

**Ontario 5 Pin Bowlers' Association**

## **WELCOME TO THE 2009-2010 BOWLING SEASON**

# **SECRETARY'S HANDBOOK**

### **INSIDE YOU WILL FIND:**

- Three-Tiered Membership
- League Executive Registration Form
- **Tournament Information For:**
  - High-Low Doubles 5 Pin Championships
  - Executives' 5 Pin Championships
  - Holiday Classic 5 Pin Championships
  - Ontario Open 5 Pin Championships
  - Ontario Open 5 Pin Seniors Championships
  - Provincial Triples Tournament
  - Ontario Senior Citizens' (Senior and Junior-Senior Divisions)  
Singles and Mixed Doubles 5 Pin Championships
- Awards Program Information

If you require any information or assistance at any time during the bowling season, contact a representative of your Local Zone or Decentralized Association or contact the Ontario 5 Pin Bowlers' Association at (416) 426-7167, [o5pba@o5pba.ca](mailto:o5pba@o5pba.ca) or [www.o5pba.ca](http://www.o5pba.ca)

# **OSPBA SPONSORS FOR THE 2009-2010 SEASON**

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- HOULT-HELLEWELL TROPHIES LTD. – JAKE HELLEWELL

August 1<sup>st</sup>, 2009

# ONTARIO 5 PIN BOWLERS' ASSOCIATION

## 2009-2010 SECRETARY'S HANDBOOK

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# THREE-TIERED MEMBERSHIP FOR THE 2009-10 BOWLING SEASON

Below are the membership options your league will have for the 2009-2010 bowling season:

## TOURNAMENT MEMBERSHIP - \$30.00

The tournament membership includes all services and benefits now offered, plus your membership fees and tournament entry fees for the *High-Low Doubles*, *Holiday Classic* and *Triples Tournaments*, a savings of \$2.00 per member.

## REGULAR MEMBERSHIP - \$13.00

The regular membership includes all services and benefits now offered but *all tournament entry fees for the High-Low Doubles, Holiday Classic and Triples Tournament are extra*

## SENIORS/SOO/BLIND MEMBERSHIP - \$5.00

This Senior/SOO (Special Olympics Ontario/Blind membership includes all services and benefits now offered but *all tournament entry fees for the High-Low Doubles, Holiday Classic and Triples Tournaments are extra*.

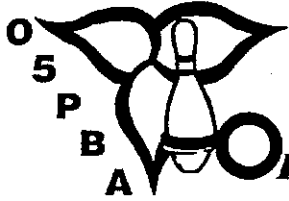
A Senior league will be recognized as one where *all league bowlers (100%) are 50 years of age and over* as of December 31<sup>st</sup> of the current bowling season.

## YBC (Under 18) MEMBERSHIP - \$5.00

This membership is for any YBC bowler under the age of 18 who wants to become a member of an adult league. *Please Note: These bowlers are not eligible for any tournaments*

**Also, any GRADUATED YBC SENIOR bowler that joins your league in their first year of eligibility will receive a FREE Tournament Membership.**

If you need any further information regarding the three-tiered membership, please contact your Local Zone or Decentralized Association.



## **Ontario 5 Pin Bowlers' Association**

3 Concorde Gate, Suite 302, Toronto, Ontario, M3C 3N7

Telephone: (416) 426-7167 Fax: (416) 426-7364 Website: [www.o5pba.ca](http://www.o5pba.ca) E-Mail: [o5pba@o5pba.ca](mailto:o5pba@o5pba.ca)

### **2009-2010 LEAGUE EXECUTIVE REGISTRATION FORM**

League Name: \_\_\_\_\_

Bowling Centre: \_\_\_\_\_

Zone/Decentralized Association: \_\_\_\_\_

No. of Bowlers in League: \_\_\_\_\_ No. of Members in League: \_\_\_\_\_

President's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: {     } \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: {     } \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: {     } \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

If your league has any officers in addition to the above (**Example: Vice-President, Statistician or Tournament Director**) please provide the information below:

|                       |                         |
|-----------------------|-------------------------|
| Title: _____          |                         |
| Name: _____           |                         |
| Address: _____        | City: _____             |
| Postal Code: _____    | Telephone: {    } _____ |
| E-Mail Address: _____ |                         |

|                       |                         |
|-----------------------|-------------------------|
| Title: _____          |                         |
| Name: _____           |                         |
| Address: _____        | City: _____             |
| Postal Code: _____    | Telephone: {    } _____ |
| E-Mail Address: _____ |                         |

|                       |                         |
|-----------------------|-------------------------|
| Title: _____          |                         |
| Name: _____           |                         |
| Address: _____        | City: _____             |
| Postal Code: _____    | Telephone: {    } _____ |
| E-Mail Address: _____ |                         |

Please indicate the supplies your league will require for the 2009-2010 bowling season:

- ☐ Canadian 5 Pin Bowlers' Association Rule Book (**One copy per League**)
- ☐ Secretary's Helper (**Average Calculator and League Schedule**)
- ☐ Sample League Constitution (**Defines duties of the President, Secretary and Treasurer as well as Team Captain's Responsibilities**)
- ☐ Suggested Rules for Better League Operation

|  |
|--|
| <p><b>PLEASE NOTE: THIS LEAGUE EXECUTIVE REGISTRATION FORM <u>MUST</u> BE COMPLETED AND SENT TO THE O5PBA PROVINCIAL OFFICE NO LATER THAN <u>OCTOBER 25, 2009</u> IN ORDER FOR YOUR LEAGUE TO BE ELIGIBLE TO PARTICIPATE IN THE EXECUTIVES' 5 PIN CHAMPIONSHIPS.</b></p> |
|--|

## THEFT INSURANCE

The Ontario 5 Pin Bowlers' Association has adopted a **FREE** Insurance Program for all Sanctioned Leagues to protect from the theft of league funds.

Sanctioned Leagues (*if they choose to participate*) in this program will be insured against the loss of up to \$5,000.00 (Five-thousand dollars) with the first \$100.00 (One-hundred dollars) of such loss to be deductible from the insurance benefit to be paid.

In order to be eligible for this **FREE** coverage, Sanctioned Leagues must simply comply with the following guidelines:

1. Three (3) duly elected signing officers are registered with and approved by the Provincial Office for each Bank Account.
2. Detailed information concerning names, number and bank branch locations is filed with the Provincial Office for each Bank Account on forms provided for that purpose.
3. Two (2) of the three signing officers' signatures are required on all cheques and other withdrawals on all Bank Accounts. The signature of two (2) league signing officers who are related in any way by birth, marriage, common law or adoption **SHALL NOT** solely appear on the same document, cheque or withdrawal.
4. The President verifies at least monthly the balance in all Bank Accounts as reported by the Treasurer, who completes the "**BANK BALANCE VERIFICATION FORM**" and files it with the Local Zone or Decentralized Association.
5. **ALL LEAGUE MEMBERS** must be members of the Local Zone or Decentralized Association affiliated with the Ontario 5 Pin Bowlers' Association.

On the following page is your "**SANCTIONED LEAGUE INSURANCE REGISTRATION FORM**" which must be completed and returned to the Provincial Office at the beginning of the 2009-2010 bowling season. The only continuing requirement would be for the League President to check the bank balance at least monthly. It will then simply be a matter for the League Treasurer to enter the new bank balance each week on the League's Weekly Standing Sheet, and for the League President and Treasurer to initial that weekly update.

As long as even these minimal rules are followed, there is unlikely ever to be a theft of League Funds, because they encourage leagues to follow sound business practices. That is the reason we can afford to offer the protection free to Sanctioned Leagues.

Upon receiving the "**SANCTIONED LEAGUE INSURANCE REGISTRATION FORM**" in the Provincial Office, we will forward a supply of "**BANK BALANCE VERIFICATION FORMS**" which should be completed and returned monthly to your Local Zone or Decentralized Association, after obtaining your league President's approval.



3. \_\_\_\_\_

## SIGNING OFFICERS

E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_

Position Held in League: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: {    } \_\_\_\_\_ Business {    } \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_

Position Held in League: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: {    } \_\_\_\_\_ Business {    } \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Person Filing Registration Form: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

|  |                                      |
|--|--------------------------------------|
| Average Date.....  | October 11, 2009                     |
| Entry Deadline.....                                      | October 11, 2009                     |
| League Rounds.....                                       | October 19 to<br>November 22, 2009   |
| Zone/DC Finals.....                                      | On or before January 3, 2010         |
| Provincial Championships – Hamilton, Ontario .....       | February 27, 2010 – <b>AFTERNOON</b> |
| Inter-Provincial Championships – Hamilton, Ontario ..... | April 22-25, 2010                    |

|  |   |
|--|---|
| Average Date.....                                  | October 11, 2009                            |
| Entry Deadline.....                                | October 25, 2009                            |
| Zone/DC Finals.....                                | In League Play – Option for DC Associations |
|  | One Day Roll-off – On or before             |
|  | November 22, 2009                           |
| Provincial Championships – Hamilton, Ontario ..... | February 27, 2010 – <b>MORNING</b>          |

|   |  |
|---|--|
| Average Date.....                                 | October 25, 2009   |
| Entry Deadline.....                               | December 6, 2009   |
| League Rounds.....                                | November 16 to<br>December 6, 2009<br><b>(CHOOSE ONE WEEK)</b> |
| Zone/DC Finals.....                               | On or before February 14, 2010                                 |
| Provincial Championships – Hamilton, Ontario..... | April 17, 2010   |

|   |                                |
|---|--------------------------------|
| Entry Deadline .....                              | November 8, 2009               |
| Zone Finals .....                                 | On or before November 29, 2009 |
| Regional Finals .....                             | January 3, 2010                |
| Provincial Championships – Sudbury, Ontario ..... | March 3-5, 2010                |
| National Championships – Red Deer, Alberta .....  | March 25-28, 2010              |

# ONTARIO OPEN 5 PIN CHAMPIONSHIPS

|  |   |
|--|---|
| Entry Deadline .....                               | Set by each Zone Association                                      |
| Zone Finals .....                                  | November 22 to<br>December 13, 2009<br><b>(TWENTY (20) GAMES)</b> |
| Provincial Championships – Hamilton, Ontario ..... | March 31-April 3, 2010  |
| National Championships – Winnipeg, Manitoba .....  | June 1-5, 2010  |

## ONTARIO OPEN 5 PIN SENIORS CHAMPIONSHIPS

|  |  |
|--|--|
| Entry Deadline .....                               | Set by each Zone Association                                   |
| Zone Finals .....                                  | November 22 to<br>December 13, 2009<br><b>(TEN (10) GAMES)</b> |
| Provincial Championships – Hamilton, Ontario ..... | March 31-April 3, 2010   |

## PROVINCIAL TRIPLES TOURNAMENT

|                                      |                                  |
|--------------------------------------|----------------------------------|
| Average Date.....                    | December 13, 2009                |
| Entry Deadline .....                 | December 27, 2009                |
| League Rounds .....                  | January 4 to<br>February 7, 2010 |
| Zone/DC Finals.....                  | On or before March 21, 2010      |
| Provincial Championships – TBA ..... | May 29, 2010 – <b>MORNING</b>    |

## ONTARIO SENIOR CITIZENS' (Senior and Junior-Senior Divisions) SINGLES AND MIXED DOUBLES 5 PIN CHAMPIONSHIPS

|  |                             |
|--|-----------------------------|
| Average Date.....                                | January 3, 2010             |
| Entry Deadline .....                             | January 3, 2010             |
| Zone/DC Finals.....                              | On or before March 14, 2010 |
| Provincial Championships – Oshawa, Ontario ..... | May 12, 2010                |

## ONTARIO 5 PIN BOOSTER CLUB CHAMPIONSHIPS

|                                      |   |
|--------------------------------------|---|
| Zone/DC Finals.....                  | Dates are set by participating<br>Zone/Decentralized Associations<br>On or before April 4, 2010 |
| Provincial Championships – TBA ..... | May 29, 2010 – <b>AFTERNOON</b>   |

|                       |
|-----------------------|
| <b>SPECIAL EVENTS</b> |
|-----------------------|

36<sup>th</sup> Annual Awards Dinner for Inductees  
to the 5 Pin Bowling Hall of Fame – Hamilton, Ontario .....November 7, 2009

Ontario 5 Pin Bowlers' Association  
Semi-Annual Meeting – Hamilton, Ontario .....November 8, 2009

Canadian 5 Pin Bowlers' Association  
Semi-Annual Meeting – Niagara Falls, Ontario .....January 14-17, 2010

Kid's Help Phone Bowl-A-Thon  
Community Bowl-A -Thons and League Play.....During the 2009-2010 Bowling Season

Ontario 5 Pin Bowlers' Association 44<sup>th</sup> Annual General  
Meeting and Convention – Cleavelands House.....June 17-20, 2010

O5PBA/YBC Bowling School – Hamilton, Ontario.....July 14-18, 2010

Canadian 5 Pin Bowlers' Association  
Annual General Meeting – TBA.....August 19-22, 2010

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