of the Affiliation payments can only be made when the spread sheet data has been submitted.

September 15th Payment: The total amount due September 15th is the total affiliation fees collected up to August 31st, less the amount already paid on or before June 15th. Using the spread sheet template add only those members details who have joined the club since May 1st. Submit payments and fees due as above.

Feb 28th Payment (Indoor Clubs): Please complete the steps above if you are selling memberships after the summer season. In addition, please remit a final payment by Feb 28th to reflect the memberships sold during the winter. Using the spread sheet template add only those members details who have joined the club since August 31st. Submit payments and fees due as above.

To ensure that Bowls BC uses the correct email addresses for club directors submit the directors spread sheet whenever a director detail is changed.

ADM004 Membership Reporting on Spread Sheets Instructions

Affiliation Fee Collection

Here are the deadlines on Affiliation Fee Collection Process:

May 24	<ul style="list-style-type: none">• Membership spread sheet template, sent to clubs
June 15	<ul style="list-style-type: none">• Clubs complete the Membership spread sheets and send to Bowls BC• Clubs pay affiliation fees due to date
Sep 15	<ul style="list-style-type: none">• Clubs submit Membership spread sheets for those members who joined since the previous spread sheets were sent to Bowls BC• Clubs pay affiliation fees due to date
Feb 28	<ul style="list-style-type: none">• Clubs submit Membership spread sheets for those members who joined since the previous spread sheets were sent to Bowls BC• Indoor clubs pay affiliation fees due to date

NOTE. The spread sheets submitted Sep 15 and Feb 28 must contain only membership data for those members that have joined your club since the previous spread sheet was submitted.

ADM004 Membership Reporting on Spread Sheets Instructions

Completing the spread sheets

Mandatory fields are flagged with an *

Some fields require the express approval of the club member to share certain data. Such approval is the Clubs responsibility to obtain.

Club Name*

Copy your club name into every row on the spread sheet.

Membership Type*

Enter S for a member that paid affiliation fees at your club

Enter A for a member that paid affiliation fees at another club

Home Club

Mandatory for Membership Type = A, enter the Home Club Name where that member paid affiliation fees.

First Name and Last Name fields

Enter the name of the Member

Gender*

Enter F for Female

Enter M for Male

Phone

Enter phone number including area code only if the member has agreed to share this information with Bowls BC. Can be in either of the following formats

999-999-9999 or 9999999

ADM004 Membership Reporting on Spread Sheets Instructions

Email

Enter an email address only if the member has given permission for it to be shared with Bowls BC. Bowls BC only use an email address in the following cases

- If the member is a director
- If the member is a coach
- If the member is an umpire
- If the member wants to receive a Bowls BC newsletter

Bowls BC Newsletter

Enter a Y if the member has requested to receive a Bowls BC newsletter.

Age Range*

Use the following table to determine the code to enter

Code	Age Range
1	1 - 12
2	13 - 17
3	18 - 25
4	26 - 54
5	55+

ADM004 Membership Reporting on Spread Sheets Instructions

Year Started Bowling*

Enter year started bowling in the format 19xx or 20xx

Athlete Level*

Use the following table to determine the code to use based on the last three years only

Code	Athlete Level
1	Club
2	District
3	Provincial
4	National
5	International

ADM004 Membership Reporting on Spread Sheets Instructions

Certified Coach Level*

Use the following table to determine the Certified Coach Level code to use.

Code	Certified Coach Level
1	Club
2	Competition
3	Competition Development
4	Competition High Performance

Criminal Record Check Year

Enter the year in which a Certified Coach obtained their Criminal Record Check, in the format 20xx

ADM004 Membership Reporting on Spread Sheets Instructions

Certified Umpire Level

Use the following table to determine the code to be used

Code	Certified Umpire Level
1	Club
2	National

Directors Spread Sheet

This spread sheet should be completed by June 15th each year and there after whenever the data changes. Submit this spread sheet to memberships@bowlsbc.com

Community Involvement.

Bowls BC only require the number of members at your club who volunteer or are social members only. The Community Involvement data is used to gather the numbers of volunteers and participants in club events that are not club members.

This separate spread sheet that will be sent out to clubs in August for completion and return by September 15th.