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27 February 2008

**TO: DISTRICT SECRETARIES
EXECUTIVE MEMBERS**

CIRCULAR 17/2008

BOWLS SA DATABASE – UPDATE AND CHANGES TO PROCEDURES

The Executive wish to thank all those who have made an effort to comply with database requirements. The change has been onerous for some and required many hours effort from many individuals. All these efforts are most appreciated. We have now reached the point where the monitoring of the database reverts from Debra Ferguson (Vice President and Database Project Manager) back to the District Secretaries, to whom the clubs are answerable in all cases.

Some changes to previous procedures are noteworthy.

1. The system now generates membership numbers automatically from the "Add New Player" link.
2. It is no longer necessary to advise Bowls SA of new members or clearances, this was done during implementation phase only to attempt to minimize errors.
3. In future only deceased members are to be notified to Debbie@bowlssa.co.za for further action. DO NOT clear these players, they need to be deleted by Bowls SA.

Bowls SA will on a monthly basis download the information of the database and invoice Districts for any new numbers issued in the previous month. Districts will then in turn invoice the clubs for those new members. Please note the responsibility clubs have in ensuring that they do not duplicate members or enter incorrect information as they will be invoiced regardless. Bowls SA will from today ONLY deal with District Secretaries and Treasurers, by way of written queries sent via the address above. Clubs are to revert to dealing only with their District Secretary for all affiliation fees matters, which includes the database.

Applications for credits will have to be authorised by the Executive and this process is onerous and time consuming for all concerned, so we appeal for extreme care when entering the information. It came to our attention recently that some clubs gave access to more than one person to enter information which led to duplications. This is not an acceptable practice and errors caused in this way will not be viewed in a favourable light.

We trust that all will continue to assist in the maintenance of the valuable information provided by the database and hope that by now the majority of Bowls SA members have received their new 2008, Warwick Financial Services sponsored, Membership Cards.

John Ravenscroft
Operations Manager

Executive Committee:

President: Piet Breitenbach, *Vice President:* Debra Ferguson

Members: Allan Freeman, Kallie Haupt, Tys Pringle, Isabel Smith