



Ontario 5 Pin Bowlers' Association

1185 Eglinton Avenue East, Suite 602, North York, Ontario, M3C 3C6
Telephone: (416) 426-7167 FAX (416) 426-7364 www.o5pba.ca

March 7th, 2004

Dear Coach,

Congratulations on having been selected to coach a team at the Provincial Championships of the TruCa\$h Holiday Classic 5 Pin Championships. These Championships are being held on **SATURDAY, APRIL 24TH, 2004** at Waterloo Lanes in Waterloo. You are now one step closer to winning one of those exciting holiday trips for two (2) to a Sun Destination!

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 are being handed to your bowlers.

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 **MONDAY, MARCH 22ND, 2004.**

HOTEL ACCOMMODATION

Accommodation has been arranged at the Four Points by Sheraton Hotel, 105 King Street East, Kitchener, Ontario, N2G 2K8. Their telephone number is (519) 744-4141.

The room rate will be \$83.00 plus 5% PST (\$4.15) and 7% GST (\$5.81) for a total of \$92.96 per night, based on single or double occupancy. For additional persons in a room over two, \$5.60 (taxes included) per person per night will apply.

To receive this rate, all rooms must be booked through the Ontario 5 Pin Bowlers' Association. The Ontario 5 Pin Bowlers' Association will accept payment by cheque, money order, VISA or Mastercard. If paying by cheque or money order please make it payable to the "Ontario 5 Pin Bowlers' Association". **POST-DATED CHEQUES WILL NOT BE ACCEPTED.**

Reservations will be accepted on a **first-come first-served basis**. The hotel has guaranteed us enough rooms to accommodate our tournament. However, we can only guarantee these rooms until **MONDAY, MARCH 22ND, 2004.**

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 room accommodation, we must have twenty-four (24) hours notice, otherwise you will be charged for the room.**

BANQUET INFORMATION

Following bowling on **SATURDAY, APRIL 24TH, 2004**, we will be hosting a banquet for all coaches, bowlers and their guests at the Four Points by Sheraton Hotel. The banquet includes dinner, awards presentations and a dance.

The banquet is **FREE OF CHARGE** to all bowlers and coaches. The cost for guests is \$30.00 per ticket (GST included). Please order these tickets on the enclosed Bowler and Coach Information Form. **All guest banquet tickets can be picked up and paid for when you register your team on SATURDAY, APRIL 24TH, 2004. You will receive your team banquet tickets at that time.**

AVERAGE CLARIFICATION

All bowlers competing in the Provincial Championships must have bowled a minimum of twenty-one (21) games during the 2003-04 season up to and including **MARCH 7TH, 2004**, and must use the following criteria for determining averages:

Average Book: Bowlers must use their highest league average as recorded in the Average Book, and as established in any league in Ontario.

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 **MARCH 7TH, 2004** (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 **MARCH 7TH, 2004**, and the average based on the twenty-one (21) games (seven weeks) leading up to **MARCH 7TH, 2004**.

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 2003-2004 season with a minimum of twenty-one (21) games bowled up to and including **MARCH 7TH, 2004**.

A hand-copied facsimile is not acceptable. If you cannot get a photocopy, send the original to the office and we will copy it and return it to you immediately. If applicable, please state it is an original copy. For those having access to a fax machine, please fax the sheets to (416) 426-7364, and indicate that the sheets are for the TruCa\$h Holiday Classic.

It is very important that coaches contact their Local Association regarding the average book. If any of your bowlers are listed in the average book, please indicate the bowler's highest average as recorded in that book, on the enclosed Bowler and Coach Information Form.

COACHES, PLEASE REMEMBER THESE AVERAGE SHEETS MUST BE SENT TO OUR OFFICE NO LATER THAN MONDAY, MARCH 22ND, 2004. THEY WILL NOT BE ACCEPTED AT THE TOURNAMENT AND YOUR TEAM WILL NOT BE PERMITTED TO PARTICIPATE IN THE CHAMPIONSHIPS IF WE DO NOT RECEIVE THE BOWLERS' AVERAGES.

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 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 each item. 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 allowed 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. Following the meeting forward your team's Bowler and Coach Information Forms, and individual average sheets (if applicable) to this office, along with payment for guest banquet tickets (optional) and hotel accommodations. Please have this information to our office no later than **MONDAY, MARCH 22ND, 2004.**

We look forward to meeting you in Waterloo, 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.

Yours truly,

ONTARIO 5 PIN BOWLERS' ASSOCIATION

Rhonda Gifford
Program Coordinator

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