

# ADM004 Membership Reporting on Spread Sheets Instructions

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

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## 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](mailto: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.**

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## Important Dates

### Affiliation Fees and Membership Data

The affiliation fee per bowler is \$36 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@bowlsbc.com](mailto:Membership@bowlsbc.com)

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## May 24th:

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

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

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

**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>. Using the spread sheet template add only those members details who have joined the club since May 1<sup>st</sup>. Submit payments and fees due as above.

**Feb 28<sup>th</sup> 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 28<sup>th</sup> 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 31<sup>st</sup>. 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.**

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## Affiliation Fee Collection

Here are the deadlines on Affiliation Fee Collection Process:

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

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.

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## 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

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## 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+

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## 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



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## 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

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## 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 15<sup>th</sup> each year and there after whenever the data changes. Submit this spread sheet to [memberships@bowlsbc.com](mailto: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 15<sup>th</sup>.