



## Tournament Directors Re-certification Procedure

All Zone/DC Certified Tournament Directors must be re-certified every five (5) years.

Those who are in their 5<sup>th</sup> year of certification must request their re-certification mail-in package, prior to the end of that years bowling season. (end of June)

Anyone who fails to get re-certified after the expiry of their 5<sup>th</sup> year must take the full one day certification course again.

There are 4 easy steps to re-certify:

- 1) Complete the request form and return it to the O5PBA office together with a \$25 cheque or money order. A copy of the Manual, Exam, Tournament Director Handbook and Rule Book will be sent to you. ***The form can be located on the O5 website under Tournaments***
- 2) Review the Certification Manual, Tournament Director Handbook and Rule Book
- 3) Write the exam
- 4) Completed exams can be returned to the O5PBA office or scanned and emailed to [rhondagifford@o5pba.ca](mailto:rhondagifford@o5pba.ca)

Once you submit your completed exam, it will be evaluated and you will be notified of the results. All Tournament Directors who receive a passing mark will be re-certified for another five (5) years.