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September 12, 2013

TO: ALL ZONE AND DC ASSOCIATION PRESIDENTS

SUBJECT: 2013-2014 O5PBA INCENTIVE PROGRAM

Dear President:

Continuing in our effort during the 2012/13 season, to reduce the flow of unnecessary paper coming into the office, the 2013-2014 Incentive Program has been reviewed to reduce the paper flow further. As you see, on the attached incentive files, our goal is to reduce the physical paper flow to the office to the bare minimum and have everything submitted to the office electronically.

Please find attached the complete incentive package for your Association, which includes a master copy of all report forms for the various chairs and a summary of the Incentive Program for the 2013-2014 bowling season. The Incentive Program will also be posted on our web-site with the forms available in electronic form at www.o5pba.ca/forms.

It is your responsibility to ensure that the report forms and incentive program criteria are distributed to all your chairs so that they are aware of how the incentive points will be awarded this year.

The 2013-2014 Incentive Program will run for the period:

OCTOBER 1, 2013 through to **APRIL 30, 2014 (UNLESS OTHERWISE STATED).**

PLEASE TAKE THE TIME TO REVIEW THE MATERIAL CAREFULLY.

We strongly encourage each Association to submit their documentation electronically in order to further reduce **unnecessary paper** coming into the Provincial Office, all Associations are requested to ensure that only the **forms** or **information requested** under each category is the only paperwork that is sent into the office.

For example, do not send in the following:

- a. Handwritten chair reports. These should be summarized in your monthly minutes.
- b. Bowler of the Month, etc.

The finalists for the 2013-2014 Incentive Program will be selected based on the published requirements set aside for each chair. Please refer to the incentive description for each category. A total of five (5) finalists in each category will be

selected.

WHEN CALCULATING THE POINTS FOR THE ZONE AND DC ASSOCIATION OF THE YEAR, ALL POINTS FROM ALL INCENTIVE CHAIRS WILL BE ADDED TO THE POINTS ACCUMULATED UNDER THE ASSOCIATION POINTS. THE WINNER WILL BE CHOSEN BY THE MOST POINTS GENERATED.

As always, the Board of Directors and O5 Provincial Office thank you for all of your efforts in submitting the necessary paperwork in a timely manner, and we look forward to moving forward with the new system in years to come.

Any constructive feedback on the incentive program is always welcomed and should be submitted by email to the undersigned for consideration by the Incentive Committee and office staff

Yours truly,

Winnie Spires

Winnie Spires

Chair, Incentive Committee

Enclosure: 2013-2014 O5PBA Incentive Program Package

“I wish everyone good luck and good bowling in their 2013 – 2014 season”