



Mailing Address Only: 5-18 Ringwood Drive, Suite 129, Stouffville, Ontario, L4A 0N2  
Telephone: (416) 426-7167 Fax: (416) 426-7167  
E-Mail: [o5pba@o5pba.ca](mailto:o5pba@o5pba.ca) Website: [www.o5pba.ca](http://www.o5pba.ca)

September 1, 2024

TO: All Zone and DC Association Presidents

**SUBJECT: 2024-2025 OSPBA Incentive Program**

Dear President:

Getting back to bowling for another regular season, the 2024-25 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](mailto:incentive@o5pba.ca),

[results@o5pba.ca](mailto:results@o5pba.ca),

[minutes@o5pba.ca](mailto:minutes@o5pba.ca),

[entries@o5pba.ca](mailto:entries@o5pba.ca)

[financials@o5pba.ca](mailto:financials@o5pba.ca)

[membership@o5pba.ca](mailto:membership@o5pba.ca)

Do not copy anyone such as office staff or board as they will get the email automatically. If a chairperson copies any board members or office staff, will lose 1 point in the zone incentive program for each infraction.

This year we may be checking in periodically for missing information, in the hopes of improving communication.

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 2024-2025 bowling season. The Incentive Program will also be posted on our website with the forms available in electronic form at [www.o5pba.ca/forms](http://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 2024-2025 Incentive Program will run for the period: **September 15, 2024** through to **May 15, 2025** (unless otherwise stated).

Please take the time to review the material carefully as we have added new criteria. Note: The Board Of Directors reserves the right to add bonus points to any category at their discretion.

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 2024 - High-Low Tournament Entries - Bradford 5PBA ([entries@o5pba.ca](mailto:entries@o5pba.ca))

November 2024 - Minutes & Agenda - York Simcoe 5PBA ([minutes@o5pba.ca](mailto:minutes@o5pba.ca))

December 2024 - Open Tournament Results - Grand River 5PBA ([results@o5pba.ca](mailto:results@o5pba.ca))

January 2025 - Treasurers Report – Orleans 5PBA ([financial@o5pba.ca](mailto:financial@o5pba.ca))

March 2025 - Publicity Report & Newsletter - Central 5PBA ([incentive@o5pba.ca](mailto: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](mailto:financials@o5pba.ca) (Treasurer forms) or [incentive@o5pba.ca](mailto: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 2024-2025 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 celebration 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.

In the 2024 – 2025 season, we will be working to automate many of the reports for the incentive program. We are looking for volunteers to join the Incentive Committee and participate in the new reporting process. Please reach out to Lori Beesack [loribeesack@o5pba.ca](mailto:loribeesack@o5pba.ca), Incentive Chair if your zone would like to participate.

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 2024-2025 bowling season.”

Lori Beesack  
Incentive Committee

Enclosure: 2024-2025 O5PBA Incentive Program Package