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February 13, 2011

Dear Coach,

Congratulations on having been selected to coach a team at the Provincial Championships of the Holiday Classic 5 Pin Championships. These Championships are being held on **SATURDAY, APRIL 16, 2011** at Sherwood Centre in Hamilton.

Enclosed with this letter, are six (6) Bowler and Coach Information Forms, a Map of the Area, and a Schedule of Events for the Provincial Championships. Maps and schedules have been handed to your bowlers.

We have also enclosed the rules and regulations governing these Provincial Championships. Please be advised that all teams must be in uniform as outlined in the Dress Code (Provincial Championships, Rule #24). **It is up to you as Coach to ensure that your bowlers adhere to the Dress Code.**

CALL A TEAM MEETING

IT IS EXTREMELY IMPORTANT THAT YOU CALL A TEAM MEETING IMMEDIATELY TO REVIEW THE ENCLOSED INFORMATION.

We have provided six (6) copies of the Bowler and Coach Information Forms for yourself and each member of your team. **ALL PARTICIPANTS MUST COMPLETE THIS FORM.**

Once your entire team has completed their Bowler and Coach Information Forms, you are asked to collect them along with the appropriate payment and return them to the Provincial Office prior to the deadline date of **MARCH 14, 2011.**

HOTEL ACCOMMODATION

Accommodation has been arranged at the Sheraton Hamilton Hotel, 116 King Street West, Hamilton, Ontario. Their telephone number is (905) 529-5515.

PLEASE NOTE: THE SHERATON HAMILTON HOTEL IS NOW COMPLETELY SMOKE FREE THEREFORE IF YOU REQUIRE A SMOKING ROOM I WOULD SUGGEST YOU MAKE YOUR OWN HOTEL ARRANGEMENTS AT ANOTHER HOTEL.

The room rate is \$95.00 plus 13% HST (\$12.35) for a total of \$107.35 per night, based on single, double, triple or quad occupancy. **NO ROOMS WILL BE BOOKED FOR MORE THAN FOUR (4) IN A ROOM.** If you are not willing to share a double bed then I would suggest that you book your own room. There will be a very limited number of cots available at a cost of \$30.00 (taxes included) per cot per night.

When you check into the hotel you will be asked for a credit card or refundable cash deposit to cover your incidental charges only (e.g. parking, telephone calls, movies etc.).

To receive this rate, all rooms must be booked through the Ontario 5 Pin Bowlers' Association by completing the enclosed Bowler and Coach Information Form. The Ontario 5 Pin Bowlers' Association will accept payment by cheque, money order, VISA or Mastercard. If you are paying by cheque or money order, please make it payable to the "Ontario 5 Pin Bowlers' Association". **POST-DATED CHEQUES WILL NOT BE ACCEPTED.** **Please Note: If you are paying by credit card, your payment will be processed to your credit card on the date we receive your Bowler and Coach Information Form.**

Reservations will be accepted on a **first-come first-served basis.** Please complete the enclosed Bowler and Coach Information Forms and return them, together with the appropriate payment to reach the Provincial Office no later than **MARCH 14, 2011.** After this date, the hotel will be releasing the balance of our rooms. **Please get your reservations in before the deadline date to avoid any disappointment.**

We would also like to point out that check-in time at the hotel is 3:00 p.m. All rooms have been guaranteed by our Association. As we do guarantee all rooms with the hotel, we must pay for them whether they are occupied or not. **In order for you to cancel your hotel accommodation, we must have twenty-four (24) hours notice, otherwise you will be charged for the room.**

FRIDAY NIGHT WELCOME RECEPTION

On **FRIDAY, APRIL 15, 2011** there will be a "Welcome Reception" at 8:00 p.m. at the Sheraton Hamilton Hotel in the Ballroom for all bowlers, coaches and their guests **FREE OF CHARGE** courtesy of the Ontario 5 Pin Bowlers' Association.

There will be a cash bar available. This is an excellent opportunity for you to meet the Ontario 5 Pin Bowlers' Association Office Staff, Board of Directors, the other competitors, and your Hamilton Association Hosts.

At the reception we will present the bowlers and coach of each team with their award for winning the Zone/DC Finals.

PLEASE NOTE: PLEASE BE ADVISED THAT THERE IS NO BANQUET SCHEDULED FOR THIS EVENT. PRIZES WILL BE AWARDED UPON COMPLETION OF THE EVENT AT THE BOWLING CENTRE.

AVERAGE CLARIFICATION

All bowlers competing in the Provincial Championships must have bowled a minimum of twenty-one (21) games during the 2010-2011 bowling season up to and including **FEBRUARY 13, 2011**, and must use the following criteria for determining averages:

- a) **AVERAGE BOOK**: Bowlers must use their average as recorded in the Average Book, and as established in any league in Ontario.
- b) **NON-AVERAGE BOOK**: Bowlers with no average recorded in the Average Book, must use **the highest of the following as determined by the Provincial Office**:

Use their highest league average up to and including **FEBRUARY 13, 2011** (highest average if a bowler bowls in two (2) or more leagues), and as established in any league in Ontario.

- OR -

Use their average based on the median between their highest league average up to and including **FEBRUARY 13, 2011**, and the average based on the twenty-one (21) games (seven weeks) leading up to **FEBRUARY 13, 2011**.

- c) All bowlers not in the Average Book must provide the Ontario 5 Pin Bowlers' Association with an original or a photocopy of their Individual Average Sheet. The average sheet must be obtained from all leagues they bowl in, and must show scores bowled in all games from the opening of the 2010-2011 bowling season with a minimum of twenty-one (21) games bowled up to and including **FEBRUARY 13, 2011**. **A hand-copied facsimile of this average sheet is not acceptable**. If you cannot get a photocopy, send the original to the Provincial Office and we will photocopy it and return the original to you immediately.

PLEASE NOTE: ONLY BOWLERS NOT LISTED IN THE AVERAGE BOOK ARE REQUIRED TO SUBMIT COPIES OF THEIR INDIVIDUAL AVERAGE SHEET(S). THE AVERAGE SHEET(S) MUST BE SUBMITTED BY THE COACH ALONG WITH THE BOWLER AND COACH INFORMATION FORMS NO LATER THAN MARCH 14, 2011.

ACKNOWLEDGEMENT OF DRESS CODE FORM

Attached to the Bowler and Coach Information Form is an Acknowledgement of Dress Code Form. Each participant **MUST** complete and sign this form to acknowledge they understand and agree to abide by the dress code as outlined. This form **MUST** be returned to the Provincial Office as part of your Bowler and Coach Information Form. **Failure to sign this form may result in not being permitted to compete in the event.**

Please contact your Local Association to arrange for your bowling shirts. **It is up to you as Coach to ensure that your bowlers adhere to the dress code.**

ACKNOWLEDGEMENT OF RISK AND RELEASE OF LIABILITY FORM

Also attached to the Bowler and Coach Information Form is an Acknowledgement of Risk and Release of Liability Form. In order to ensure our Association of liability coverage, our insurance company has insisted that an Acknowledgement of Risk and Release of Liability Form be signed by **ALL PARTICIPANTS** in our Provincial Championships.

Please read the form carefully and initial the box after reading and understanding the statements and conditions. Upon completion of the form please print and sign your name. This form **MUST** also be returned to the Provincial Office as part of your Bowler and Coach Information Form. **Participants who do not complete and sign the form will not be permitted to bowl.** This is an action that may seem drastic but is necessary for the well being of your Association.

Once again, please call a team meeting as soon as possible. **It is the responsibility of the Coach to see that all Bowler and Coach Information Forms and individual average sheets (if applicable) are completed and returned to the Provincial Office with the appropriate payment no later than MARCH 14, 2011.**

We look forward to seeing you in Hamilton, and wish you the best of luck in the Provincial Championships. If you require any additional information, please do not hesitate to contact the Provincial Office at (416) 426-7167.

Yours truly,

ONTARIO 5 PIN BOWLERS' ASSOCIATION

Rhonda Gifford

Rhonda Gifford
Program Coordinator

Enclosures: