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November 30, 2013

Dear Coach:

Congratulations on having been selected to coach a team at the Provincial Championships of the Youth Challenge. These Championships are being held on **SATURDAY, JANUARY 11, 2014** at NEB's Fun World in Oshawa.

We have provided you with a package of information regarding the Provincial Championships as follows:

- Schedule of Events
- Rules & Regulations
- Six (6) Code of Conduct and Dress Code Forms – **(Bowlers & Coaches)**
- Six (6) Waiver of Liability Forms – **(Bowlers & Coaches)**
- Five (5) Winning Bowler Packages – **(One for each member of your team)**
- Six (6) Winter Games Participant Application Forms
- Six (6) Winter Games Informed Consent/Release of Liability Forms

<b>CALL A TEAM MEETING IMMEDIATELY!!!</b>
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<b>IT IS EXTREMELY IMPORTANT THAT YOU CALL A TEAM MEETING <u>IMMEDIATELY</u> TO DISTRIBUTE THE WINNING BOWLER PACKAGES TO YOUR TEAM AND TO REVIEW THE ENCLOSED INFORMATION. ALL INFORMATION MUST BE COMPLETED AND RETURNED TO THE PROVINCIAL OFFICE AT THE ABOVE NOTED ADDRESS NO LATER THAN <u>DECEMBER 16, 2013</u>. THANK YOU IN ADVANCE FOR YOUR COOPERATION IN THIS MATTER.</b>
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<b>HOTEL ACCOMMODATION</b>
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When we changed the date of the Provincial Championships we found out that many of the local hotels had bookings for a Ringette tournament. None of these hotels had enough rooms to accommodate our needs. Therefore, if you require a room, please contact the hotel directly.

Listed below are the names, addresses and phone numbers of hotels in the area.

**Comfort Inn  
Pickering**  
533 Kingston Road  
Pickering, ON, L1V 3N7  
Tel: (905) 831-6200

**Hilton Garden Inn  
(Toronto/Ajax)**  
500 Beck Crescent  
Ajax, ON, L1Z 1C9  
Tel: (905) 686-9400

**Holiday Inn  
Express Whitby**  
180 Consumer Drive  
Whitby, ON, L1N 9S3  
Tel: (905) 665-8400

**Residence Inn  
Whitby by Marriott**  
160 Consumers Drive  
Whitby, ON, L1N 9S3  
Tel: (905) 444-9756

**Travelodge  
Oshawa**  
940 Champlain Ave.  
Oshawa, ON, L1J 7A6  
Tel: (905) 436-9500

**Best Western Plus  
Durham Hotel (Oshawa)**  
559 Bloor Street West  
Oshawa, ON, L1J 5Y6  
Tel: (905) 723-5271

**Quality Hotel & Conference  
Centre Oshawa**  
1011 Bloor Street East  
Oshawa, ON, L1H 7K6  
Tel: (905) 576-5101

**Holiday Inn Express  
& Suites Bowmanville**  
37 Spicer Square  
Bowmanville, ON, L1C 5M2  
Tel: (905) 697-8089

**Howard Johnson  
Bowmanville**  
143 Duke Street  
Bowmanville, ON, L1C 2W4  
Tel: (905) 623-8500

### **COACHES' RESPONSIBILITIES FOR COACHING YOUTH BOWLERS**

We appreciate the time and energy you will spend on the youth bowlers who have qualified for the Youth Challenge. The following guidelines are to be used to ensure both the success of this tournament and the welfare of our youth bowlers.

1. Your responsibility first and foremost lies with the health and welfare of the young competitors under your jurisdiction. The youth bowlers will look up to you for guidance and leadership. Please set a good example.
2. You must accompany the youth bowlers to **ALL** functions organized for these Championships.
3. You as a coach must abide by all O5PBA rules and conduct yourself in a manner befitting a YBC coach.
4. The use or possession of alcoholic beverages or non-prescription drugs or stimulants will not be allowed from the time you leave for the tournament until the time you arrive home. **Any coach found breaking these rules shall be removed from the tournament and could have their O5PBA membership suspended.**

**PLEASE NOTE: THERE IS NO BANQUET SCHEDULED FOR THIS EVENT.  
WINNERS WILL BE ANNOUNCED AND AWARDS PRESENTED UPON COMPLETION  
OF THE EVENT AT THE BOWLING CENTRE.**

### **ACKNOWLEDGEMENT OF CODE OF CONDUCT AND DRESS CODE FORM**

Attached is an Acknowledgement of Code of Conduct and Dress Code Form. Each participant and Coach **MUST** complete and sign this form to acknowledge they understand and agree to abide by the dress code as outlined below.

**Parents/Guardians are required to sign the bowler's form for those bowlers who are 17 years of age and under.**

Each team (**Men's, Ladies' or Mixed**) must be dressed uniformly by gender. Bowling shirts with

collars or blouses to be the same design in registered Zone Association colours with the name of the bowler or coach (optional), and Zone identified on the shirt. **All coaches must be identified by silk screening or embroidery crest on their shirt or with a proper commercially made identification badge.** A female coaching a Men's or Mixed Team can wear dress pants, skirts, skorts, dress shorts or capris however a male coaching a Ladies' team must wear dress pants or dress shorts. Dress pants, skirts, skorts, dress shorts or capris shall be of the same colour with straight hemmed bottom (no fluorescent colours, no denim of any colour, stirrups, leggings, harem, cargo, ruggers or sweatpants of any kind). No draw strings or no elastic at the hem of any kind. The dress pants, skirts, skorts, capris or dress shorts shall not be faded, torn, ripped, contain studs, buttons or pockets on the leg. The skirts, skorts or dress shorts may not be shorter than just below the fingertips when placing your arms at your side. No hats, caps or headgear will be allowed in the bowlers' enclosure, unless worn for medical or religious reasons.

Any bowler or coach not conforming to the dress code may not be permitted to compete in the event as determined by the Ontario 5 Pin Bowlers' Association Tournament Committee. **A fine of fifty dollars (\$50.00) will be levied against each BOWLER and COACH not conforming to the dress code. It is up to you as Coach to ensure that your bowlers adhere to the dress code.**

These forms **MUST** be returned to the Provincial Office no later than **DECEMBER 16, 2013.** **Failure to sign this form may result in not being permitted to compete in the event.**

**Please contact your Local Zone Association to arrange for your bowling shirts.**

#### **ACKNOWLEDGEMENT OF RISK AND RELEASE OF LIABILITY FORM**

Also enclosed 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. **Parents/Guardians are also required to sign the bowler's form if they are 17 years of age and under.**

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. **These forms MUST be completed by ALL PARTICIPANTS in the Youth Challenge or they will not be permitted to bowl.** This is an action that may seem drastic but is necessary for the well being of your Association. These forms **MUST** be returned to the Provincial Office no later than **DECEMBER 16, 2013.**

#### **UPDATED AVERAGES FOR PROVINCIAL CHAMPIONSHIPS**

In order for us to complete Team Rosters for the coaches, we will require updated averages for all members of your team as of **DECEMBER 1, 2013.**

Please e-mail (**preferred**), fax or telephone these averages to me in the office. My e-mail address is **rhondagifford@o5pba.ca.**

**PLEASE NOTE: I DO NOT NEED COPIES OF THE INDIVIDUAL AVERAGE SHEETS**

#### **PROVINCIAL CHAMPIONSHIPS**

Coaches are required to have their full team present for registration no later than 8:15 a.m. on **SATURDAY, JANUARY 11, 2014**. There will be a Coaches Meeting at 8:45 a.m. with bowling to begin promptly at 9:00 a.m.

The Provincial Championships shall be comprised of, and declare champions in five (5) events: Men's, Ladies' and Mixed team events; and Men's and Ladies' singles events.

All bowlers competing in the Provincial Championships (Men's, Ladies' and Mixed Teams) shall have their scratch scores count in all games of the round robin and these scores will be used to determine the Provincial Singles Champions. We will recognize 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place in the Men's and Ladies' singles competition.

The top three (3) men and top three (3) ladies based on scratch scores for all round robin games, will form the Southern Ontario team which will advance to compete in the National Championships to be held **MARCH 27-30, 2014** in Hamilton, Ontario.

<b>WINTER GAMES</b>
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As this is a Winter Games year, we are asking all bowlers and coaches to complete the Winter Games Participant Application as well as the Informed Consent Form (**Participants 17 years of age and younger**) or Release of Liability Form (**Coaches and Bowlers 18 years of age and older**).

We have enclosed six (6) copies of each of these forms in your package. These forms **MUST** be returned to the Provincial Office no later than **DECEMBER 16, 2013**.

We will be sending you the Lane Draw along with the Team Rosters once we have received all the results and averages in the Provincial Office.

Once again, please call a team meeting as soon as possible. **It is the responsibility of the Coach to see that all completed forms are returned to the Provincial Office no later than DECEMBER 16, 2013.**

We look forward to greeting you in Oshawa, and wish your team the best of luck in the Provincial Championships. If you have any questions regarding any of the above, 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: