

# ***SASKATCHEWAN 5 PIN BOWLERS' ASSOCIATION***

## **HOSTING MANUAL**



2025 - 2026

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## Provincial Events

Youth Challenge

Great Western Funbowl

High Low Doubles

Shirley Bird Rising Stars

Great Western Open Championships

## General Rules

For general rules for any of these events, please refer to the Executive Handbook on the [saskbowl.com](http://saskbowl.com) website. For specific qualifying criteria, contact your local Association or Zone.

## Hosting Procedures

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

## Medal & Prize Requirements

1. All medals are purchased by S5PBA and will be invoiced to the provincial tournament
  - a. The tournament director will bring medals to the provincial event
2. Youth Challenge
 

a. Teams	78 medals	24 gold	24 silver	24 bronze
b. Singles	6 medals	2 gold	2 silver	2 bronze.
3. Great Western Fun Bowl
  - a. Teams           15 medals                   5 gold           5 silver           5 bronze
  - b. Host Association to purchase 15-20 unisex merchandize prizes
    - i. No Alcohol is permitted.
  - c. S5PBA will reimburse the cost of the prizes.
    - i. Submit receipts to S5PBA treasurer.
  - d. Check with S5PBA Treasurer for budget allowance.
4. Shirley Bird Rising Stars- 15 Medals
 

a. Teams	15 medals	5 gold	5 silver	5 bronze
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5. High Low Doubles – 6 medals
 

a. Teams	6 medals	2 gold	2 silver	2 bronze
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6. Provincial Open approximately – 69 medals & 12 all-star awards
 

a. Teams	63 medals	21 gold	21 silver	21 bronze
b. Singles	6 medals	2 gold	2 silver	2 bronze
c. Host Association purchases the 12 all-star awards				

## Room Requirements

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

## General Information

Information pertaining to the provincial 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). Each event will receive a hosting grant from S5PBA. Each hosting association is responsible for the expenses (hotels, meals and travel) of Provincial Executive attending the event in official capacity (Tournament Director and Sask 5 rep.) and medals and/or all-star awards presented at the event.

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

If you have any questions or concerns or require further assistance, please contact Roger Bradley, S5PBA Tournament Director, at 306-280-0804 or by email to [sask5tournament@outlook.com](mailto:sask5tournament@outlook.com)

## General Rules

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

# Hosting Application



Saskatchewan 5-Pin Bowlers' Association  
"AFFILIATE & PARTICIPATE"



## Hosting Application

### Event Information

Provincial Event \_\_\_\_\_ Event Date(s) \_\_\_\_\_

Association \_\_\_\_\_

Contact Person \_\_\_\_\_

Position \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Proposed Bowling Centre(s) Information

	Centre 1	Centre 2	Centre 3
Bowling Centre Name Address & Phone			
Number of Lanes	_____	_____	_____
Lane Location (select one)			
Ground Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second Storey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scoring			
Computer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Telescores	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Manual	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Space			
Bleachers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Office	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Proposed Hotel / Motel Information

Hotel Name

1 \_\_\_\_\_ Address \_\_\_\_\_

2 \_\_\_\_\_ Address \_\_\_\_\_

3 \_\_\_\_\_ Address \_\_\_\_\_

Distance to bowling centre from Hotel

	Centre 1		Centre 2		Centre 3	
	Distance (km)	Time (min)	Distance (km)	Time (min)	Distance (km)	Time (min)
Hotel / Motel 1						
Hotel / Motel 2						
Hotel / Motel 3						

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date



## Hosting Agreement



Saskatchewan 5-Pin Bowlers' Association  
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### Bowling Centre Hosting Agreement

The \_\_\_\_\_ 5 Pin Bowlers Association has made the request to host the \_\_\_\_\_ provincial championships

(bowling season)

Dates(s): \_\_\_\_\_

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 The bowling centre(s) must be in a clean condition
- 4 Ordinary drinking water must be available at all times

The cost of lineage will be \_\_\_\_\_ \$7.75 including taxes \_\_\_\_\_ per game per person for 2024-2025  
(pres-set by Bowl Sask - June 2024, subject to change yearly)

Practise Lanes will be \_\_\_\_\_ per game or \_\_\_\_\_ per lane hour.

Please provide a copy of this agreement to:

- 1 Provincial Tournament Director
- 2 President or Secretary of the local bowling association
- 3 Bowling Centre
- 4 Keep a copy for your records

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 Centre

\_\_\_\_\_  
Signature of Proprietor or Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received by the P.T.D.

# Proposed Budget



Saskatchewan 5-Pin Bowlers' Association  
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## Proposed Budget

Provincial Event \_\_\_\_\_ in \_\_\_\_\_ on \_\_\_\_\_

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.

**Income**

Grants

S5PBA \$ -  
Other Sources

Zone Lineage

Ladies Team	_____	@	_____	\$ -
Men's Team	_____	@	_____	\$ -
Mixed Team	_____	@	_____	\$ -
Singles	_____	@	_____	\$ -

Ticket

Packages \_\_\_\_\_ @ \$ - \$ -  
Banquets \_\_\_\_\_ @ \$ - \$ -

50/50 Ticket Sales

Shift 1 \_\_\_\_\_  
Shift 2 \_\_\_\_\_  
Shift 3 \_\_\_\_\_  
Shift 4 \_\_\_\_\_  
Shift 5 \_\_\_\_\_

Liquor

Sales \$ -  
Returns \$ -

Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Income Sub - total \$ - \$ -



Saskatchewan 5-Pin Bowlers' Association  
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**Proposed Budget**

Expenses

S5PBA expenses

Tournament Director				\$ -
Sask 5 Representative				\$ -
Medals	0	@	\$ 10.00	\$ -

Lienage

Bowling Centre 1				\$ -
Bowling Centre 2				\$ -
Bowling Centre 3				\$ -

Food

Hospitality		@	\$ -	\$ -
Banquet		@	\$ -	\$ -

Music

50/50 Ticket Sales

Shift 1				\$ -
Shift 2				\$ -
Shift 3				\$ -
Shift 4				\$ -
Shift 5				\$ -

Liquor

Permits				\$ -
Liquor				\$ -
Bartenders				\$ -

All-Star Awards (open only)

12 @ \$ -

\$ -

Office Supplies

Tickets				\$ -
Miscellaneous				\$ -
Decorations				\$ -
Games				\$ -

Other

				\$ -
				\$ -
				\$ -
				\$ -

Expenses Sub - total \$ - \$ -

TOTAL PROFIT (loss) FOR THE EVENT \$ -

S5PBA Profit Split \$ -

## Appendix A

### Duties of Hosting Committee

#### CHAIRPERSON

1. Appoint committee heads, or accept volunteers, using those who you are certain will carry out their responsibilities capable and effectively.
2. Hold regular meetings with all 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 it 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 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 draw 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 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 contracts 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

## Appendix B

### Provincial Events and Locations

Date	Youth Challenge	HI-LO	Funbowl / Rising Stars	Open
2023-24	Saskatoon	Nipawin	Saskatoon	Saskatoon
2024-25	Regina	Perdue	Saskatoon	Regina
2025-26	Prince Albert	Kelvington	Regina	Saskatoon
2026-27	Saskatoon	Swift Current	Saskatoon	Regina
2027-28	Regina	Yorkton	Regina	Moose Jaw
2028-29	Prince Albert	TBA	Saskatoon	Regina
2029-30	Saskatoon	TBA	Regina	Saskatoon
2030-31	Regina	TBA	Saskatoon	Moose Jaw
2031-32	Prince Albert	TBA	Regina	Prince Albert