

SASKATCHEWAN 5 PIN BOWLERS' ASSOCIATION

"AFFILIATE & PARTICIPATE"

The S5PBA Provincial events are:

Great Western Fun Bowl
Rising Stars
High Low Doubles

Great Western Open
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 for and send one copy to the S5PBA Tournament Director as soon as possible (early December would be 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 - hotels, motels, caterers, etc.
9. Conduct regular committee meetings

NOTE: Rooms required for the Events

Fun Bowl & Rising Stars	approximately 100 rooms	(140 bowlers & 70 guests)
Provincial Open	approximately 60 rooms	(84 bowlers & 30 guests)
Youth Challenge	no rooms required	
High Low Doubles	approximately 40 rooms	(50 bowlers & 25 guests)

If you require assistance regarding Judge of Play clinics, contact the 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 to sbird001@sasktel.net

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PROVINCIAL EVENTS

<u>DATE</u>	<u>YOUTH CHALLENGE</u>	<u>HIGH LOW</u>	<u>FB/RS</u>	<u>OPEN</u>
2019-20	Prince Albert	Moose Jaw	Regina	Prince Albert
2020-21	Regina	Foam Lake	Saskatoon	Moose Jaw
2021-22	Saskatoon	Esterhazy	Regina	Saskatoon
2022-23	Prince Albert	TBA	Saskatoon	Regina
2023-24	Regina	TBA	Regina	Prince Albert

GENERAL INFORMATION RELATING TO EACH EVENT

1. The use of personal bowling balls will be allowed.
2. C5 rules will be strictly enforced
3. All judges of play must be certified (if not sure check with S5PBA Technical Director)
4. All houses hosting provincial events must be certified (check with S5PBA Technical Director)

Each event will receive a \$600.00 hosting grant from Sask 5 Pin Bowlers' Association

Each event will be responsible for the expenses (hotels, meals and travel) of Provincial Executive attending the event in official capacity (Tournament Director and Sask 5 rep.) and any medals and/or all-star awards presented at the event.

Youth Challenge	>	60 medals
High Low Doubles	>	6 medals
G.W. Brewhouse Fun Bowl	>	15 medals
Rising Stars	>	15 medals
G.W. Brewhouse Open	>	69 medals and 12 all-star awards.

ALL MEDALS ARE PURCHASED BY SASK 5, BUT YOU WILL BE INVOICED FOR THEM. THE TOURNAMENT DIRECTOR WILL BRING THEM TO THE EVENT.
HOST ASSOCIATION FOR THE OPEN BUYS THE 12 ALL STAR AWARDS

SASKATCHEWAN 5 PIN BOWLERS' ASSOCIATION

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APPLICATION TO HOST THE PROVINCIAL _____

ASSOCIATION: _____

CONTACT PERSON: _____

POSITION: _____

ADDRESS: _____

PHONE: Home _____ Work _____ Fax _____

PROPOSED BOWLING CENTER(S) LISTING NAME, ADDRESS & TELEPHONE NUMBERS:

#1

Number of lanes _____
 Lanes are main floor _____ basement _____ upstairs _____
 Computer scoring Yes _____ No _____ Telescopes Yes _____ No _____
 Space for bleachers Yes _____ No _____ Office space Yes _____ No _____

#2

Number of lanes _____
 Lanes are main floor _____ basement _____ upstairs _____
 Computer scoring Yes _____ No _____ Telescopes Yes _____ No _____
 Space for bleachers Yes _____ No _____ Office space Yes _____ No _____

#3

Number of lanes _____
 Lanes are main floor _____ basement _____ upstairs _____
 Computer scoring Yes _____ No _____ Telescopes Yes _____ No _____
 Space for bleachers Yes _____ No _____ Office space Yes _____ No _____

PROPOSED HOTELS TO BE USED:

#1 _____ Address _____ Postal _____

#2 _____ Address _____ Postal _____

Is hotel near the bowling center(s) #1 _____ #2 _____ #3 _____
 If no - will transportation be provided? Yes _____ No _____

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

_____ Date

_____ Signature of Contact Person/chairman

Best day and time to telephone if necessary _____
 Hosting questionnaire for Provincial Championships _____

SASKATCHEWAN 5 PIN BOWLERS' ASSOCIATION

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HOSTING QUESTIONNAIRE

Bowling Center

Have you booked the bowling center(s) Yes _____ No _____
Have you negotiated a price for the lineage Yes _____ Pre-set by Bowl Sask
If yes, what is tournament price Per line (game) (GST Included) \$5.50
What price for practice lanes Per line or per hour _____
Is there room for bleachers Yes _____ No _____
Number of spectators you can accommodate _____
Office space and phone access _____
Space for scoreboards _____
Is there a lunch counter in the bowling center _____
Distance from lanes to hotels/motels _____
Do you have a fax machine available _____
Do you have a photocopier available _____

Have you booked hotel(s) Yes _____ No _____
Number of rooms _____
Room rate Single _____ Double _____
Three _____ Four _____
Any complimentary rooms Yes _____ No _____
Can we pre-register Yes _____ No _____
What time is checkout _____

Dining Room

Capacity _____
Time open From _____ To _____
Will they open earlier if needed Yes _____ No _____

Coffee Shop

Capacity _____
Time open From _____ To _____
Will they open earlier if needed Yes _____ No _____

Meeting Room

Yes _____ No _____

Banquet Room (only for the Great Western Open)

Maximum capacity for banquet		_____	
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 started a committee for the event? _____

Do you anticipate any problems? Yes _____ No _____

If yes, what are they? _____

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

Copies of all committee minutes, letters of confirmation of bookings, rates, etc. must be available to the Provincial Tournament Director if requested.

(signature of Association President)

(signature of Chairperson)

Submitted on: _____

We thank you for your co-operation in preparing this information for the S5PBA Office.

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BOWLING CENTER HOSTING AGREEMENT

The _____ 5 Pin Bowlers' Association has made a request to host the
_____ Provincial Championships.
(season) _____

DATES: _____

TIME: _____

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

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

The cost of lineage will be \$5.50 GST included per game.
(pre-set by Bowl Sask - June 16, 2019)

Practice lanes will be _____ per game or _____ per lane per hour.

Enclosed are four (4) copies of the Agreement. Please have copies completed and

1. Give one copy to the bowling center proprietor or his/her representative
2. Give one copy to the President of your Association
3. Keep one copy for your records
4. Return one copy to the Provincial Tournament Director

I have read and agree to abide by the Hosting Rules and Regulations as set by the Executive of the Saskatchewan 5 Pin Bowlers' Association

Bowling Center

Signature of Proprietor or Manager

Date

Date received by the P.T.D.

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PROPOSED BUDGET

FOR THE _____ PROVINCIAL

HOST CENTRE(S): _____ 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.

RECEIPTS - INCOME

Ticket sales			
Packages	_____	@ _____	_____
Banquet	_____	@ _____	_____
Liquor sales			_____
Liquor returns			_____
Zone/local assessment for lineage			_____
Raffle ticket sales			_____
Grants - from Sask 5			\$600.00
Grants - from other sources			_____
.....			
.....			

EXPENSES

Reception (food)	_____	@ _____	_____
Banquet (food)	_____	@ _____	_____
Music			_____
Liquor & liquor permits			_____
Lineage			_____
Provincial Executive Expenses			_____
Tournament Director			_____
Sask 5 Rep			_____
Tickets (printing)			_____
Office (supplies)			_____
Medals (approx. price)		@ 10.00 each	_____
All Star Awards (Open only)	12	@ _____	_____
Decorations, etc.			_____
.....			
.....			

TOTAL PROFIT (loss) FOR THE EVENT _____

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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 in 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 1st 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. Keep a record as required of income and expenditures, keeping all records/receipts on file.
2. Have a financial report available at each committee meeting.
3. 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 competition.
4. 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 the 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 display and presentation of awards.

ITEMS SUPPLIED BY SASK 5

1. Press sheets 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
Great Western Fun Bowl Teams	15	5 gold, 5 silver, 5 bronze
Rising Stars Teams	15	5 gold, 5 silver, 5 bronze
Great Western Open Teams	63	21 gold, 21 silver, 21 bronze
Great Western Open Singles	6	2 gold, 2 silver, 2 bronze
Youth Challenge Teams	54	18 gold, 18 silver, 18 bronze
Youth Challenge Singles	6	2 gold, 2 silver, 2 bronze

3. Hosting grant of \$600.00 for each event

ITEMS NOT SUPPLIED BY SASK 5

1. For the Open you need to purchase 12 All Star Awards (Gold medal Singles & the top 5 men and the top 5 ladies)

2. For the Fun Bowl you need to purchase the merchandize prizes and submit receipts to Sask 5 for reimbursement. Currently you need 15 prizes that are unisex (no alcohol) and you need to check with the Sask 5 Treasurer to find out how much you are allowed to spend.