

MASTER BOWLERS ASSOCIATION OF ONTARIO

ZONE DELEGATE RESPONSIBILITIES

DEFINITION

Each zone, as established by the Board of Directors of the Master Bowlers' Association of Ontario (MBAO), shall have one member in good standing, hereafter referred to as "**Zone Delegate**", to represent the Zone, upon request of said Board. In addition, an Alternate will be selected to assist or succeed if necessary, the Zone Delegate. Term of Office shall be one year. Numbers of years is unlimited.

METHOD OF SELECTION

The Delegate and Alternate of each zone shall be elected by the MBAO members in good standing of that Zone. All Master Bowlers shall be invited to attend the Zone election meetings, which shall be held annually, prior to the General Meeting of the MBAO.

RESPONSIBILITIES

- ☆ Establish a working relationship with all YBC Program Directors within your zone to establish a line of communication with them so you can easily receive information on qualifiers for the Master Junior, Master Bantam, Mid-Winter Blues and all Rookie Tour events. It is extremely important that you ensure that all bowling centres and/or the YBC Program Directors are made aware of all information pertaining to zone roll-off sites for all events involving the youth. It should not be assumed that everyone has received his or her information package for the upcoming season.
- ☆ Approve all new applications for membership in the MBAO, and in so doing, be assured all information submitted is accurate and complete. Ensure, to the best of his/her ability, that applicant will be an asset to the Association.
- ☆ Instruct all Zone members, wherever possible, to present all problems or recommendations to the Zone Delegate, for consideration, advice, or furtherance to the MBAO Board of Directors for appropriate action.
- ☆ Co-ordinate, in conjunction with the Executive of the MBAO, the selection of the location, date and time of all tournaments held in the Zone, specifically, Master Youth and Mid-Winter Blues. (Excludes all Tournament Division Activities).

- ☆ Co-ordinate, the zone qualifying round for the Pro-Am Event along with coordinating the ticket sales and monies to ensure that everything is submitted to the Provincial Office by the deadline date.
- ☆ Make necessary arrangements for scoreboards, scorekeepers, judges of play and presentation of prizes. Arrange for sponsor representative to be present for award phase of the program, or as part of the opening ceremonies.
- ☆ Advise MBO Executive immediately and return tournament lane sheets, tournament report form and results to the office of all Master Tournaments held in the zone, which were held under the direction of the Zone Delegate. Whenever possible inform local media of tournament results.
- ☆ In conjunction with the office, maintain an accurate up-to-date list of the status of all members within the zone, complete with address, telephone number and division (teaching, tournament, senior and associate member). The list should also include the status of each member relevant to the level attained by each member in the instruction, Coaching Development Program. Complete with year of successful completion.

ANNUAL ZONE MEETINGS AND ELECTIONS

- ☆ All Zone Delegates must hold a zone meeting (usually at the completion of the Master Bantam Zone Roll-Off) or in the case of two (2) shifts hold the meeting between the shifts.
- ☆ The purpose of the meeting is to review the current year's Annual Report and submit the pages that need zone approval back to the office.
- ☆ All zone delegates must provide minutes for their meeting and ensure that all queries, motions and recommendations are included in the minutes. **Motions and recommendations are taken from the membership during the zone meetings with a mover and a seconder and then a vote. For a motion/recommendation to be heard at the Annual General Meeting (AGM), the mover or seconder must be present at the meeting or it will be withdrawn.**
- ☆ Zone Delegates must ensure that an election process is in place to elect the Zone Delegate and Alternate Zone Delegate on an annual basis. Should a master within the zone be interested in either position but cannot attend the meeting, their name will be permitted to stand for re-election providing that their name is submitted with a nominator and a seconder.
- ☆ All Zone Delegates are encouraged to attend the Annual General Meeting in conjunction with the Year-End Event, so that motions and recommendations can be brought up on the floor for discussion.

****NOTE**: THIS INFORMATION SHALL BE MADE FREELY AVAILABLE TO ALL 5 PIN BOWLING ORGANIZATIONS WITHIN THE ZONE.**

- ☆ Assist the Board when requested, in the administration of Association business, as it relates to his/her specific zone.
- ☆ Maintain a high level of dedication to the Aims and Objectives of the MBAO by all members within the Zone. Occurrences thought not to be in the best interest of our Association should be forwarded in confidence to the Board of Directors, for review and subsequent action, if deemed necessary.
- ☆ Assist the Board of Directors in the preparation of Instruction and Coaching Clinics to be conducted within the Zone. Arrange to publicize such events for the benefit of members of the MBAO and also Non-Members of the Association.