

Manitoba 5 Pin Bowlers' Association, Inc.

MANAGERS INSTRUCTIONS

All Managers Need to be Announced by the Banquet Ticket Event Deadline

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 and photo order 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
 - are 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.

M5PBA 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).
 - 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)
 - 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