



Ontario 5 Pin Bowlers' Association

Mailing Address Only: 5-18 Ringwood Drive, Suite 129, Stouffville, Ontario, L4A 0N2
Telephone: (416) 426-7167 Fax: (416) 426-7167 Website: www.o5pba.ca E-Mail: o5pba@o5pba.ca

September 4, 2024

To: Zone and Decentralized Association Membership Chairs

SUBJECT: 2024-2025 MEMBERSHIP APPLICATION PROCEDURES

Dear Membership Chair:

Below are the membership options for your leagues will have for the 2024-2025 bowling season:

TOURNAMENT MEMBERSHIP – \$54.00

The tournament membership includes all services and benefits now offered, plus your membership fees and one (1) tournament entry fee for the ***High-Low Doubles, Holiday Classic and Triples Tournament***, a savings of \$3.00 per member. The tournament membership will be payable by the High-Low Doubles entry deadline of **OCTOBER 29, 2024**.

REGULAR MEMBERSHIP – \$20.00

The regular membership includes all services and benefits now offered, but **all tournament entry fees for the High-Low Doubles, Holiday Classic and Triples Tournament are extra.**

SENIOR/SOO/BLIND MEMBERSHIP – \$7.00

The Senior/SOO (Special Olympics Ontario)/Blind membership, exclusive to those leagues only, includes all services and benefits now offered, but **all tournament entry fees for the High-Low Doubles, Holiday Classic and Triples Tournament are extra.**

A Senior league will be recognized where **all league bowlers (100%) are 50 years of age and over** as of December 31st of the current bowling season.

YBC (Under 18) MEMBERSHIP – \$7.00

The YBC (Under 18) membership is for any YBC bowler under the age of 18 who wants to become a member of an adult league. **Please Note: These bowlers are not eligible for any tournaments.**

YBC SENIOR BOWLER GRADUATES

Any YBC graduates who join your league, in their first year of eligibility, will receive a **FREE TOURNAMENT MEMBERSHIP.**

MEMBERSHIP LISTS

League Membership Listings can be modified last years to start the process for this season. If copies are required, Rhonda will provide them upon request and sent to you electronically, please send an e-mail to incentive@o5pba.ca or call the Provincial Office at (416) 426-7167.

Please Note: ONLY NEW REGISTERED MEMBERS will receive a C5 registration number and card. The registration numbers are being generated by the Canadian 5 Pin Bowlers' Association.

MEMBERSHIP APPLICATION FORM

We have enclosed one (1) copy for each league that was registered with the O5PBA last year. We ask that all League Secretaries solicit their league bowlers and have them complete the Membership Application Form.

Please Note: Each person seeking membership must fully complete a Membership Application Form. (The information captured on this form is in compliance with the Ontario Governments request for us to report participant information).

- Important to note there is an optional self-identifying section on the form is due to the Government asking for statistics in 6 areas (New Canadians, Women or girl, Athlete with disability, Indigenous person, LGBTQ or Children of low-income families). We explained that we are an all-inclusive association and had no data, however they will be asking about our endeavors to collect this information in our next government submission.
- The section at the bottom of the form is compliant with the [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#). You will also see a difference in what information is available with regards to our online Average Book.

For extra copies of the Membership Application Form please go to our website at www.o5pba.ca.

Note – Failure to complete the Membership Application Form completely will result in the bowler's request for membership to be rejected. Therefore, the bowler will not be eligible for services or tournaments until a fully completed form is received, reviewed and accepted.

LEAGUE SECRETARY INSTRUCTIONS FOR PROCESSING MEMBERSHIP LISTS

We have enclosed one (1) copy for each league that was registered with the O5PBA last year. This list details the league secretary instructions for processing their membership list.

2024-2025 LEAGUE REGISTRATION FORMS

We ask that you complete this form for **ALL LEAGUES** registered in your Zone or Decentralized Association and email it to incentive@o5pba.ca when you send in your initial league registration for membership. Please pay particular attention to the League Statistics portion of the League Registration

Form to ensure it is completely and accurately filled out. This information is essential, as it enables us to track the different leagues (Men, Ladies', Mixed, SOO (Special Olympics Ontario), Senior Citizens and other leagues (i.e. Blind Bowlers) that are members of our organization. **Please Note: The League Registration Form is only required to be filed once.**

MEMBERSHIP PROCEDURE

The Membership Chair will contact each League Secretary in their Zone or Decentralized Association and supply them with their League Membership List, Membership Application and League Secretary instructions for processing the membership lists.

Please ensure that the Membership Application Forms you received are signed, dated and that each bowler has indicated their Membership Type, Address, Contact Information, Date of Birth, Gender, if said bowler bowls in more than one league, and they've had a chance to self-identify. 2 We've added Coaching information to help Associations identify those that need to receive information updated. Also, the PIPEDA information needs to be acknowledged.

When the league secretary has returned the league membership list and the corresponding Membership Application Forms (***that have been filled out completely***) to you, please review each form and acknowledge that it is complete by using the spaces at the bottom of the form to record the date and your signature (by signing the form the Association Membership Chair is accepting responsibility the form has been completed as required)

If the Membership Application Form is not complete either return it to the League Secretary to have the missing information added or arrange to return the bowler their money as their membership in the 2024-2025 season has been rejected.

The complete Membership Application Forms are now ready to be entered into the Zone/DC Association spreadsheet, please forward them to the designated person looking after the data entry. When the data entry is completed forward the spreadsheet only to incentive@o5pba.ca at your earliest convenience.

Completed 2024-2025 League Registration Forms for each league indicating the number of members you will be registering are then forwarded electronically to incentive@o5pba.ca .

Once the Provincial Office receives your membership list it will be processed and a **NEW UPDATED MEMBERSHIP LIST** will be e-mailed to you for each league that is registered for the 2024-2025 bowling season. Membership cards for your **NEW MEMBERS ONLY** will be mailed out to you. As well, once a new bowler is registered with the office and has been issued their C5 registration number, that information will be made available on the O5PBA website.

WHEN A BOWLER JOINS A DIFFERENT LEAGUE

Last year John Doe was a member of the Friday Night Classic League, but this year he is bowling with the Alley Cats League on Monday Night. Simply cross his name off the Friday Night Classic League membership list and add his **NAME, MEMBERSHIP NUMBER AND MEMBERSHIP CATEGORY** to the membership list of the Alley Cats League. John Doe's completed Membership Application Form will be processed with the Alley Cats League members.

DUPLICATE MEMBERSHIP POLICY

With regards to duplicate members, it is the responsibility of the Membership Chair to keep track of all duplicate members in your Zone or Decentralized Association.

If a bowler is bowling in two (2) or more leagues in the same Zone Association, **PLEASE** make sure they are registered in one (1) of their leagues and marked as a duplicate in any other league(s) in the same Zone Association. This would also apply for anyone bowling in two (2) or more leagues in Decentralized Association's within the same Zone

However, if a bowler is bowling in a league in a different Zone, that bowler must be registered separately in each Zone or Decentralized Association.

Example. A member bowls in an Ottawa Valley League and they also bowl at Merivale and/or at Orleans and without having to pay an extra membership fee they would be considered a duplicate in those associations from our standpoint. ***The bowler would decide which League they have their primary membership.***

If they however bowl in another zone altogether like Bay of Quinte for example, then they would have to pay another membership fee.

If the Zone/DC Associations charge Duplicate Members something for awards etc. then that would be left to their discretion.

To avoid any problems regarding "duplicate" members it is suggested that all League Secretaries make note of the information recorded on the completed Membership Application Forms. To indicate a "**DUPLICATE**" member, simply mark an "**X**" in the Dup. column on the membership list we have provided.

LIFE MEMBERSHIP

Life Membership is bestowed upon volunteers who have extended themselves on behalf of our sport, far beyond the reasonable call of duty. Life Members are elected by the Board of Directors of a Zone or Decentralized Association and are entitled to have their Membership dues waived from the date of appointment as a Life Member until they become deceased.

This honour is not to be taken lightly, as it is the responsibility of the Zone or Decentralized Association who has bestowed this honour, to cover the membership cost, whether they are active in the bowling community or not.

Any Life Member of an Association where the Association no longer exists, i.e., folds, will be considered dormant and will no longer be recognized as a Life Member.

Note: As passed at the 2019 AGM, Life Members that are not active or the association has lost touch with them for 5 years or more can be removed. Associations must notify the O5 office if the Zone/DC wish to remove members from their list, before the July 31, yearend date relating to life member for the coming season.

WHEN BOWLERS HAVE THE SAME NAME

When Bowlers Have the Same Name - There have been a number of members who have shared the exact same name, but in fact were two (2) different people. If there are any bowlers in your Zone or Decentralized Association who fall into this category, we ask that you ensure they use the "MIDDLE INITIAL" for one (1) of those members when they are completing their Membership Application Forms. This will help us to distinguish the two members and issue them different membership numbers.

SPELLING ERRORS

There are still a number of spelling errors being made on the names of our members. Most of these errors could have easily been avoided if the names submitted were legible. In the League Secretary Instructions, we have asked them to convey to everyone to either type or print the information to avoid these unnecessary errors. **Please urge all league secretaries to comply with this request as it will cut down on the number of errors being made.**

Note: The original Membership Application Forms are to stay in the possession of the Zone/DC Association stored in a safe secure place that can be easily accessible if the need arises

From time to time, as part of our disciplinary actions, membership can be suspended. Please refer to our Discipline Policy. All memberships that are currently under suspension are listed on our O5PBA website. If your name appears on this list and you are unaware of the reason for this suspension, please notify the O5PBA. To have your membership reinstated, please see our Dispute Resolution Policy.

All forms will be posted on our website at www.o5pba.ca.

If you have any questions regarding any of the above, please do not hesitate to contact me in the Provincial Office at (416) 426-7167.

Yours truly,

ONTARIO 5 PIN BOWLERS' ASSOCIATION

Rhonda Gifford

Rhonda Gifford
Program Coordinator

Enclosures: