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September 1, 2017

TO: All Zone and DC Association Presidents

**SUBJECT: 2017-2018 O5PBA Incentive Program**

Dear President:

We have come to a turning point in our efforts and the 2017-2018 Incentive Program information must be totally automated. 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 able to guarantee points for items sent in electronically to either [incentive@o5pba.ca](mailto:incentive@o5pba.ca), [results@o5pba.ca](mailto:results@o5pba.ca), or [minutes@o5pba.ca](mailto:minutes@o5pba.ca).

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 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 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 2017-2018 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 2017-2018 Incentive Program will run for the period: **October 1, 2017** through to **May 15, 2018** (unless otherwise stated).

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

We are insisting that each Association submit their documentation electronically into the Provincial Office to better meet everyone's needs. 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.
- c. Ledger sheets. These should be summarized in your monthly financial statements.

The finalists for the 2017-2018 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 three (3) 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 all for of your efforts in submitting the necessary paperwork in a timely manner, and we look forward to moving forward to a more automated system in the year 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  
Incentive Committee, Chair

Enclosure: 2017-2018 O5PBA Incentive Program Package

***"I wish everyone an awesome 2017-2018 bowling season."***