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September 22, 2023

TO: All Zone and DC Association Presidents

SUBJECT: 2023-2024 O5PBA Incentive Program

Dear President:

Getting back to bowling for another regular season, the 2023-24 season will be completely done via electronic communication. As you will see when reviewing the program, in the attached incentive files, everything must be submitted to the Office electronically in one of the three acceptable formats (Word, Excel or PDF). If a chairperson does not have computer access they must rely on another board member to submit their forms for them.

We will only be allocating points for items sent electronically to any of the following:

incentive@o5pba.ca,

results@o5pba.ca,

minutes@o5pba.ca,

entries@o5pba.ca

financials@o5pba.ca

membership@o5pba.ca

We can assure you that by submitting your information to these locations, everyone needing the information will have access to it. There is "no" need to copy anyone such as office staff or board as they will get the email automatically.

This year we will be checking in periodically if need be when we are missing information, in the hopes of improving communication. This will also help with the allocation of incentive points (examples: in September – contact will be made to ensure we have received your executive listing and you have the supplies you require; in November – contact will be made to ensure all zone visitation forms, banking information and financial agreements are completed; and as each tournament cycle ends, we will check to see if we have the information required.

Please find attached the complete incentive package for your Association, which includes a master copy of all report forms for the various chairs and a summary of the Incentive Program for the 2023-2024 bowling season. The Incentive Program will also be posted on our website with the forms available in electronic form at www.o5pba.ca/forms.

It is your responsibility to ensure that the report forms and Incentive Program criteria are distributed to all your chairs so that they are aware of how the incentive points will be awarded this year.

The 2022-2023 Incentive Program will run for the period: **September 15, 2023** through to **May 15, 2024** (unless otherwise stated).

Please take the time to review the material carefully as we have added new criteria.

We are continuing our efforts to ensure that Associations submit their documentation electronically to the Provincial Office. All Associations must ensure that only the **forms** and/or **information requested** under each category is the only paperwork that is sent in.

For example, **DO NOT SEND** the following:

- a. Handwritten chair reports. These should be summarized in your monthly minutes.
- b. Bowler of the Month, etc.
- c. Ledger sheets. These should be summarized in your monthly financial statements.

When emailing information for the Incentive program, ensure that the subject line of each email summarizes what is included and do not attach multiple items to multiple email addresses.

Example(s):

October 2023 - Minutes & Agenda - York Simcoe 5PBA (minutes@o5pba.ca)

November 2023 - Hi-Low Tournament Entries – Bradford 5PBA (entries@o5pba.ca)

December 2023 - Open Tournament Results- Grand River 5PBA (results@o5pba.ca)

January 2024 - Treasurers Report – Orleans 5PBA (financial@o5pba.ca)

March 2024 - Publicity Report & Newsletter – Central 5PBA (incentive@o5pba.ca)

We will still be expecting the Treasurer's Remittance Forms and the Lane Certification Forms with the accompanied cheques to be sent to the Office. However, please ensure that they are scanned and sent to financials@o5pba.ca (Treasurer forms) or incentive@o5pba.ca (Lane Certification) before the originals are mailed. We will work with the Office to ensure that the incentive points are awarded accordingly.

The finalists for the 2023-2024 Incentive Program will be selected based on the published requirements set aside for each chair. Please refer to the incentive description for each category. The top four (4) finalists in each category will be announced at the President's dinner as part of our Annual General Meeting in June.

When calculating the points for the Zone and DC Association of the Year, all points from all Incentive Chairs will be added to the points accumulated under the Association points. The winner will be chosen by the most points generated.

As always, the Board of Directors and O5 Provincial Office Staff thank you for all of your efforts in submitting the necessary paperwork in a timely manner, and we look forward to working with all of you this season.

"Wishing everyone an awesome 2023-2024 bowling season."

Yours truly,

Brenda Fraser

Brenda Fraser
Incentive Committee, Co-Chairs

Enclosure: 2023-2024 O5PBA Incentive Program Package