

Ontario 5 Pin Bowlers' Association

2025 / 2026 INCENTIVE PROGRAM

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Overview

The Incentive Program runs from September 1 to May 1 each year **unless stated otherwise**. For point deadlines, we use the timestamp of received emails.

New in the 2025 / 2026 season:

- All Incentive Forms will be in the appendix
- Checklists including dates for all Chairs
- Elimination Draw Ticket Category
- Full Year Incentive Program
 - Bonus Points for Summer Activities
- Partial Points for submitting incentive criteria after the due date

NOTE:

- Points will be awarded exclusively for items submitted electronically to the following email addresses during this season: results@o5pba.ca, incentive@o5pba.ca, membership@o5pba.ca, minutes@o5pba.ca, entries@o5pba.ca, pinfall@o5pba.ca, or financials@o5pba.ca.
- It is not necessary to copy office staff or board members, as they will automatically receive the submitted emails.

Please ensure that the subject line of each email summarizes what is included, and do not attach multiple items to multiple email addresses.

Zone / Decentralized Zone (DC)

ZONE / DC CHECKLIST

Code	Form / Criteria / Link	Due Date:	Send To:	Points	<input checked="" type="checkbox"/>
Z1	Banking / Insurance Registration Form	October 15	financials@o5pba.ca	50	
Z2	Financial Agreement / Zone Declaration	November 1	financials@o5pba.ca	50	
Z3	Constitution and By-Law Submission	November 1	incentive@o5pba.ca	25	
Z4	Charity Fundraising	November 1	incentive@o5pba.ca	150	
Z22	Final Fundraising Report	May 1	incentive@o5pba.ca	50	
Z23	Elimination Draw Participation	March 1	Incentive@o5pba.ca	25	
Z24	Elimination Draw – % of Total Sales	April 15	n/a	100	
Z5	Booster Club Kit	September 1	incentive@o5pba.ca	50	
Z20	Lane Certification Report	September 15	incentive@o5pba.ca	50	
Z20	Lane Certification Report	September 30	incentive@o5pba.ca	25	
Z20	Lane Certification Report	October 31	incentive@o5pba.ca	10	
Z15	Awards Program – Participation	November 1	incentive@o5pba.ca	50	
Z16	Awards Program - Full Year Order	November 1	incentive@o5pba.ca	100	
Z17	Awards Program – Monthly (max 8)	Monthly	incentive@o5pba.ca	10	
Z18	Awards Program – Supplementary	November 1	incentive@o5pba.ca	75	
Z19	Awards Program – Year End Form	May 1	incentive@o5pba.ca	50	
Z6	Bowling School – Reserve 1 – 4 spots	January 15	incentive@o5pba.ca	25	
Z7	Hall of Fame Nomination	January 15	incentive@o5pba.ca	50	
Z8	New Life Members	May 1	incentive@o5pba.ca	25	
Z10	Proprietor of the Year Nomination	May 1	incentive@o5pba.ca	50	
Z9	Appreciation Awards Nomination	May 1	incentive@o5pba.ca	25	

Z12	Instruction Clinics (10 per clinic)	Monthly	incentive@o5pba.ca	80	
Z14	Record Scores Report	July 1	incentive@o5pba.ca	50	

BANKING/ INSURANCE REGISTRATION FORM

50 Points for emailing your Banking/Insurance Registration Form to financials@o5pba.ca by **October 15**.

NOTE:

- **Voting rights will be suspended if Banking / Insurance Registration isn't received by November 1.**
- **This form is required to protect your funds.**
- **Monthly bank reconciliation with statements and signatures is necessary for insurance compliance.**

FINANCIAL AGREEMENT / ZONE AGREEMENT DECLARATION

Financial Agreements between the Zones and their DC Associations are made annually.

50 Points will be awarded for emailing all required Financial Agreements to financials@o5pba.ca by **November 1**.

Zone Associations without DC's must submit the Zone Agreement Declaration Form to receive points.

CONSTITUTION AND BY-LAW SUBMISSION

25 points will be awarded for submitting an updated Constitution and By-Laws. Please ensure the revision or approval date is clearly displayed on the front page of the document and submit it via email to incentive@o5pba.ca by **November 1**.

CHARITY FUNDRAISING

100 Points are allocated for fundraising activities conducted on behalf of the Special Olympics (SOO).

50 Points are allocated for fundraising in support of other charitable organizations, provided that the Board of Directors and Provincial Office have been informed of these efforts.

NOTE:

- Points are awarded if the Fundraising Form is submitted by **November 1**, and the appropriate share is submitted to the Ontario 5 Pin Bowlers' Association, where applicable.
- The Final Fundraising Report Form points are awarded if sent on or before **May 1**.

ELIMINATION DRAW TICKET PARTICIPATION

25 Points are awarded for taking part in the Ontario Open Elimination Draw Tickets. To qualify, a zone must sell at least 10 tickets and submit the Elimination Draw Ticket form by **March 1**.

Bonus points will be awarded based on the percentage of total tickets sold.

BOOSTER CLUB PROGRAM

50 Points are awarded for participating in the Booster Club Program **and** emailing the Booster Club Order Form to incentive@o5pba.ca by **September 1**.

LANE CERTIFICATION (ZONES ONLY)

50 Points will be awarded for certifying required lanes and submitting the completed paperwork to the Provincial office by **September 15**. If no lanes are to be certified, indicate on the Lane Certification report.

25 Points will be awarded for certifying all lanes and submitting the completed paperwork to the Provincial Office by **September 30**.

10 Points will be awarded for certifying all lanes and submitting the completed paperwork to the Provincial Office by **October 31**.

NOTE:

No points awarded if paperwork is not submitted by email to incentive@o5pba.ca within the dates.

Bonus Points: The first five Associations to complete their lane certification and submit the required paperwork will receive points as follows: 1st – 25 points, 2nd – 20 points, 3rd – 15 points, 4th – 10 points, and 5th – 5 points.

AWARDS PROGRAM

50 Points will be awarded to those Zone/DC Associations who participate in the Awards Program.

Earn 100 BONUS Points for ordering a full season of required pins by **November 1** or **10 Points** per monthly order (up to **80 points**).

NOTE:

- Ordering one (1) pin from each category does not fulfill the requirements for a season's order.
- To obtain full points, a minimum of 40 pins—demonstrating a range of selections and including Specialty pins (such as the 400 Bar or Collection pin)—must be ordered. Additionally, all forms must be sent via email to incentive@o5pba.ca.

ZONE/DC SUPPLEMENTARY AWARDS PROGRAM:

75 Points are awarded for running a Supplementary Awards Program and submitting the Zone/DC Supplementary Awards Form to incentive@o5pba.ca by **November 1**.

YEAR-END AWARD REPORT FORM

50 Points will be awarded for submitting the Year-End Awards Report Form on or before **May 1** to incentive@o5pba.ca.

BOWLING SCHOOL

25 Points will be awarded for reserving between one (1) and four (4) spots at the O5PBA Bowling School. To secure your reservation, please complete the form and submit it via email to incentive@o5pba.ca by **January 15**.

A minimum deposit of \$50 per spot is required by **February 15**.

10 Points for submitting the names of the students by **May 1**.

10 points will be awarded for payments made in full by **May 31**. Beginning in 2026, a deduction of **25 points** will apply if payment and required names are not submitted by the specified deadlines.

HALL OF FAME

50 Points will be awarded for emailing Applications to incentive@o5pba.ca for the O5PBA Hall of Fame in any of the Players, Builders, or Legends Divisions.

Applications must be received by the Provincial Office by **January 15**, to be considered for the current season. Points are awarded regardless of induction, but the application form must be fully completed.

SUBMISSION OF NEW ZONE / DC LIFE MEMBERS

25 Points will be awarded for emailing any new Life Members granted by your Association in the current season to membership@o5pba.ca. Submissions must be emailed in a separate document (not in your Minutes) to the Provincial Office no later than **May 1**.

NOMINATION FOR PROPRIETOR OF THE YEAR (ANNUAL MEETING)

50 Points will be awarded for emailing a potential nomination to incentive@o5pba.ca for the Proprietor of the Year Award to be presented at the AGM.

Points will only be awarded if the paperwork is completed and includes a full description and justification of why the individual(s) is nominated. This must be completed by **May 1**.

NOMINATIONS FOR APPRECIATION AWARDS (ANNUAL MEETING)

50 Points will be awarded for emailing nominations to incentive@o5pba.ca for Appreciation Awards to be presented at the AGM.

Points will only be awarded if the paperwork is completed and includes a full description and justification of why the individual(s) is nominated. This must be completed by **May 1**.

INSTRUCTION CLINICS

10 Points per month will be awarded to those Zone/DC Associations who conduct instructional clinics and submit the completed Instruction Clinic Form by email to incentive@o5pba.ca within seven (7) days of the event. (Maximum 8 months – 80 points)

RECORD SCORES REPORT

50 Points will be awarded to those Zone / DC Associations who email the Final Record Scores Report Form to incentive@o5pba.ca on or before **June 30**.

Treasurer Incentive Criteria

Please scan copies of the reports and email them to financials@o5pba.ca before putting anything in the mail.

TREASURER CHECKLIST

Code	Form / Criteria	Due Date:	Send To:	Points	<input checked="" type="checkbox"/>
T2	Monthly Bank Reconciliation	Summer Bonus	financials@o5pba.ca	10 Per month	
T2	Monthly Bank Reconciliation	September	financials@o5pba.ca	50 / 30 /10	
T2	Monthly Bank Reconciliation	October	financials@o5pba.ca	50 / 30 /10	
T2	Monthly Bank Reconciliation	November	financials@o5pba.ca	50 / 30 /10	
T2	Monthly Bank Reconciliation	December	financials@o5pba.ca	50 / 30 /10	
T2	Monthly Bank Reconciliation	January	financials@o5pba.ca	50 / 30 /10	
T2	Monthly Bank Reconciliation	February	financials@o5pba.ca	50 / 30 /10	
T2	Monthly Bank Reconciliation	March	financials@o5pba.ca	50 / 30 /10	
T2	Monthly Bank Reconciliation	April	financials@o5pba.ca	50 / 30 /10	
T2	Monthly Bank Reconciliation	May	financials@o5pba.ca	50 / 30 /10	
	Treasurer's Monthly Remittance	n/a	financials@o5pba.ca	n/a	
T18	Membership Full Payment Bonus	November 1	financials@o5pba.ca	25	
T3	Membership 1 st Installment	November 1	financials@o5pba.ca	33	
T3	Membership 2 nd Installment	December 1	financials@o5pba.ca	33	
T3	Membership 3 rd Installment	January 1	financials@o5pba.ca	34	
T14	Bonding Insurance Assessment	November 15	financials@o5pba.ca	25	
T4	League Executive Assessment	November 15	financials@o5pba.ca	25	
T11	Open / Sr Open Assessment	November 15	financials@o5pba.ca	25	
T10	Youth Challenge Assessment	November 15	financials@o5pba.ca	25	
T15	SAGM Assessment	November 15	financials@o5pba.ca	25	
T13	Hall of Fame Assessment	November 15	financials@o5pba.ca	25	
T6	Holiday Classic Assessment	January 15	financials@o5pba.ca	25	
T5	High Low Assessment	January 15	financials@o5pba.ca	25	
T7	Provincial Triples Assessment	March 1	financials@o5pba.ca	25	
T8	Booster Club Assessment	March 1	financials@o5pba.ca	25	
T9	Senior Citizens Assessment	March 1	financials@o5pba.ca	25	
T16	AGM Delegate Assessment	June 1	financials@o5pba.ca	25	

MONTHLY BANK RECONCILIATION FORM

Points will be awarded for the Monthly Bank Reconciliation Form emailed to financials@o5pba.ca within:

- 50 Points – 0-10 days of the monthly meeting
- 30 Points – 11-20 days of the monthly meeting
- 10 Points – 21-30 days of the monthly meeting

NOTE:

- All Accounts must have two signing officers. Signing officers from the same family cannot sign together.
- Form is required monthly for each bank account registered in your Association's name.
- The President must sign or be copied on the submission of the Treasurer's report.
 - If the President is also the Treasurer, another signing officer must sign or initial all Forms
- Include the corresponding bank statement verifying the bank balance.

- Points will be awarded based on the date/time stamp.
- Points awarded **September 1 to April 30.**
- **10 Bonus points** available for submitting reports **May to August.**

MEMBERSHIP ASSESSMENTS

Up to **125 Points** awarded to all Zone & DC associations that pay Membership Invoices by the due date, based on the schedule below:

- **125 Points** if PAID IN FULL by **November 1.**
- **33 Points** – 1st installment by **November 1.**
- **33 Points** – 2nd installment by **December 1.**
- **34 Points** – 3rd installment by **January 1.**

ASSESSMENTS

25 Points will be awarded for the invoices paid within 30 days.

Email a copy of the Treasurer's Monthly Remittance Form and a copy of the cheque(s) to financials@o5pba.ca, prior to mailing documents.

NOTE Invoice # and Description MUST be included on the Treasurer's Monthly Remittance Form for the points to be awarded.

BONUS / PENALTY

50 Points will be awarded on **May 1**, if ALL Invoices are paid by the due date.

35 Points will be deducted for each NSF cheque

Membership Incentive Criteria

MEMBERSHIP CHECKLIST

Code	Form / Criteria	Due Date:	Send To:	Points	<input checked="" type="checkbox"/>
M1	League Executive Summary	October 20	membership@o5pba.ca	25	
M9	Registered Leagues' Executive Forms	October 20	membership@o5pba.ca	50	
M10	Additional League's Executive Forms	After October 20	membership@o5pba.ca	1	
M2	Membership Lists	November 13	membership@o5pba.ca	50	
M11	Additional Membership Lists	November 14– December 18	membership@o5pba.ca	1	
M3	Life Membership Lists	December 18	membership@o5pba.ca	25	
M4	Compiled Membership Spreadsheet	February 19	membership@o5pba.ca	100	
M6	Final Membership Report	May 1	membership@o5pba.ca	25	

25 Points will be awarded for completing the League Executive Summary Form by **October 20**.

50 Points will be awarded for submitting the Registered Leagues' Executive Registration Forms by email to membership@o5pba.ca by **October 20**.

- If **ALL** forms are not submitted, a percentage of the points will be assigned based on the number of league forms submitted.
- **1 Point** will be awarded for each Registered Leagues' Executive Registration Forms received after **October 20**.

50 Points will be granted to those who submit their updated Membership lists for all Registered Leagues to membership@o5pba.ca on or before **November 13**. The O5PBA will provide electronic Membership lists.

- If **ALL** lists are not submitted, a percentage of the points will be assigned based on the number of membership lists received.
- **1 Point** will be awarded for each Membership list received between **November 14** & **December 18**.

50 Points will be awarded to for submitting their updated Life Membership lists to membership@o5pba.ca.

ZONE/DC MEMBERSHIP SPREADSHEETS:

Each Zone/DC Association will receive a membership spreadsheet at the beginning of 2026, based on their membership as of **December 31**.

- The Zone /DC Association is responsible for compiling a membership spreadsheet capturing the data from their completed Membership Application Forms
- **100 Points** will be awarded for emailing the compiled membership spreadsheet to membership@o5pba.ca by **February 19**.
- **NOTE:**
 - Spreadsheets must be shared password protected.
 - The spreadsheet must be received prior to ANY Provincial Championship to comply with The Personal Information Protection and Electronic Documents Act (PIPEDA).
 - The completed Membership forms are to be stored by the Zone / DC until **July 31**.

FINAL MEMBERSHIP REPORT

25 Points will be awarded for emailing their Final Membership Report to membership@o5pba.ca by **May 1**.

BONUS POINTS:

- The Percentage of Members compared to the 2024 / 2025 season will be awarded.

Publicity Incentive Criteria

PUBLICITY CHECKLIST

Code	Form / Criteria	Due Date:	Send To:	Max Points	<input checked="" type="checkbox"/>
P3	Publicity Report & Criteria	Summer Bonus	incentive@o5pba.ca	10 per month	
P1	Publicity Report & Criteria	September	incentive@o5pba.ca	100	
P1	Publicity Report & Criteria	October	incentive@o5pba.ca	100	
P1	Publicity Report & Criteria	November	incentive@o5pba.ca	100	
P1	Publicity Report & Criteria	December	incentive@o5pba.ca	100	
P1	Publicity Report & Criteria	January	incentive@o5pba.ca	100	
P1	Publicity Report & Criteria	February	incentive@o5pba.ca	100	
P1	Publicity Report & Criteria	March	incentive@o5pba.ca	100	
P1	Publicity Report & Criteria	April	incentive@o5pba.ca	100	
P2	1 st O5 Newsletter Submission	15 th of Month	incentive@o5pba.ca	100	
P2	2 nd O5 Newsletter Submission	15 th of Month	incentive@o5pba.ca	100	
P2	3 rd O5 Newsletter Submission	15 th of Month	incentive@o5pba.ca	100	
P2	4 th O5 Newsletter Submission	15 th of Month	incentive@o5pba.ca	100	

PUBLICITY REPORT FORM

25 Points will be awarded each month for submitting their Publicity Report within 15 days of the monthly meeting, and ONLY if there is any publicity reported. No points will be awarded for blank report forms submitted.

PUBLICITY POINTS

Points will be awarded monthly for participating in the Publicity Program using the following criteria:

- Monthly Newsletter - **25 Points** for producing a monthly Newsletter with a “Header” including a “logo” and Newsletter name emailed to incentive@o5pba.ca
- Association Website - **25 Points** for utilizing a local website to promote their 5 pin bowling activities within their area. Website details must be included in the Publicity Report
- Association Facebook Page - **25 Points** for utilizing a Facebook page to promote their 5 pin bowling activities within their area. Associations must include the page’s URL in the Publicity Report.

BONUS POINTS: 25 Points will be awarded for submitting items for inclusion into the monthly O5 Newsletter up to four times a year.

- Items must be sent to incentive@o5pba.ca. Items must be received by the 15th of each month in one of the three acceptable formats (Word, Excel or PDF) for points to be allocated.

Note: Items published in the O5 Newsletter will be at the discretion of the O5 Board of Directors.

Summer Bonus: **10 Points** per month for submitting a report with Bowling updates

Secretary Incentive Criteria

SECRETARY CHECKLIST

Code	Form / Criteria	Due Date:	Send To:	Points	<input checked="" type="checkbox"/>
S1	Summer Bonus	May – August	minutes@o5pba.ca	10 per month	
S1	Minutes & Agenda	September	minutes@o5pba.ca	100 / 80 / 60	
S1	Minutes & Agenda	October	minutes@o5pba.ca	100 / 80 / 60	
S1	Minutes & Agenda	November	minutes@o5pba.ca	100 / 80 / 60	
S1	Minutes & Agenda	December	minutes@o5pba.ca	100 / 80 / 60	
S1	Minutes & Agenda	January	minutes@o5pba.ca	100 / 80 / 60	
S1	Minutes & Agenda	February	minutes@o5pba.ca	100 / 80 / 60	
S1	Minutes & Agenda	March	minutes@o5pba.ca	100 / 80 / 60	
S1	Minutes & Agenda	April	minutes@o5pba.ca	100 / 80 / 60	
S2	Executive Listing	October 1, or	minutes@o5pba.ca	75	
S2	Executive Listing	October 16, or	minutes@o5pba.ca	50	
S2	Executive Listing	November 1	minutes@o5pba.ca	25	
S3	Supplies Order Form	July 31	minutes@o5pba.ca	50	
S3	Supplies Order Form	August 21	minutes@o5pba.ca	25	
S4	Zone / DC Visitation Form	November 1	minutes@o5pba.ca	50	
S5	Voting Delegate Form – SAGM	October 15	minutes@o5pba.ca	25	
S6	Voting Delegate Form - AGM	May 15	minutes@o5pba.ca	25	

MONTHLY MEETINGS MINUTES AND AGENDAS

25 Points will be awarded monthly for emailing your monthly meeting minutes to minutes@o5pba.ca within 30 days of your meeting date.

25 Points will be awarded monthly for emailing your monthly Meeting Agenda to minutes@o5pba.ca within 30 days of your meeting date.

NOTE:

- Submit both items together in one email. There will be a 2 Point deduction if sent separately
- The agenda must include the date and location of the meeting.
- The date and time of the email will be the deciding factor in points awarded.
- No points will be awarded for any monthly Meeting Minutes / Agenda received after 30 days

BONUS Points will be awarded for Minutes and Agenda that are submitted within:

- 0-10 days - 50 Points,
- 11-20 days - 30 Points,
- 21-30 days - 10 Points of your monthly meetings.

EXECUTIVE LISTING:

75 Points will be awarded for submitting by **October 1.**

50 Points will be awarded for submitting by **October 16.**

25 Points will be awarded for submitting by **November 1.**

NOTE:

Zone / DC Associations that have not submitted their Executive Listings, including signed Membership Application Forms, Assumption of Risk, Waiver of Claims and Liability Agreements by **November 1**, will have their voting privileges revoked.

SUPPLIES ORDER FORM:

50 Points will be awarded to those Associations who submit by **July 31**.

25 Points will be awarded to those Associations who submit by **August 21**.

ZONE/DC ASSOCIATION VISITATION FORM:

50 Points will be awarded to those who submit to incentive@o5pa.ca on or before **November 1**.

VOTING DELEGATE FORMS:

25 Points each will be awarded for submitting their Voting Delegate Forms for the SAGM and the AGM to incentive@o5pba.ca by the stated date to qualify for the points.

BONUS POINTS:

- The Board of Directors and Provincial Office reserve the right to award Points for additional requests for information or questionnaires by a specified deadline date.

Tournament Director

TOURNAMENT DIRECTOR CHECKLIST

Code	Form / Criteria	Due Date:	Send To:	Points	<input checked="" type="checkbox"/>
TD1	Tournament Declaration Form	November 1	incentive@o5pba.ca	100	
TD7	High Low - League Entry Forms	November 4	entries@o5pba.ca	25	
TD8	High Low - Winner Report	Within 2 days	results@o5pba.ca	25	
TD9	High Low - Pinfall Report	Within 7 days	pinfall@o5pba.ca	25	
TD44	High Low – Participant Paperwork	Within 14 days	results@o5pba.ca	25	
TD4	League Executive Winner Report	Within 2 days	results@o5pba.ca	25	
TD5	League Executive - Pinfall Report	Within 7 days	pinfall@o5pba.ca	25	
TD43	League Executive – Participant Paperwork	Within 14 days	entries@o5pba.ca	25	
TD32	Youth Challenge – Winner Report	Withing 2 days	results@o5pba.ca	25	
TD49	Youth Challenge – Participant Paperwork	Within 14 days	results@o5pba.ca	25	
TD33	Youth Challenge – Pinfall Report	Within 7 days	pinfall@o5pba.ca	25	
	Youth Challenge – Coaches Report	Within 25 hours	results@o5pba.ca	25	
TD11	Holiday Classic – League Entry Forms	January 25	entries@o5pba.ca	25	
TD12	Holiday Classic – Winners Report	Within 2 days	results@o5pba.ca	25	
TD45	Holiday Classic – Participant forms	Within 14 days	results@o5pba.ca	25	
TD13	Holiday Classic – Pinfall Report	Within 7 days	pinfall@o5pba.ca	25	
TD22	Ontario Open – Week 1 Pinfall Report	Within 25 hours	pinfall@o5pba.ca	25	
TD23	Ontario Open – Week 2 Pinfall Report	Within 25 hours	pinfall@o5pba.ca	25	
TD21	Ontario Open – Winners Report	Within 2 days	results@o5pba.ca	25	
TD19	Ontario Open –Entry Forms	February 28	entries@o5pba.ca	25	
TD20	Ontario Open – Coaches Report	February 6	results@o5pba.ca	25	
TD28	SR Open – Week 1 Pinfall	Within 25 hours	pinfall@o5pba.ca	25	
TD29	SR Open – Week 2 Pinfall	Within 25 hours	pinfall@o5pba.ca	25	
TD26	SR Open – Winners Report	Within 2 days	results@o5pba.ca	25	
TD25	SR Open – Entry Forms	February 28	entries@o5pba.ca	25	
TD27	SR Open Coaches Report	February 6	results@o5pba.ca	25	
TD39	Senior Citizens – Entry Forms	February 18	entries@o5pba.ca	25	
TD40	Senior Citizens – Winners Report	Within 2 days	results@o5pba.ca	25	
TD41	Senior Citizens – Pinfall report	Within 7 days	pinfall@o5pba.ca	25	
TD51	Senior Citizens – Participant Forms	Within 2 weeks	results@o5pba.ca	25	
TD15	Triples – League Entry Forms	February 4	entries@o5pba.ca	25	
TD16	Triples – Winners Report	Within 2 days	results@o5pba.ca	25	
TD46	Triples – Participant Forms	Within 14 days	results@o5pba.ca	25	
TD17	Triples – Pinfall Report	Within 7 days	pinfall@o5pba.ca	25	
TD36	Booster Club – Winners Report	Within 2 days	results@o5pba.ca	25	

TD50	Booster Club – Participant Forms	Within 14 days	results@o5pba.ca	25	
TD37	Booster Club – Pinfall Report	Within 7 days	pinfall@o5pba.ca	25	

TOURNAMENT DECLARATION

100 Points will be for submitting the Tournament Declaration Form to incentive@05pba.ca by **November 1.**

TOURNAMENT ENTRY FORM AND LEAGUE ENTRY FORMS

25 Points will be awarded for emailing the League Entry Forms for each tournament to entries@o5pba.ca within 14 days of the deadline dates.

NOTE:

Submission of League Entry Forms for all their Leagues together should be sent as one complete package. As additional tournament entries are encouraged, the original submission date will be used when awarding points.

25 Points will be awarded for emailing Zone Open & Senior Open Entry Forms to entries@o5pba.ca by **January 6.**

WINNERS REPORTS

25 Points will be awarded for each of the following Forms emailed to results@o5pba.ca by the deadline:

- Tournament Winner’s Form - Within 2 days of the tournament roll-off dates
- Ontario Open Coaches Report Form - Within 14 days of the final qualifying round in your Zone.
- Youth Challenge Coaches Report Form within 25 hours of the completion of the event. No Points will be awarded if bowlers’ averages are not submitted.
- Tournament Directors must ensure ALL fields are completed before submitting to results@o5pba.ca.

PINFALL AND NUMBER OF GAMES:

25 Points will be awarded for emailing the total pinfall and number of games of each participant of an event to pinfall@o5pba.ca within seven (7) days.

- The email must specify the date of the zone round.
- Points will be awarded for completing a Zone or DC round in league bowling upon submission of an email that includes the relevant date range.
- Points will not be awarded for submissions received more than seven days after the event.

25 Points will be awarded for emailing the Zone Open/ Senior Open roll-off scores, including the number of games bowled to pinfall@o5pba.ca, within 2 days of completion of each week of the Zone roll-off.

- The email must include the date of each round.

PARTICIPANT PAPERWORK

25 Points will be awarded each tournament for the submission of the Participant’s paperwork and Code of Conduct, within 14 days of the tournament.

Average Book Chair (Zone Only)

AVERAGE CHAIR CHECKLIST

Code	Form / Criteria	Due Date:	Send To:	Points	<input checked="" type="checkbox"/>
A1	Average Book Spreadsheets	July 1	pinfall@o5pba.ca	100	
A2	Final Zone Average Book Form	November 1	incentive@05pba.ca	25	

AVERAGE BOOK SPREADSHEETS

100 Points will be awarded for submitting the completed Average Book Spreadsheets to pinfall@o5pba.ca on or before **July 1**.

BONUS Points will also be awarded for the percentage of your Membership that is included in the Average Book.

- The email must include the last day of bowling in the zone

The figures will be based on your 2024 - 2025 final Membership numbers. Example: If you have 87% of your Membership listed in the Average Book, you will receive 87 points. However, 50% or less of your Membership listed in the Average Book and you will receive 0 points.

BONUS Points:

- The first five (5) Associations submitting the Average Book Spreadsheets will receive the following additional points: 25 points for 1st,
- 20 points for 2nd,
- 15 points for 3rd,
- 10 points for 4th,
- 5 points for 5th

NOTE:

Points will be distributed based on days submitted after the last date of league bowling within the Zone / DC.

FINAL ZONE AVERAGE BOOK

25 Points will be awarded for submitting the Zone Average Book Form to incentive@o5pba.ca by **November 1**.

BONUS points will be distributed based on the order received:

- 100 points for 1st,
- 80 points for 2nd,
- 60 points for 3rd,
- 40 points for 4th,
- 20 points for 5th

Coaching Coordinator (Zone Only)

COACHING COORDINATOR CHECKLIST

Code	Form / Criteria	Due Date:	Send To:	Points	<input checked="" type="checkbox"/>
C2	Zone Coaching Policy	November 1	incentive@05pba.ca	25	
C3	Community Coaching Clinic	n/a	incentive@05pba.ca	25	
C4	Competitive Coaching Clinic	n/a	incentive@05pba.ca	50	
C9	Member attending Coaching Clinic	n/a	incentive@05pba.ca	10	
C8	NCCP Address Changes	n/a	incentive@05pba.ca	25	
C6	Coaching Lottery	January 31	incentive@05pba.ca	15	
C10	Submission of Coaches for Youth Challenge Nationals	December 31	incentive@05pba.ca	25	

ZONE COACHING POLICY

25 Points will be awarded for submitting a copy of their Zone Association's Coaching Policy to the Provincial Office via incentive@05pba.ca by **November 1**.

NOMINATIONS

25 Points for nominating a Grassroots or Elite Coach for recognition by **October 5**.

NCCP COACHING COURSES:

25 Points will be awarded each time a Zone holds a Community Coaching Clinic during the current season with a minimum of 6 attendees

- Points will only be awarded if the appropriate forms for each course are submitted within 14 days of the course date.
- **10 Points** will be awarded if paperwork is received 15 – 30 days of the course date.

50 Points will be awarded each time a Zone holds an Introduction to Competition Coaching Clinic during the current season, with a minimum of 6 attendees

- Points will only be awarded if the appropriate forms for each course are submitted within 14 days of the course date.
- Points will be awarded if paperwork is received 15 – 30 days after the course date.

NOTE:

Local Coaching Coordinator must work with the Provincial Coaching Coordinator to schedule the courses, or no points will be awarded.

MISCELLANEOUS

10 Points for each zone member in attendance at the following ONLINE courses:

- Tournament Director
- Community Coach
- Introduction to Competition Coaching Clinic

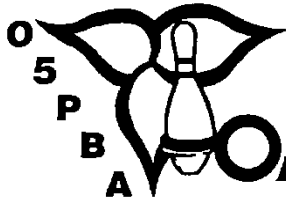
Points will only be awarded if the appropriate forms for each course are submitted within 14 days of the course date. Send an email summary of attendees for each course to incentive@05pba.ca.

25 Points will be awarded for any NCCP Change of Address Forms that are submitted to the Provincial Office via incentive@o5pba.ca as required.

15 Points will be awarded for submitting this list of available coaches for the Open / Senior Open Lottery by **December 31.**

25 Points will be awarded for submitting potential coaches for the Youth Challenge National Team by **December 31.**

Appendix - Forms



Ontario 5 Pin Bowlers' Association

2025 – 2026 Banking Insurance and Registration Form

Send the form to financials@o5pba.ca to qualify for incentive points.

ZONE / DC ASSOCIATION: _____

WE CONFIRM THAT NO TWO SIGNING OFFICERS OF ONE FAMILY WILL SIGN ANY DOCUMENTS FOR THE ASSOCIATION TOGETHER.

PRESIDENT'S SIGNATURE: _____

TREASURER'S SIGNATURE: _____

Please neatly print or type the information requested below. Use an additional sheet if necessary.

(Note: Even if you file this report electronically, a hard copy must be filed with the office showing original signatures IN ORDER TO COMPLY WITH INSURANCE GUIDELINES)

ACCOUNT NAME: _____

ACCOUNT NUMBER: _____ BANK TRANSIT & ROUTING # _____

NAME OF BANK: _____ MANAGER'S NAME: _____

BRANCH STREET ADDRESS: _____

CITY: _____ POSTAL CODE: _____ TELEPHONE: _____

ACCOUNT NAME: _____

ACCOUNT NUMBER: _____ BANK TRANSIT & ROUTING # _____

NAME OF BANK: _____ MANAGER'S NAME: _____

BRANCH STREET ADDRESS: _____

CITY: _____ POSTAL CODE: _____ TELEPHONE: _____



2025 – 2026 Zone Agreement Declaration

Submit this form to incentive@o5pba.ca by **November 1, 2025**, to qualify for incentive points.

Zone Association: _____

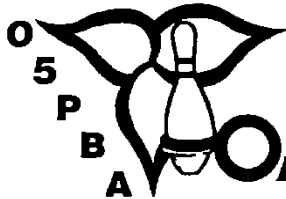
Contact Person: _____

Contact Telephone : () _____

Email Address (Print Clearly): _____

Please be advised that our Zone does not currently have any DC Associations during the 2025 - 2026 bowling season.

President's Signature: _____



Ontario 5 Pin Bowlers' Association

2025 – 2026 Zone and Decentralized Association Financial Agreement Form

Submit to Financials@o5pba.ca by **November 1, 2025**, to qualify for incentive points.

Each year, every House is required to file a copy of its completed Financial Agreement, as below, with the Provincial Office.

The following is Section 5. (e) of Schedule D to the By-Laws of the Ontario 5 Pin Bowlers' Association.

5. (e) The House will negotiate with its Zone Association an Agreement under which fees and assessments will be sent annually to ensure adequate funding of the operations of the Zone. Such agreement to be common to all Houses within the Zone and provide, for example, as follows:

MEMBERSHIP FEES

For each Individual Member, the House shall pay the Zone Association \$_____ from fees collected for each membership.

SPECIAL OLYMPICS /OTHER CHARITY BOWLATHON/ "BOWL FOR CHARITY" CAMPAIGN

The House shall pay the Zone Association _____ % (percent) of all commissions it earns from net proceeds of the Special Olympics/Other Charity Bowl-a-thon /" Bowl for Charity" Campaign.

BOOSTER CLUB

The House shall pay the Zone _____ % (percent) of all net proceeds retained for its own use through operation of a local Association Booster Kit.

OTHER FUNDRAISERS

The House shall pay the Zone Association _____% (percent) of all commissions it earns from net proceeds of all other fundraisers ETC.

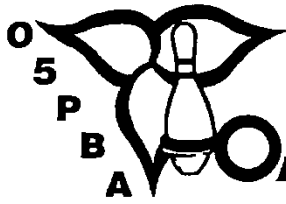
ASSOCIATION: _____

SIGNATURE: _____

DATE: _____

ZONE

HOUSE



Ontario 5 Pin Bowlers' Association

2025 - 2026 Zone / DC Fundraising

Submit this form to incentive@o5pba.ca by **November 1, 2025**, to qualify for incentive points.

Zone / Decentralized Association: _____

Contact Person: _____

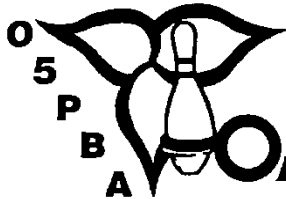
Contact Telephone #: () _____

Email Address (Print Clearly): _____

Please be advised that our Zone / DC Association during the 2025-2026 bowling season, we will be fundraising for the following charities:

NAME OF CHARITY	YES	NO
Special Olympics		
Booster Club		
Other (Please List)		

President's Signature: _____



Ontario 5 Pin Bowlers' Association

2025 - 2026 Zone/DC Fundraising Final Report

Submit this form to incentive@o5pba.ca by **May 1, 2026**, to qualify for incentive points.

Zone / Decentralized Association:

Contact Person:

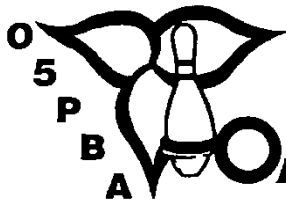
Contact Telephone #: ()

Email Address (Print Clearly):

We are pleased to announce that our Zone / DC Association raised funds for the following charities during the 2025 - 2026 bowling season:

NAME OF CHARITY	Amount Raised
Special Olympics	
Booster Club	
Other (Please List)	

President's Signature:



Ontario 5 Pin Bowlers' Association

2025 – 2026 Booster Club Order Form

Submit this form to incentive@o5pba.ca by **August 10, 2025**, to qualify for incentive points

Zone/DC Association: _____

Name: _____

Shipping Address: _____

City: _____

Postal Code: _____

Our Zone/DC Association wishes to order the following Booster Club Kit (Please check the appropriate boxes below):

SAME KIT AS 2024-2025

75 Booster Club Kit \$20.00 Ticket

100 Booster Club Kit \$30.00 Ticket

125 Booster Club Kit \$40.00 Ticket

150 Booster Club Kit

200 Booster Club Kit 10 Weekly Draws

250 Booster Club Kit 20 Weekly Draws

300 Booster Club Kit

400 Booster Club Kit

Please indicate the number of Winner Draw Boards Required: _____



Ontario 5 Pin Bowlers' Association

2025 - 2026 Zone / DC Supplementary Award Program

Submit this form to incentive@o5pba.ca by **November 1, 2025**, to qualify for incentive points.

Zone / Decentralized Association: _____

Contact Person: _____

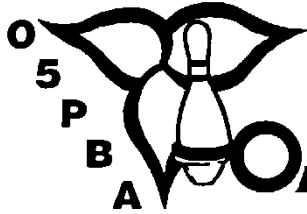
Contact Telephone #: () _____

Email Address (Print Clearly): _____

Please be advised that our Zone / DC Association will be offering a Supplementary Awards Program for our members during the 2025 – 2026 bowling season by:

- A) Giving out certificates of achievement
- B) Issuing awards for specific levels of achievement
- C) Both
- D) Other (please share) _____

President's Signature: _____



Ontario 5 Pin Bowlers' Association

2025 - 2026 Year-End Awards Order Form

Year-End Awards Report Forms must be submitted to incentive@o5pba.ca on or before **May 1** on forms downloaded from the O5 website.

Association: _____

Ordered by: _____

Date ordered: _____

Ship order to: _____

<u>Quantity</u>	<u>Description</u>	<u>Price</u>	<u>Total</u>
_____	Merit Bar w/Executive Pin	\$5.00	\$ _____
_____	League Champion Pin	\$3.00	\$ _____

Total Amount of Order: \$ _____

Shipping Charges: \$ _____

(Under 50 Pins) - \$5.00

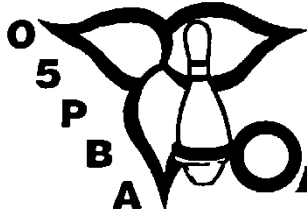
(50+ Pins) – No Charge

Sub-total: \$ _____

Add 13% HST: \$ _____

Grand Total: \$ _____

Note: Enclose a cheque made payable to the "Ontario 5 Pin Bowlers' Association" with your order.



Ontario 5 Pin Bowlers' Association

2025 - 2026 Bowling School Reservation Form

Submit completed form to incentive@o5pba.ca

Zone / DC Association: _____

Requested by: _____

Phone #: _____

Email Address: _____

Date of Submission: _____

List Student names if known at this time.

Incentive points are awarded only if you submit before **January 15th** and pay a minimum \$50 deposit per spot to the office by **February 15**.

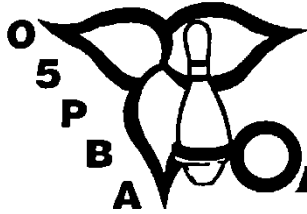
NOTE: Spots are not held without a deposit.

Student names must be received by **May 1st**.

Full payment for all reserved spots must be received by **May 31st**.

Starting in 2026, there will be a deduction of **25 points** if payment and names are not received by the applicable date.

Spot #	PLAN NUMBER	STUDENT NAME	AMOUNT
1			
2			
3			
4			



Ontario 5 Pin Bowlers' Association

2025 – 2026 Treasurer's Monthly Report Form – Bank Reconciliation

This form **must** be completed each month by the Treasurer of the Zone or Decentralized Association for each bank account operated by the Association.

Please scan copies of the reports and email them to financials@o5pba.ca.

The form must be signed by the President. If the Treasurer is the President, another officer must sign. If signatures aren't available, CC the other signing officers.

Zone/DC Association: _____

Treasurer's Name: _____ Signature: _____

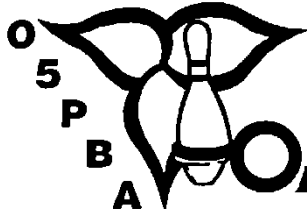
Date of Report: _____ Reconciliation for Month Ending : _____

Bank Account Name: _____ Bank Account Number: _____

Outstanding Cheques		}	Closing Balance on Enclosed Statement		
Name of payee	Amount		[+] Deposits made after statement closing date		
			Sub Total		
			[-] Outstanding Cheques		
			Equals		
			Cheque Book Balance		
			Difference (if any)		
Total					

Please attach bank statement (and/or copy of passbook) for the above Reconciliation

President's Signature: _____ Date: _____



Ontario 5 Pin Bowlers' Association

2025 – 2026 Treasurer's Monthly Remittance Form

Scan copies of the reports and email them to financials@o5pba.ca prior to mailing to the office.

Association: _____

Date of Report: _____ Date of Meeting: _____

Treasurer's Signature: _____

Item Description	Invoice Date	Invoice No.	Amount

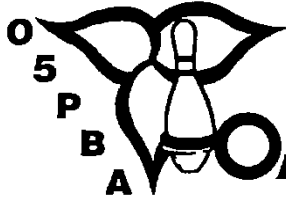
Number of Cheques enclosed: _____

TOTAL: _____

Please indicate: Cheque Money Order e-Transfer

Please list the invoice numbers and amount of any O5PBA invoices not paid as of this remittance.

O5PBA Invoice #	Amount	Date To Be Paid



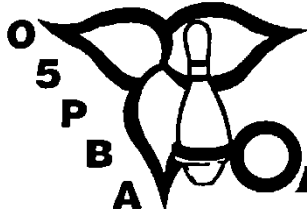
Ontario 5 Pin Bowlers' Association

2025 - 2026 Membership Final Report

Completed form must be emailed to the Provincial office at membership@o5pba.ca by May 1, 2026.

Membership Chair: _____

Membership Category	Gender		Number of Register Members
	Male	Female	
Zone / DC Executive			
Tournament			
Regular			
Senior			
SOO / Blind			
YBC Under 18			
YBC Graduate			
Life Member			
Duplicate			
Total			



Ontario 5 Pin Bowlers' Association

2025 – 2026 Publicity Director's Monthly Report Form

Submit this form to incentive@o5pba.ca to qualify for incentive points.

Association: _____

Publicity Director: _____ Date of Meeting: _____

Website: _____ Updated: _____

Email address: _____

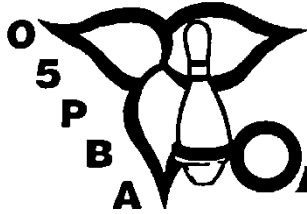
Do you use a Facebook Page to advertise your association?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What was the topic of your text: _____	Date: _____	
_____	Date: _____	
_____	Date: _____	

Names of newspapers from which items were clipped.	Number of Clippings
_____	_____
_____	_____
_____	_____

Did you receive any coverage on Local Radio or TV?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Station and Channel: _____	Subject covered: _____	

Does your Local Newspaper have a column to cover bowling?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your Local Newspaper have a column to cover sports?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, What Newspaper and By-line: _____		

Does your Association prepare a Monthly Newsletter?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please submit a copy of the newsletter.		



Ontario 5 Pin Bowlers' Association

2025 – 2026 Executive Listing

Email completed form to incentive@o5pba.ca by September 30, 2025. Individual Membership forms for all Directors should accompany the form.

Note: Zone/DC Associations must submit Executive Listings and signed Membership Application Forms by November 1, 2025, to retain voting privileges.

Zone / DC: _____

Secretary: _____

Email: _____ Phone: _____

PRESIDENT: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender : _____

Under 30 31 – 50 50+

VICE-PRESIDENT: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender : _____

Under 30 31 – 50 50+

SECRETARY: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender: _____

Under 30 31 – 50 50+

TREASURER: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender : _____

Under 30 31 – 50 50+

TOURNAMENT DIRECTOR: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender : _____

Under 30 31 – 50 50+

MEMBERSHIP CHAIR: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender : _____

Under 30 31 – 50 50+

AWARDS CHAIR: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender : _____

Under 30 31 – 50 50+

PUBLICITY CHAIR: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender : _____

Under 30 31 – 50 50+

RECORD SCORES CHAIR: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender : _____

Under 30 31 – 50 50+

BOOSTER CLUB CHAIR: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender : _____

Under 30 31 – 50 50+

FUNDRAISING CHAIR: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender : _____

Under 30 31 – 50 50+

LANE CERTIFICATION: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender : _____

Under 30 31 – 50 50+

COACHING CHAIR: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender : _____

Under 30 31 – 50 50+

AVERAGE CHAIR: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender : _____

Under 30 31 – 50 50+

ZONE / DC HISTORIAN: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender : _____

Under 30 31 – 50 50+

SOCIAL MEDIA CHAIR: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender : _____

Under 30 31 – 50 50+

DIRECTOR: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender: _____

Under 30 31 – 50 50+

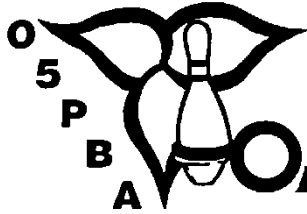
DIRECTOR: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Gender : _____

Under 30 31 – 50 50+



Ontario 5 Pin Bowlers' Association

2025 – 2026 Supplies Order Form

Email completed form to incentive@o5pba.ca by August 9, 2025.

Zone/DC Association: _____

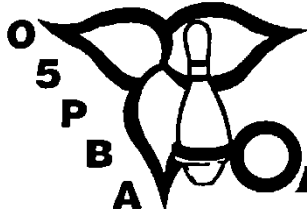
Name: _____

Shipping Address: _____

City: _____

Postal Code: _____

ITEM	QUANTITY
Secretary's Handbooks	
O5PBA Calendars	
League Sanction Certificates and Decals	
C5PBA Membership Programs and Benefits Poster	
C5PBA Awards Program and Record Scores Poster	
C5PBA National Tournaments Poster	
Individual Record and Team Standing form	On Website
Provincial Record Scoreboards	On Website
High-Low Doubles – League Scoreboards	On Website
Holiday Classic – League Scoreboards	On Website
Provincial Triples – League Scoreboards	On Website
High-Low Doubles Lapel Pins (Order 2 pins per league entry)	
Provincial Triples Lapel Pins (Order 3 pins per league entry)	
Greenbook's (Maximum 2 per Zone / DC) at no charge	
Additional Greenbook's (\$25 each)	



Ontario 5 Pin Bowlers' Association

2025 – 2026 Zone / DC Association Visitation Report Form

Submit this form to incentive@o5pba.ca by November 1, 2025, to qualify for incentive points.

Zone / DC Association: _____

Contact: _____

Telephone: _____

Email Address: _____

The Provincial Board of Directors are available to attend an Association Board Meeting during the 2025-2026 bowling season to answer any question or concerns. (Schedules permitting).

Our Zone / DC would like a provincial board member to attend a meeting this season. Yes No

Request the attendance of a Board member by indicating the preferred month below. Provincial Delegate will confirm the date and time, as required.

- August 2025
- September 2025
- October 2025
- November 2025
- December 2025
- January 2026
- February 2026
- March 2026
- April 2026
- May 2026
- Annual Meeting



2025 – 2026 Tournament Declaration Form

Submit this form to incentive@o5pba.ca by **November 1, 2025**, to qualify for incentive points.

Zone / DC Association: _____

Tournament Director's Name: _____

Phone # _____

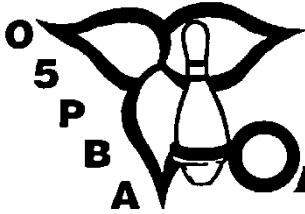
Email Address: _____

During the 2025-2026 season our association will be running the following tournaments:

Tournament	Yes / No	Date of Zone Round
High-Low Doubles		
Executive		
Holiday Classic		
Provincial Triples		
Senior Citizens		
Ontario 5 Pin Booster Club		
Youth Challenge (Zone Only)		
Ontario Open (Zone Only)		
Ontario Senior Open (Zone Only)		

Date: _____

President's Signature: _____



Ontario 5 Pin Bowlers' Association

Zone Average Book Form

Submit this form to incentive@o5pba.ca by **November 1, 2025**, to qualify for incentive points.

Zone Association: _____

Average Book Chairperson: _____

Contact Telephone #: () _____

Email Address (Print Clearly): _____

Last Day of Bowling (Zone / DC): _____

Please be advised that our Zone Average Book can be found in the following location:

Online at:
Submitted as an attachment:

President's Signature: _____