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September 4, 2007

To: All Zone Coaching Coordinators

From: Rheal Champagne

Provincial Coaching Coordinator

SUBJECT: UPDATED COACHING LISTS - SURVEY FORMS

As part of an ongoing process, we are pleased to send you the latest coaching list for your Zone. Again this year the coaching list was sorted by postal code and hopefully your enclosure includes all areas appropriate to your Zone. If there are any individuals who are missing on your list it could be due to an incorrect postal code. Our office has reviewed the entire list to pick up any errors in postal codes. We have also included a supply of "NCCP CHANGE OF ADDRESS" forms that you are encouraged to use so that the database can be as accurate as possible. If you need any additional forms they will be available on our website at www.o5pba.ca.

It would be appreciated if all Zone Coaching Coordinators could make an effort to review and submit any errors on their coaching list to the Provincial Office as soon as possible so they can be corrected in a timely fashion. Please be advised that unless we have a new address for any coaches that have moved out of your Zone, we cannot delete them from your Zone Coaching List.

Also attached are two (2) pages (*Pink Colour*) of coaches that do not have any address beside their name which prevents them from being sorted with the rest of the coaching list. If any coaching coordinator recognizes any of the individuals on these two (2) pages, you are asked to provide current addresses and phone numbers for these individuals.

Enclosed is a "2007-2008 O5PBA COACHES' ANALYSIS FORM" which you are asked to complete and submit to the Provincial Office no later than <u>DECEMBER 14, 2007</u>.

Also enclosed is a "SAMPLE" "LOCAL ASSOCIATION COACH SURVEY FORM" which you can use to design your own form in order to canvass your coaches for the 2007-2008 bowling season. As part of the incentive program, you will receive points if you submit a copy of your survey results to the Provincial Office no later than **NOVEMBER 16, 2007**.

Thank you for your cooperation. If you require any further information, please do not hesitate to contact the Provincial Office at (416) 426-7167 or e-mail us at o5pba@o5pba.ca.