

Manitoba 5 Pin Bowlers' Association, Inc.

MANAGERS INSTRUCTIONS

ALL MANAGERS MUST BE NAMED ON THE INFO PAGE

Managers' responsibilities Prior to all M5PBA tournament events:

1. Confirm transportation arrangements and reserve hotel rooms/accommodations for contingent members & guests.
2. Distribute information to all bowlers with regards to dates, times, locations, uniforms, etc.
3. Provide banquet information to all contingent members & guests.
4. Provide final ticket count to Zone contact by deadline date.

Managers' responsibilities During all M5PBA tournament events:

1. Report to the Tournament Director prior to the start of the tournament with changes to the roster, banquet information and monies owing.
2. Ensure bowlers arrive:
 - in uniform
 - on time
 - ready to bowl (have shoes, balls, etc.)
3. Distribute instructions to bowlers and coaches (programs, tickets, etc.)
4. Be available to contingent members during the event competition and banquet.

MSPBA MANAGERS INSTRUCTIONS AND EXPECTATIONS FOR NATIONAL EVENTS

General Responsibilities

1. Contingent Information:
 - a. Obtain contact information for all contingent members (i.e. phone numbers, e-mail addresses, etc.) and provide them with manager contact information.
 - b. Distribution and collection of Questionnaires.
 - c. Submission of all required information in full and on time (in collaboration with the M5 Tournament Director) to C5.
 - d. Ensure that all contingent members and guests are aware of all travel arrangements.

2. Team Meetings and Practices:
 - a. Arrange for at least one **contingent meeting** prior to the national event.
 - b. Ensure that adequate practices are being conducted and attended.
 - i. Arrange for practices (Youth Challenge)
 - ii. Monitor practices (Other Events)
 - c. Make sure contingent members are aware of tournament format.
 - d. Distribute uniforms, tickets and further contingent information.

3. National Championships:
 - a. Attend all relevant meetings prior to and during championship.
 - b. Distribute packages to all contingent members and guests.
 - c. Maintain rooming lists for contingent members.
 - d. Inform contingent members of:
 - i. Bowling schedules
 - ii. Transportation schedules
 - iii. Photography schedule
 - iv. Social Events (Compulsory attendance by ALL Contingent members)
 - e. Ensure that guests are aware of the expectations placed on the competitors during the event.
 - f. Be visible and in uniform.
 - g. Support bowlers and provide assistance where necessary.

4. Post-Championships
 - a. Distribute team photos, stats packages, etc.
 - b. Inform contingent members of:
 - i. Check-out times
 - ii. Transportation to airport
 - iii. Flight departures/arrivals
 - c. Prepare post-event report to M5 Board

COACHES INSTRUCTIONS AND EXPECTATIONS FOR PROVINCIAL & NATIONAL EVENTS

All coaches assigned to teams in a M5PBA and/or C5PBA Championship must be a current M5PBA & C5PBA member in good standing and must be registered with their respective Provincial Association as having completed COMMUNITY COACH or INTRO TO COMPETITION CERTIFICATION as a 5 Pin Bowling Coach. **ALL MANITOBA COACHES MUST HAVE COMPLETED THE RESPECT IN SPORT PROGRAM THROUGH SPORT MANITOBA.**

1. Coaches are responsible to make sure that their bowlers have all the National Championship information
2. Coaches are responsible to have practices with their team.
3. Coaches are to make sure their team knows at what times and on what lanes they bowl
4. All bowlers are required to be at the lanes twenty (20) minutes prior to bowling. Coaches must contact the Chief Judge of Play or Tournament Official to register their bowlers prior to bowling.
5. Coaches should make sure all team members are dressed properly.
6. Coaches are responsible for the conduct of their bowlers for the duration of the event: (event is defined as 'from the time you leave home until the time you return home').
 - alcoholic beverages may not be consumed during the competition
 - chemical depressants or stimulants (performance enhancing drugs) may not be consumed during the event
 - intoxicated bowlers or coaches shall be removed from the competition and may be suspended for the remainder of the tournament
7. The wearing or use of external electronic devices such as MP3 players, cell phones, etc is prohibited. This applies while the bowler is on the approach but does not prohibit the bowler from using the device while waiting his or her turn
8. Coaches are responsible for watching the score for errors. After a frame has been completed and the next frame has been bowled, you cannot change the score unless it is an obvious error in addition. The scorepad is the official score and it is your responsibility to check it for accuracy.
9. A team score sheet shall be provided and it is the Coach's responsibility to accurately complete and sign this after each game, thereby approving the score
10. Lane courtesy should be observed at all times but should not be overdone.
11. In all team events, only bowlers competing in the event, coaches, and tournament officials shall be permitted in the bowlers' enclosure.

12. Only a bowler taking their regular turn in the line-up shall be allowed on the approach at any given time. Coaches and all other team members must remain off the approach to the side or behind the score stand.
13. A bowler who wishes to leave the bowlers enclosure must inform the Coach.
14. The Coach is responsible for having his/her team line-up submitted for each game as quickly as possible.
15. Only Coaches will be allowed to discuss, dispute or protest any point pertaining to the Championships with the Judge of Play. Please inform the bowlers of this ruling in order to save any unnecessary delays.
16. Coaches must not approach a member of the opposing team with a complaint. If you have a dispute of any kind, inform the opposing coach who shall stop the bowling on both lanes and summon the Judge of Play.
17. Coaches are not allowed to compete in any event.
18. Coaches are responsible for having all bowlers arrive **on time** and **in uniform** at the Victory Banquet.
19. Coaches should make their bowlers aware of all rules as violations may result in penalties being assessed or suspensions from the Championships.
20. The use of chants, songs, cheers etc. which contain profanity, slanderous remarks or words which are deemed detrimental to the image of 5 Pin Bowling will not be allowed. Use of such illegal chants will result in forfeiture of game and repeated violation of this rule shall lead to suspension from competition.
21. The use of profanity, of any nature, will **NOT** be tolerated! A warning will be given, however, if use is continued, the offender will be suspended from competition.