

# **SASKATCHEWAN 5-PIN BOWLERS' ASSOCIATION INC.**

## **TOURNAMENT / HOSTING MANUAL**

The S5PBA Provincial events are:

Great Western Fun Bowl  
Great Western Open  
High Low Doubles

Rising Stars  
Youth Challenge

For general rules for any of these events, please refer to the Executive Handbook on the Saskbowl.com website. For specific qualifying criteria, contact your Local Association or Zone.

### **PROCEDURES TO FOLLOW WHEN HOSTING A PROVINCIAL EVENT:**

1. Local Association to appoint a Chairperson and advise the S5PBA Tournament Director of who that person will be;
2. Chairperson to set up a Hosting Committee consisting of a Chairperson, Secretary, Treasurer and Head Judge of Play;
3. Complete Hosting Application and send one copy to the S5PBA Tournament Director;
4. Complete Hosting Questionnaire and send one copy to the S5PBA Tournament Director;
5. Complete Hosting Agreement and send one copy to the S5PBA Tournament Director;
6. Complete proposed budget form and send one copy to the S5PBA Tournament Director as soon as possible (early December is a good date);
7. Follow through with items outlined on Hosting Application, Hosting Questionnaire, Hosting Agreement and proposed budget;
8. Obtain copies of all agreements entered into by your committee(s) (hotels, motels, caterers, etc);
9. Conduct regular committee meetings.

**NOTE:** Rooms required for the events:

Fun Bowl & Rising Stars	Approx. 130 rooms	(160 bowlers & 80 guests)
Provincial Open	Approx. 75 rooms	(105 bowlers & 45 guests)
Youth Challenge	No rooms required	
High Low Doubles	Approx. 50 rooms	(60 bowlers & 40 guests)

If you require assistance regarding Judge of Play clinics, contact S5PBA Technical Director who will advise what the clinic costs will be for registration and manuals. The instructor's expenses are covered by the S5PBA.

Information pertaining to the event(s) received by the S5PBA Tournament Director will then be prepared and posted on the Saskbowl.com website for the benefit of the Zones and Local Associations that will be participating in the event(s).

All forms (office, scoresheets, etc.) will be prepared by the S5PBA Tournament Director and supplied to the hosting committee in time for the event.

All events should be conducted to be financially successful. Profits/losses will be split between the S5PBA and the Local Association hosting the event(s).

If you have any questions or concerns or require further assistance, please contact Shirley Bird, S5PBA Tournament Director, at (306 373-2798 or by email at [sbird001@sasktel.net](mailto:sbird001@sasktel.net). The phone has message manager and if you leave a message, your call will be returned as soon as possible.

**SASKATCHEWAN 5-PIN BOWLERS' ASSOCIATION INC.**  
**PROVINCIAL EVENTS**

<u>Date</u>	<u>Youth Challenge</u>	<u>High Low</u>	<u>FB/RS</u>	<u>Open</u>
2018-19	Saskatoon	Biggar	Saskatoon	Regina
2019-20	Prince Albert	TBA	Regina	Prince Albert
2010-21	Regina	TBA	Saskatoon	Moose Jaw
2021-22	Saskatoon	TBA	Regina	Saskatoon
2022-23	Prince Albert	TBA	Saskatoon	Regina
2023-24	Regina	TBA	Regina	Prince Albert

General Information relating to each event:

- The use of personal bowling balls will be allowed;
- C5 rules will be strictly enforced;
- All Judges of Play must be certified (if not sure, check with the S5PBA Technical Director);
- All lanes must be certified (if not sure, check with S5PBA Technical Director);
- Each event will receive a \$600 hosting grant from the S5PBA;
- Each event will be responsible to cover the costs of hotel, travel and meals for the S5PBA Tournament Director and one other S5PBA representative to attend the event(s);
- Each event will be responsible to cover the costs of medals and/or All Star awards presented at the event. The following medals and awards are required:

Youth Challenge	- medals
High Low Doubles	- medals
Fun Bowl	- medals (S5PBA supplies merchandize prizes)
Rising Stars	- medals (S5PBA supplies cash prizes)
Provincial Open	- medals and 12 All Star awards

All medals will be purchased by the S5PBA and brought to each event by the S5PBA Tournament Director. The Hosting Committee will be invoiced accordingly.

# SASKATCHEWAN 5-PIN BOWLERS' ASSOCIATION INC.

## HOSTING APPLICATION

Application to host: \_\_\_\_\_  
Local Association: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Email address: \_\_\_\_\_

Proposed bowling centres: Provide name, address and phone number for each

#1 \_\_\_\_\_  
Number of lanes: \_\_\_\_\_  
Lanes are: main floor \_\_\_\_\_ basement \_\_\_\_\_  
Computer scoring: Yes \_\_\_\_\_ No \_\_\_\_\_  
Space for bleachers: Yes \_\_\_\_\_ No \_\_\_\_\_ Office Space: Yes \_\_\_\_\_ No \_\_\_\_\_

#2 \_\_\_\_\_  
Number of lanes: \_\_\_\_\_  
Lanes are: main floor \_\_\_\_\_ basement \_\_\_\_\_  
Computer scoring: Yes \_\_\_\_\_ No \_\_\_\_\_  
Space for bleachers: Yes \_\_\_\_\_ No \_\_\_\_\_ Office Space: Yes \_\_\_\_\_ No \_\_\_\_\_

Proposed hotels/motels to be used: Provide name and address for each

#1 \_\_\_\_\_

#2 \_\_\_\_\_

Is hotel near the bowling centre(s): #1 \_\_\_\_\_ #2 \_\_\_\_\_

If not, is transportation being provided: Yes \_\_\_\_\_ No \_\_\_\_\_

Please make sure the Hosting Questionnaire is completed and returned with this form.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact/Chairperson

# SASKATCHEWAN 5-PIN BOWLERS' ASSOCIATION INC.

## HOSTING QUESTIONNAIRE

Bowling Centre:

Have you booked the bowling centre(s) Yes \_\_\_\_ No \_\_\_\_  
Have you negotiated a price for lineage: Yes (Preset by Bowl Sask)  
Have you negotiated a price for practice lanes: Yes \_\_\_\_ No \_\_\_\_  
Is there room for bleachers: Yes \_\_\_\_ No \_\_\_\_  
Number of spectators it can accommodate \_\_\_\_\_  
Office space and phone access Yes \_\_\_\_ No \_\_\_\_  
Space for scoreboards Yes \_\_\_\_ No \_\_\_\_  
Is there a lunch counter Yes \_\_\_\_ No \_\_\_\_  
Distance from lanes to hotels/motels \_\_\_\_\_  
Is a fax machine available if needed Yes \_\_\_\_ No \_\_\_\_  
Is a photocopier available if needed Yes \_\_\_\_ No \_\_\_\_

Have you booked hotels/motels: Yes \_\_\_\_ No \_\_\_\_

If yes, number of rooms booked \_\_\_\_\_

Room rate/occupancy: Single \_\_\_\_ Double \_\_\_\_  
Three \_\_\_\_ Four \_\_\_\_

Complimentary rooms Yes \_\_\_\_ No \_\_\_\_  
Can you obtain a floor plan Yes \_\_\_\_ No \_\_\_\_  
Can you pre-register rooms Yes \_\_\_\_ No \_\_\_\_  
What time is check-out \_\_\_\_\_

Dining room:

Capacity: \_\_\_\_\_

Time open: \_\_\_\_\_

Will they open earlier if needed Yes \_\_\_\_ No \_\_\_\_

Coffee shop:

Capacity: \_\_\_\_\_

Time open: \_\_\_\_\_

Will they open earlier if needed Yes \_\_\_\_ No \_\_\_\_

Meeting room Yes \_\_\_\_ No \_\_\_\_

Banquet room Yes \_\_\_\_ No \_\_\_\_

Maximum capacity for buffet \_\_\_\_\_

Maximum capacity for sit down meal \_\_\_\_\_

PA system Yes \_\_\_\_ No \_\_\_\_

Risers for head table Yes \_\_\_\_ No \_\_\_\_

Are decorations permitted Yes \_\_\_\_ No \_\_\_\_

Is floor suitable for dancing Yes \_\_\_\_ No \_\_\_\_

Have you set up a Hosting Committee for the event Yes \_\_\_\_ No \_\_\_\_

Do you anticipate any problems Yes \_\_\_\_ No \_\_\_\_

If yes, what are they: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Make sure that your Local Association, Chairperson and Host Committee understand that they are subject to all requests, rules and regulations that the S5PBA require.

Copies of all Host Committee Minutes, letters of confirmation of bookings, rates, etc. must be available to the S5PBA Tournament Director upon request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Local Association President

\_\_\_\_\_  
Host Committee Chairperson

# **SASKATCHEWAN 5-PIN BOWLERS' ASSOCIATION INC.**

## **BOWLING CENTRE HOSTING AGREEMENT**

The \_\_\_\_\_ Local Association has made a request to host the  
\_\_\_\_\_ Provincial Championships.

Dates: \_\_\_\_\_

Time: \_\_\_\_\_

The following guidelines must be met by the bowling centre(s):

1. The lanes must be certified;
2. The pins and bands are to be in new condition;
3. Only A and B house balls are to be on the racks during the event or authorized personal bowling balls;
4. The bowling centre(s) must be in a clean condition; and
5. Ordinary drinking water must be available at all times.

The cost of lineage will be currently \$5.00 per game (Preset by Bowl Sask).

Please make 4 copies of this agreement and distribute as follows:

1. Give one copy to the bowling centre(s) proprietor or his/her representative;
2. Give one copy to the President of your Local Association;
3. Give one copy to the S5PBA Tournament Director; and
4. Keep one copy for your records.

I have read and agree to abide by the above hosting criteria as set by the S5PBA.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proprietor or Manager

# SASKATCHEWAN 5-PIN BOWLERS' ASSOCIATION INC.

## PROPOSED BUDGET

For the \_\_\_\_\_ Provincial Championships.  
Host Centre \_\_\_\_\_ Date: \_\_\_\_\_

This budget form may be used for tracking Revenues and Expenses for the provincial championship being held. This is strictly a sample copy for information purposes. Please add or delete any items which may or may not be applicable.

A copy of your proposed budget should be sent to the S5PBA Tournament Director once your committee has been set up and prices obtained.

### Income

Ticket Sales:  
    Packages \_\_\_\_\_ @ \$ \_\_\_\_\_  
    Banquet \_\_\_\_\_ @ \$ \_\_\_\_\_  
Liquor Sales \_\_\_\_\_  
Liquor Returns \_\_\_\_\_  
Zone/Local lineage assessment \_\_\_\_\_  
Grants:  
    Sask 5 \_\_\_\_\_  
    Other \_\_\_\_\_  
\_\_\_\_\_

**TOTAL INCOME:**

### Expenses

Reception (Food) \_\_\_\_\_ @ \$ \_\_\_\_\_  
Banquet (Food) \_\_\_\_\_ @ \$ \_\_\_\_\_  
Music \_\_\_\_\_  
Liquor & Liquor Permits \_\_\_\_\_  
Lineage \_\_\_\_\_  
S5PBA: Tournament Director \_\_\_\_\_  
    Sask. 5 Rep \_\_\_\_\_  
Tickets (printing) \_\_\_\_\_  
Office (supplies) \_\_\_\_\_  
Medals (approx. price) \_\_\_\_\_ @ \$ 10.00 each  
All Star Awards (Open only) 12 @ \$ \_\_\_\_\_  
Decorations etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL EXPENSES:**

**TOTAL PROFIT (LOSS) FOR THE EVENT** \_\_\_\_\_



# **SASKATCHEWAN 5-PIN BOWLERS' ASSOCIATION INC.**

## **DUTIES OF HOST COMMITTEE**

### **Duties of Chairperson**

1. Appoint committee heads, or accept volunteers, using those who you are certain will carry out their responsibilities capably and effectively.
2. Hold regular meetings with all of your workers to ensure that everyone is doing their position and also so that you and everyone else on the committee will be aware of what is going on. Reports are to be submitted.
3. Try, whenever possible, to oversee all committee work. Have the Treasurer prepare a proposed budget and submit to the Provincial Tournament Director (PTD) no later than November 1<sup>st</sup> of the current bowling season.
4. Prepare all the information pertaining to the event (bowling centre(s), hotels, banquet, etc.) and forward to the PTD to post on the website.
5. Work closely with your local sponsor rep in preparation for the event.
6. Give each committee head a copy of his/her duties as outlined in this manual.
7. Ensure that your Co-chair or somebody is aware of all that you are required to do so that in the event you cannot fulfill your duties, he/she will be able to carry on without problems.

### **Duties of Secretary**

1. Prepare Minutes of all committee meetings and see that copies are distributed to all committee heads and the PTD (if requested).
2. Make sure that committee heads have the necessary material with which to carry out their jobs. Rule books for JOP's and schedules and lane draws for all workers.
3. Ensure that all information and correspondence is handled promptly.
4. Forms requesting all information required will be posted online by the PTD (once all the items have been finalized by the host committee).
5. Order all tickets which will be required for the banquets and tickets for liquor sales, raffles, etc.

### **Duties of Treasurer**

1. Set up a bank account in the name of the event.
2. Keep a record as required of income and expenditures, keeping all receipts on file for expenditures.
3. Have a financial report available at each committee meeting.
4. Prepare a financial statement after the event and forward two copies, one to the Provincial Treasurer and one to the PTD with the file and receipts. The copies should be forwarded within one month of the completion of the event.
5. Forward a cheque in the amount of 50% of the first \$1200 and 25% of the balance over \$1200 of the profits of the event to the S5 Treasurer along with the financial statement.

### **Duties of Office Manager**

1. The PTD will enter scores/results in the computer but the host centre should check with the PTD and provide the necessary workers to complete this task.
2. Provide a person/people to pick up score sheets and post scores.

### **Duties of Head Judge of Play**

1. Arrange for Judges of Play for each shift of the event.
2. Establish schedules for the Judges of Play.
3. Arrange for clinics prior to the event to ensure there are enough certified JOP's.
4. Attend and assist the Chairperson at the coaches and managers meeting.

### **Duties of Banquet/Reception Manager**

1. Book banquet and reception halls for the days required. Select the menu to be prepared and receive contract in writing for services to be supplied.
2. Book suitable music if there is a dance and obtain agreement in writing.
3. A microphone should be set up for the speakers and presentations.
4. Assigned seating should include guests who may be attending the banquet with the teams.
5. Separate table for awards for display and presentation.

**Items supplied by Sask. 5**

1. Press sheet and lane draw.
2. Medals will be supplied by Sask. 5 but the event will be invoiced for them:

High Low Doubles	6	2 gold, 2 silver, 2 bronze
Fun Bowl	15	5 gold, 5 silver, 5 bronze
Rising Stars	15	5 gold, 5 silver, 5 bronze
Open Teams	63	21 gold, 21 silver, 21 bronze
Open Singles	6	2 gold, 2 silver, 2 bronze
Youth Challenge	54	18 gold, 18 silver, 18 bronze
Youth Challenge	6	2 gold, 2 silver, 2 bronze
3. Hosting grant of \$600 for each event.

**Items not supplied by Sask. 5**

1. For the Open you need to purchase 12 All Star awards (Singles and top 5 ladies/men).
2. For the Fun Bowl you need to purchase the merchandize prizes and submit receipts to Sask. 5 for reimbursement.

