



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

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September 15, 2015

TO: All Zone and DC Association Presidents

### **SUBJECT: 2015-2016 O5PBA Incentive Program**

Dear President:

We are continuing our efforts to reduce the flow of unnecessary paper coming into the office so the 2015-2016 Incentive Program has been reviewed to reduce the paper flow even further. As you see, on the attached incentive files, our goal is to reduce the physical paper flow to the office to the bare minimum and have everything submitted to the office electronically.

This year we will be checking in periodically to identify areas where we are missing information, in the hopes to improve communication. This will also help with the allocation of incentive points (examples: in September – contact will be made to ensure we have received all the 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 the office has the information they require)

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 2015-2016 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 2015-2016 Incentive Program will run for the period: **October 1, 2015** through to **April 30, 2016 (unless otherwise stated)**.

**Please take the time to review the material carefully.**

We strongly encourage each Association to submit their documentation electronically in order to further reduce **unnecessary paper** coming into the Provincial Office, all Associations are requested to ensure that only the **forms** or **information requested** under each category is the only paperwork that is sent into the office.

For example, do not send in the following:

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

The finalists for the 2015-2016 Incentive Program will be selected based on the published requirements set aside for each chair. Please refer to the incentive description for each category. A total of five (5) finalists in each category will be selected.

***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 thank you for all of your efforts in submitting the necessary paperwork in a timely manner, and we look forward to moving forward with the new system in years to come.

Any constructive feedback on the Incentive Program is always welcomed and should be submitted by email to the undersigned for consideration by the Incentive Committee and office staff.

Yours truly,

*Winnie Spires*

Winnie Spires  
Chair, Incentive Committee

Enclosure: 2015-2016 O5PBA Incentive Program Package

***“I wish everyone good luck and good bowling in their 2015–2016 season”***