



Master Bowlers Association

MBANO

MASTER BOWLERS' ASSOCIATION OF NORTHERN ONTARIO

Constitution – Handbook of Policy and Regulations

May 2023

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A. INTRODUCTION

1. LETTERS PATENT and OBJECTIVES

The Master Bowlers Association of Northern Ontario (MBANO) is an incorporated organization under the corporations Act, R.S.O. 1991 and amendments thereto, as of a charter has been issued by the Lieutenant Governor by letters patent giving the Master Bowlers Association of Canada (MBAC). the authority to govern Master Bowlers within the Province of Northern Ontario. The objects for which the MBANO is to be incorporated are as follows:

- a) Members will exemplify the high regard all dedicated 5 pin bowlers have for their game.
- b) Members will represent their bowling centers in tournaments, championships and matches.
- c) Members will be encouraged to conduct Instructional Clinics for youth, new and regular 5 pin bowlers.
- d) Members will conduct themselves as befitting a Master Bowler in all phases of the game.
- e) The MBANO Executive Committee will, at times, govern and regulate the conduct of the Members.
- f) The MBAC and the MBANO will arrange and conduct events, tournaments, training seminars, matches and exhibitions for members and/or other groups deemed necessary.
- g) The MBANO will work in cooperation with Bowl Northern Ontario (BNO) and the Northern Ontario Five Pin Bowlers Association (NO5PBA).

2. PURPOSE

This Handbook is designed to prescribe a clear set of policies, rules and regulations for the efficient operation of the Master Bowlers Association of Northern Ontario, herein after referred to as the MBANO on a day-to-day basis.

These policies go hand in hand with the objects of Incorporation and the By-laws, to provide the MBANO with an operational framework and policies by which the MBANO will function throughout the Province of Northern Ontario.

This Handbook containing the policies, rules and regulation, and the subsequent revised editions will be posted in a printable format on the MBANO Website at <https://mbano.weebly.com> with a printed copy available upon request to assist them in understanding the governing policies of the MBANO.

B. MEMBERSHIP

1. GENERAL

- a) Memberships in the Master Bowlers Association of Northern Ontario are limited to 5 pin bowlers who are 19 years of age on or before December 31st of the upcoming bowling season.
- b) Master Bowlers will be appointed by the proprietor for the current year (September only). Re-application is required by ALL Master Bowlers prior to October 1st of every year.
- c) All applications for membership must be nominated by a Proprietor or Manager of a member-bowling center of the BNO and be approved by the MBANO Directors of that Zone along with the Board of Directors and the MBANO Executive Committee.
- d) The official application form, along with the annual fee, is to be completed in full, and duly signed by the Bowling Center Proprietor OR Manager, the applicant and a member of the Board of Directors.
- e) That Cambrian North and Nickel District be combined, and new Zone name be Greater Sudbury and Area Masters.

2. DEFINITION

Once a bowler's application is approved, they are deemed to be a member of the MBANO for that current year.

A member in good standing and of good character must meet the following requirements:

- a) participate in some capacity in the administration and/or instruction of 5 Pin bowling, such as the Youth Bowling Canada Ontario Special Olympics, or Golden Age;
- b) complete Community coaching certification within two years of joining if courses are available;
- c) abide by the following **CODE OF ETHICS**:
 - i) I will conduct myself at all times in a manner befitting a MASTER BOWLER.
 - ii) I will actively support the MBANO and its rules, regulations and By-laws contained in this Policy Manual.
 - iii) I will not do or say anything that will bring discredit to the sport of 5-pin bowling.
 - iv) I will promote the sport of 5-pin bowling in Canada.
 - v) I will set standards of sportsmanship, ethics and conduct that will bring prestige to the sport of 5-pin bowling.

3. DIVISIONS & AVERAGES

No average restriction exists for eligibility to any of the divisions.

- a) **Tournament Division**: * scores count in the Teaching Division as well
 - Men's scratch (total pinfall – no handicap)

- Women's scratch (total pinfall – no handicap)

b) Teaching Division:

- Men's Pins Over Average
- Women's' Pins Over Average

c) Senior Division:

The Member must be 50 years of age or older by December 31st of current year and be in the Tournament and/or Teaching division in order to participate.

- Men's Pins Over Average
- Women's' Pins Over Average

d) Averages

Averages will be updated after each Tournament so that Masters bowl with a new average after each tournament.

Masters' average should be calculated over the last 60 games.

A new Master's average will be calculated based on their previous year's average. Official average sheets must be sent with application form. In the event that the new master is a non-bowler, their average will be 210 for the Men and 180 for the Women.

4. ASSOCIATE MEMBER

An Associate member may participate in coaching and Youth Bowling Council programs while wearing the Masters' Uniform and may attend the Annual General Meeting (AGM) and Year End Awards Banquet. An Associate member has full voting rights but does not bowl in the Masters' Tournaments.

5. LEAVE OF ABSENCE

A member may withdraw from active participation in the Association but retain membership in the organization. This status called "Leave of Absence", is requested on a year-to-year basis. A member on leave cannot attend the Annual General Meeting and Year End Awards Banquet, has no voting rights and does not bowl in the Masters' Tournaments.

6. UNAFFILIATED MASTER BOWLER

With permission from the Board of Directors a Master may finish the current year, if released from their current bowling center.

7. LIFE MEMBER

The Board of Directors may nominate an individual to be elevated to “Life Membership” status. As such, yearly dues are not required, but all forms must be filled in as per our membership rules. In addition, all tournament fees are due and payable by tournament deadlines.

As of May 1, 1993, life members are:

1. Al Telfer
2. Pat Telfer

8. TRANSFER

Membership in the MBAC is recognized by every participating province and members transferring to new provinces need not pay dues twice in the same season. However, new uniforms are required in due time. Transfer forms will be sent from the transferring province to the new location.

C. BOARD OF DIRECTORS

1. DEFINITION

The MBANO shall be governed by a Board of Directors.

- a) The Board of Directors consists of two (2) Directors from each zone to a maximum of 12 Directors.
- b) The Board of Directors only shall elect for a period of two years the following on the Executive Committee:
 - 1) President
 - 2) Vice-President
 - 3) Secretary
And/or Secretary/Treasurer
 - 4) Treasurer
- c) The positions of Executive Director, Tournament Director and any other positions as deemed necessary by the Executive Committee, will be appointed by the Board of Directors.
- d) Members of the Executive committee are elected for a two-year term, or, for the remainder of the term should a position become vacant within the two-year term.
- e) Two positions on the Executive committee will be elected every year (rotating) as follows:
 - President and Secretary
 - Vice-President and Treasurer

Note: In May 2022, President and Secretary were elected for a 2-year term whereas Vice-President and Treasurer were elected for a one-year term to get the rotation back in order.

2. FUNCTIONS

The affairs of the MBANO shall be managed by the Board of Directors. The Board of Directors shall sit approximately twice a year to perform the following functions:

- a) approve payment of accounts and bills;
- b) approve new and renewal applications for memberships;
- c) recommend changes to the rules and regulations;
- f) determine disciplinary action if necessary;
- g) approve tournament locations and expenses;

- d) establish annual dues structure and expenses;
- e) prepare annual budget;
- h) elect a representative from the Board to attend the Master Bowlers' Association of Canada's (MBAC) yearly meetings along with the President; the representative should alternate with each meeting;
- i) other duties as deemed necessary.

3. DUTIES

a) Executive committee

.1 President: He/She shall:

- preside at all meetings of the Members of the organization and of the Board of Directors;
- be charged with the general management and supervision of the affairs and operations of the organization;
- in case of a tie vote, cast the deciding vote;
- be one of the delegates of the MBAC Semi-Annual and Annual meetings;
- and shall be an ex-officio member of all committees.

.2 Vice-President: He/She shall:

- in the absence of the President, perform all duties pertaining to the office of the President;
- perform any duties assigned to him/her by the President.

.3 Secretary: He/She shall:

- be the office clerk of the Board of Directors;
- attend all meetings of the Board of Directors, and record all facts and minutes of all proceedings in the books kept for that purpose;
- give all notices required to Members and to the Directors;
- be the custodian of the seal of the organization and of all books, papers, records, correspondence, contracts and other documents;
- perform other duties as may from time to time be determined by the Board of Directors.

.4 Treasurer: He/She shall:

- keep full and accurate accounts of all receipts and disbursements of the organization in proper books of account and shall deposit all monies or other valuable effects in the name and to the credit of the organization in such bank(s) as designated by the Board of Directors from time to time;
- disburse funds of the organization under the direction of the Board of Directors;
- prepare and present to the Board of Directors a proposed budget for the upcoming year;

- prepare and present a Year-End financial report at the Annual General Meeting;
- ensure all cheques issued contain two (2) of the official signatures, these being the Treasurer, the President and the Vice-President.

b) Zone Director

Each zone, as established by the Board of Directors of the MBANO shall have two members in good standing, hereafter referred to as “Zone Director”. All Zone Directors shall sit on the Board of Directors. The term of office shall be two years and there is no limit on the number of terms an individual may serve as Zone Director.

The Zone Directors shall:

- represent the Zone at the Annual General Meeting of the MBANO and be responsible to present all motions on behalf of the Zone;
- approve all new applications for membership in the MBANO and in so doing, be assured all information submitted is accurate and complete;
- instruct all Zone Members to present all problems or recommendations to the Zone Director, for consideration, advice, or furtherance to the MBANO Board of Directors for review and subsequent action, if deemed necessary;
- co-ordinate location, date and time of all tournaments held in the Zone, specifically, Master Youth and Mid Winter Blues, and ensure rotation of bowling centers;
- Tournament results should be in within 2 weeks of tournament ending. All are frustrated from not getting the information on time – there will be a penalty for not getting info in – the prize money for the next tournament will be forfeited.
- arrange and preside a minimum of one Zone meeting yearly;
- assist the Board when requested, in the administration of Association business, as it relates to his/her specific Zone; and
- maintain a high level of dedication to the Aims and Objectives of the MBANO by all members within the Zone.

c) Other Officers

The duties of all other officers of the corporation shall be as their engagement calls for or the Board of Directors requires of them.

4. ELECTIONS

- a) The Zone Directors are elected for a two-year period by Members in good standing at their Zone meeting and sit on the Board of Directors.

- b) The election of Members on the Executive Committee shall be held at a time and place selected by the Board of Directors for a two year period. This will normally be held in conjunction with the Annual Year-End tournament, which is the final aggregate each year.
- c) Any Member of the Board of Directors who is absent from two consecutive meetings, without just cause, shall be considered to have resigned from that position.
- d) There is no limit on the number of terms an individual may serve on the Board of Directors or on the Executive Committee.

5. VACANCIES

- a) Any vacancies for Zone Director may be filled by appointment by the Executive Committee. This Member shall sit until the next regular election.
- b) A vacancy on the Executive Committee may be filled by Directors from qualified Members of the organization if a quorum of Directors remains in office. If there is not a quorum of Directors, the remaining Directors shall fill vacancies at the next Annual General Meeting of Members at which, Directors for the ensuing year(s) are elected.
- c) All positions on the Executive Committee must not be vacant for more than 30 days.

6. QUORUMS

Fifty percent (50%) plus one Directors from a quorum for the transaction of business.

7. MEETINGS

The Board of Directors may hold meetings at such place(s) as it may from time to time determine necessary, except as otherwise required by law. A verbal or written notice must be given for any meeting.

D. RULES AND REGULATION

1. GENERAL

- a) All MBANO members must carry a Canadian 5 Pin Bowlers' Association membership card.
- b) All applications for membership must be nominated by a Proprietor, or Manager of a member-bowling center of the BNO of that zone along with the Board of Directors.
- c) The official uniform must be worn by Masters in all MBANO tournaments. The official uniform consists of red Masters' shirt with appropriate crests and black pants (no stirrup pants, black jeans, sweatpants, leggings, cargo pants or pants with elastic at bottom). Capris, skorts and shorts may be worn at the Mid-Winter Blues and the Year-End tournament and at National events. Black pants must be worn at all Master-Youth tournaments.
- d) Sponsors are allowed on Masters' red shirt.
- e) White writing will be used on the Masters' red shirt.
- f) Upon submission of the application form, yearly dues as established by the Executive Committee become payable in full to the MBANO. The fee is for administration expenses of the Association and is non-returnable after its acceptance by the Executive Committee.
- g) Master Bowlers must participate in events conducted by the MBANO for each division as established by the Executive Committee.
- h) Master Bowlers must participate in two of the following three annual tournaments to qualify:
 - Master Junior
 - Master Bantam
 - Mid-Winter Blues.
- i) Each member has one vote, which is cast at any general meeting conducted by the Association. In preparation for the Annual General Meeting, each Zone reviews the package, and a member has the right to vote on any proposal motion at the Zone level.
- j) Any Master requesting to use the MBANO logo must do so in writing to the Board of Directors.

- k) All Masters must sell three (3) Reverse Draw Tickets. All Master Reverse Draw tickets must be returned by Master Bantam. Any unsold tickets are the responsibility of that Zone to purchase or sell tickets prior to Year-End.
- l) To replace the Year-End banquet with an evening social only where we would hold previous year national results and reverse draw.
- m) That the Masters Mid-Winter Blues tournament begin at 9 am instead of 10 am.
- n) That we bowl the Year-End tournament mixed instead of women on one side and men on the other.
- o) That when having the Year-End in Sudbury and Thunder Bay that we use 12 lane centers.
- p) When we have under 60 competitors in the Year-End, that we bowl combined at a 12-lane bowling centre.
- q) To enforce the entry deadlines by adding a \$10 late fee to all entries submitted after the deadline date.
- r) That we have two different lane draws at the Year-End tournament; 1 for Saturday and 1 for Sunday.

2. OFFICIAL APPLICATION FORM

The official application form is to be completed in full, duly signed by each of the following:

- a) Bowling Centre Proprietor/Manager
- b) Applicant
- c) Approved by Executive Board

In addition, the applicant is required to complete the questionnaire on back (for new membership only) and must be signed by the applicant.

The official uniform order must be filled out and paid for the entry form.

Full fee must accompany any application as well as average verification for each league bowled the previous year.

All entry fees to be the same for each Division.

A bowler with no established average from the previous season will enter the Master Bowlers Association with the Men at 210 and the Women at 180. A new Master's average will be calculated based on their previous year's average. Official average sheets must be sent with application form. If the new Master is a

non-bowler, their average will be 210 for the Men and 180 for the Women. A true average for the new Master will result after the first 12 games bowled in the Masters' tournaments.

3. SUSPENSION

- a) Suspension of a Master Bowler for conduct detrimental to the MBAC or the sport of 5 Pin Bowling, will be the end result of a written complaint and a hearing conducted by the MBANO Executive.
- b) The right to appeal in writing by any or all parties is an adherent part of the By-law. A written appeal with justification must be received by the MBANO Executive committee within 30 days of date of suspension.
- c) The Tournament Director has the right to suspend immediately.
- d) Any Master Bowler found to be under the influence of alcoholic beverages or illegal drugs in tournament play shall be immediately disqualified from the current tournament by the Tournament Director. Alcohol may be consumed during the Mid-Winter Blues and Year-End tournaments.

1st Offence: Minimum suspension of 3 tournaments, including the one in which the offence was committed. Maximum suspension not to exceed 1 year from the date of the infraction.

2nd Offence: Permanent Suspension

- e) Any Master Bowler found to display uncomplimentary conduct (for example, excessive cursing, swearing or kicking ball return), shall be immediately disqualified from current tournament by the Tournament Director.
- f) Any member suspended during the season will be liable for any and all financial obligations as laid out for the current year in which the suspension occurred.

4. MEMBER VOTING

A member has one vote, which is cast at any general meeting conducted by the Association. In preparation for the Annual General Meeting, each Zone reviews the AGM package, and a member has the right to vote on any proposal motion at the Zone level.

5. MASTER YOUTH TOURNAMENTS

a) Scope

This policy is to outline the MBANO involvement with the Youth Bowl Canada in Master Youth events.

b) Purpose

To establish the rules, regulations and format that will govern the Master Youth events.

c) Eligibility Requirements

- i) Masters are to be current members in good standing with the MBANO.
- ii) Masters that do not participate in a youth event must give good cause and/or reason in writing to the Executive Committee of the MBANO.
- iii) Possible penalty for non-involvement of a Tournament Master in a youth event is disqualification in making the National teams if cause and/or reason is not approved by the Executive Committee.
- iv) Youth Bowlers are to be current YBC members.
- v) Youth bowlers are to have a minimum of 12 games bowled by the week of the first roll-off to be eligible, or in the Master Junior event, the bowler must have bowled the previous year.
- vi) If a Master bowls a tournament with no youth because there aren't enough, they are to be the first ones allocated youth bowlers in the following Youth tournament. A rotating list is to be maintained so everyone is bowling with youth equally.

d) Youth Qualifying Round

- i) The qualifying round will consist of two (2) weeks of regular YBC bowling.
- ii) The YBC bowlers qualify on a Pins Over Average (POA) basis counting the best week of the two qualifying weeks for their roll-off.
- iii) There will be one (1) girl and one (1) boy qualifier for each Master Bowler in each bowling center.
- iv) Youth qualifying dates will be set by the MBANO and published for all Masters and YBC Program Directors.

e) Averages

- i) **Youth:**
 - Bantam: date set by MBANO.
 - Junior: last year's final average or in case of a new bowler, average after 12 games
- ii) **Master Bowlers:** determined by the MBANO office

- iii) Averages will be updated after each tournament so that Masters bowl with a new average after each tournament. In the event a Master must remove themselves from a tournament due to injury or illness, those completed games (6 or less) bowled will be used in the average calculations. The last completed consecutive 60 games will be the masters updated average.

f) Team Selection and Awards

- i) Teams will consist of one Master and two youths. Whenever possible, one Male Youth and one Female Youth should be grouped with a Master on a team.
- ii) Method used to select the Master partners is left up to the YBC Program Director and the Master Bowlers.
- iii) First place team will be declared Zone winners and will advance scores to the Provincial finals.
- iv) Awards:
 - First place POA Team: plaque for Master and Youth
 - Second and Third place POA teams: plaques for youth
 - Male and Female Individual Youth medals to be awarded in the following order:
 - High Triple Flat
 - High Triple POA
 - High Single Flat
 - High Single POA
- v) If there is a tie for the team event, there will be a one game roll-off to determine the overall winner. If there is a tie in the individual event, a second medal will be ordered and sent to the youth bowler.
- vi) All prize money for the Master Bantam and Master Junior tournaments is eliminated.

g) Master Youth Format

Large center with one shift:

- 1) Masters bowl each game with one youth for the six (6) games.
OR
- 2) Masters bowl three (3) games on own
Masters bowl three (3) games as team (with both youth).

Small center with two shifts:

First Shift		Second shift	
Team: First shift Masters bowl three (3) games with both youth	Only Masters: First shift & Second shift Masters bowl three (3)	Team: Second shift Masters bowl three (3) games with both youth	
		Awards	

6. NATIONAL CHAMPIONSHIPS

a) Qualifying

- i) Each year, the participating provinces in the MBAC conduct a Singles and a Team National Championship for both Tournament and Teaching Divisions.
- ii) In the Tournament division, the MBANO's Men's and Women's Aggregate Champions will be the Singles representatives and next five Men and Women in the Aggregate Standings will form Men's and Women's teams.
- iii) From the Teaching division, the top 5 Men and Women are Teams and at the Nationals the top Man and Woman will participate in a pins-over-average Singles competition.
- iv) You will qualify first in Tournament event team, then Pins Over Average event then Seniors team.
- v) Masters must bowl two of the three annual MBANO tournaments (Master Junior, Mid-Winter Blues and Master Junior) and the Year-End tournament to be eligible for the National Teams.
- vi) All bowlers qualifying for the Nationals receive travel, accommodation, bowling and banquet, etc. but must pay a package deal fee (amount to be set by the Executive Board based on available funds). Guests at the Nationals are extra.
- vii) MBANO bowlers will wear the National Masters' shirt at MBAC Nationals. The cost for the first shirt is shared between MBANO and the member (cost to be determined each year). Members are responsible for paying the full cost for additional shirts.
- viii) MBANO bowlers must wear the National shirt for all events that require uniform (e.g., Opening ceremonies, bowling, pictures and banquets)

b) National Coaches

- i) All applications will have full Competitive Coach certification from the NCCP.
- ii) All applicants are to be current MBANO members in good standing.
- iii) Members wishing to be considered for the five (5) coaching positions must fill out an application form provided by the MBANO

- iv) The form must be submitted to the MBANO office by the deadline date for the Year-End tournament.
- v) In order to coach the Senior team, you must participate in the Senior division.

c) Selection of National Coaches

After the teams have been finalized for the National finals, all bowlers are to report to a location designated by the MBANO board.

- i) The order of selection of coaches will be done on a rotating basis.
- ii) The list of applicants who submitted their name for coaching positions at the Nationals in accordance with the deadline will be provide to each team by the Executive Committee.
- iii) Teams will choose their coach by the first having discussion on the applicants and then a team vote.
- iv) An absent team member will have NO vote.
- v) Coaches for the MBANO National Teams do not need to bowl the year-end; this applies to all divisions/teams. They must be a MBANO member in good standing and have coaching qualifications.
- vi) If there are ties between two or more coaches and no solution can be made by the bowlers of the team, the MBANO Executive will make the final decision.
- vii) A MBANO member in good standing and with coaching qualifications that has not submitted their form for a coaching position at the Nationals, can be selected when there are no names left on the list provided to the teams

d) Responsibility of the Coach

- i) When and if possible, set up a practice session with the team.
- ii) Obtain information about each bowlers' experience and basic information, for the coach's benefit.
- iii) The two Tournament Division coaches will be responsible for the Singles bowlers in the Tournament division with respect to pins.
- iv) The Coaches are responsible to the Board of Directors for the conduct of their Bowlers and themselves at the National Championships.

7. GAME RULES

- a) The Master Bowlers' Association operates under the rules of the Canadian 5 Pin Bowlers Association.
- b) At all events the Tournament Director is the Chief Judge of Play, and, if several bowling centers are in use, a Judge of Play will be designated for

each. The Judge of Play will make all rulings consistent with the rules of the Canadian 5 Pin Bowlers Association rulebook. Situations not covered in the book will be decided on by the Tournament Director. Any bowler has the right of appeal of any decision through the MBANO's Board of Directors and ultimately, the Canadian 5 Pin Bowlers Association.

E. SYNOPSIS

The aforementioned rules, regulations and policies can be revised by submitting a motion at your Zone Meeting. If carried, the Zone Directors forward motion to the MBANO office 45 days before the Annual General Meeting.

The Secretary should forward all motions to Directors 30 days prior to meeting.

These Rules, Regulations and Policies have been passed and approved by the Board of Directors on behalf of the Membership at a Meeting held in Sudbury on September 17, 1994.

Revision of these Rules, Regulations and Policies has been voted on at the Annual General Meeting in Thunder Bay on May 17, 2002.

Revision of these Rules, Regulations and Policies has been voted on at the Annual General Meeting in Azilda on May 20, 2023.

F. HARASSMENT POLICY

Since its' inception, MBANO, BNO and YBC have aimed to provide a safe and healthy environment in which all may enjoy the sport of bowling. Such an environment must be free from abuse and harassment and MBANO is committed to providing such a harassment free environment for its' participants, volunteers, organizers and members.

This policy is a guideline for action should a situation of harassment or abuse become suspected or be brought forth. In no way does this policy aim to discourage a person from filing a complaint with the appropriate authorities. Rather, this policy is put forth to assist in resolving a harassment situation regardless of whether action has been taken up with the Human Rights commission and/or law enforcement officials.

This policy applies to all members, Directors, coaches, athletes, volunteers, and officials.

Harassment is defined by the Human Rights Code as:

A course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

Harassment could present itself as behavior, repeated or pervasive, including comments, conduct or gestures which are insulting, intimidating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals; or which create an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort or humiliation to a person or group, including, but not limited to:

- Written, including on social media platforms, or verbal abuse
- Physical assault
- Sexual assault
- Unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, and religion
- Condescension, paternalism or patronizing behavior which undermines self-respect or adversely affects performance or working conditions.

If a MBANO member feels they are the subject of harassment and has evidence of said harassment, they can submit a written complaint to the MBANO Executive.

- 1) The MBANO Executive will conduct the hearing, in conjunction with the Bowling Proprietors of Northern Ontario. In all reported instances, a prompt and thorough investigation will take place considering the sensitivity of the issue and protecting the rights and dignity of all people involved.

- 2) The Investigating Committee is responsible to:
 - be as objective and unbiased as possible;
 - do all they can to seek out the facts involved;
 - document all information accordingly;
 - identify and document any inconsistencies discovered;
 - assess all evidence from both sides of the issue;
 - determine appropriate consequence if it is found that the person that committed the harassment is guilty of the allegations, or, determine appropriate next steps if person is not found guilty of the allegations.
- 3) Any investigation under this policy shall follow the principles of natural justice which state that:
 - Everyone has the right to a fair hearing in the course of determining whether an infraction has been committed.
 - The issues should be clearly and concisely stated so that the accused is aware of the essentials of the complaint.
- 4) If it has been determined that the person who has committed the harassment is guilty of the allegations in the complaint, that person will be advised of the decision in writing.

1st Offence: A period of suspension decided by the MBANO Hearing Committee.

2nd Offence: Permanent Suspension from the MBANO.

- 5) The right to appeal the decision of the MBANO Hearing Committee must be made in writing to the MBANO Executive Committee within 30 days of suspension.
- 6) Notwithstanding this policy, every person who experiences harassment has the right to seek assistance from the Ontario Human Rights Council, even when steps are being taken under this policy.

APPENDIX A: Additional Notes

- 1) 2008-09: Increase to 400 Reverse Draw tickets sold annually. Any money over 300 tickets will go in a separate Heritage fund.
- 2) Bowl Canada amalgamated the Cambrian North and the Nickel District Zones at their AGM in the summer of 2015; now called the Greater Sudbury Area Zone.

3) **National Coach rotation:**

2014-15	Teaching Men – Teaching Women – Tournament Men – Tournament Women - Seniors
2015-16	Tournament Men – Seniors – Teaching Men – Teaching Women – Tournament Women
2016-17	Teaching Women – Tournament Women – Teaching Men – Seniors – Tournament Men
2017-18	Tournament Men - Tournament Women - Teaching Men - Teaching Women - Seniors
2018-19	Tournament Women – Teaching Men – Teaching Women – Seniors – Tournament Men
2019-20 * No Nationals	Teaching Men - Teaching Women – Seniors - Tournament Men - Tournament Women
2020-21 * No Nationals	Teaching Men - Teaching Women – Seniors - Tournament Men - Tournament Women
2021-22	Teaching Men - Teaching Women – Seniors - Tournament Men - Tournament Women
2022-23	Teaching Women – Seniors - Tournament Men - Tournament Women – Tournament Men
2023-24 To be confirmed	Seniors - Tournament Men - Tournament Women – Tournament Men - Teaching Women

APPENDIX B: MOTIONS

DATE	ZONE	MOTION	CARRIED / DEFEATED
May 2002	CN	Timmins and Nickel District Zone are included in the Year-End rotation	Carried
May 2002		A motion presented and defeated by the members at the General Meeting may not be presented again for two (2) years	Carried
2007-08		No motions	
2008-09		Email from St Charles requesting to be put into rotation of Master Tournaments	Defeated but not noted in minutes
2008-09	ND	Starting in 2010, Year-End tournament on a 3-year rotation beginning with Thunder Bay in 2010	Defeated
2008-09	ND	MBANO set up a website that shall not cost more than \$250 per year	Carried
2008-09	ND	Year-End tournament be changed from a 10-game format to a 12-game format as the rest of our tournaments are 6-game format	Carried
2008-09	CN	Year-End tournament be put on a 3-year rotation which would include Timmins, Sudbury and Thunder Bay	Withdrawn
2008-09	CN	The Master Bantam format be changed to accommodate young bowlers – Master bowls 3 games first alone, then the following 3 games bowled as a team	Defeated
2008-09	TB	All bowlers pay an additional \$5 per tournament thereby eliminating the entry fee for Senior division and that, once you reach the age of 50, you are automatically in the Senior Division	Carried
2008-09	TB	That the Master Senior tournament be added to the Master Tournament schedule	Defeated
2008-09	TB	Switch the Master Junior and Master Bantam on schedule as YBC Zone rounds are the week after the MB and it is harder on the younger children to bowl two tournaments in a row	Defeated
2008-09	TB	The shirts purchased for the Nationals be red	Carried
2009-10	SC	Have the Year-End tournament in a 14-lane house	Defeated
2009-10	SC	Add Sunset Country to the Year-End tournament rotation	Withdrawn
2009-10	CN	That the Mid-Winter Blues tournament be moved to the first Sunday in February	Withdrawn
2009-10	Executive	In the absence of a male and female bowler to allow a member of the same gender to fill a team and to try to use from your own house first then apply to obtain from other houses. All these children would be eligible for all prizes on a zone and provincial level. The highest qualifier will be bowling in their proper gender division.	Carried

DATE	ZONE	MOTION	CARRIED / DEFEATED
2010-11		To change the week of Master Junior tournament.	Defeated
2010-11		Change our Master shirts style to something else	Carried
2010-11		To wear capris at Year-End	Carried
2010-11		Voting delegates on a 2 year and 1 year term. The board does not recommend this motion as presented. To be discussed at the General meeting or revised. This motion will be withdrawn and brought back next year do discuss further as it will be conflicting with Executive positions.	Withdrawn
2010-11		Tournament results should be in within 2 weeks of tournament ending. All are frustrated from not getting the information on time – there will be a penalty for not getting info in – the prize money for the next tournament will be forfeited.	Carried
2010-11		Include a statistical position as part of the executive.	Withdrawn
2011-12	CN	Masters' average should be calculated over the last 60 games.	Carried
2012-13	TB	That we drop the prize monies from all 3 tournaments, but keep the prize money in for the yearend tournament	Carried
2012-13	TB	When bowling the Master Bantam/Junior, that the tournament be bowled together, with the first tournament consisting of 3 games with the girl and 3 games with the boy, then for the other tournament, bowl 3 games with the boy and 3 games with the girl, alternating each year	Defeated
2012-13	TB	That the awards banquet be cancelled on the Saturday and give out the awards at the Friday night meeting, with a brief social evening to have the reverse draw on Saturday.	Carried
2012-13	TB	That the Masters Mid-Winter Blues tournament begin at 9am instead of 10am	Carried
2012-13	GB	That we allow a sponsor for our Master's house shirts.	Carried
2012-13	GB	To replace the yearend banquet with an evening social only where we would hold previous year national results and reverse draw.	Carried
2012-13	ND	That every master and delegate sell 3 tickets each instead of dividing them up per zone.	Carried
2012-13	SC	That we bowl the Year-End tournament mixed instead of women on one side and men on the other.	Carried
2012-13	SC	That we eliminate all prize money for the Master Bantam and Master Junior tournaments.	Carried
2012-13	SC	That when having the Year-End in Sudbury and Thunder Bay that we use 12 lane centers. This will exclude Sunset Country.	Carried
2014-15	CN	That the Year End treasurers report have an itemized list of each cheque.	Withdrawn

DATE	ZONE	MOTION	CARRIED / DEFEATED
2014-15	GB	To enforce the entry deadlines by adding a \$10 late fee to all entries submitted after the deadline date.	Carried
2014-15	ND	That we amalgamate the Nickel District and Cambrian North zones together. Reason: This will make for better tournaments along with saving money for the MBANO.	Both Zones to meet at beginning of the next season
2014-15	ND	That we get rid of the winner's plaque for the Mid-Winter Blues and give the winners a free Reverse Draw ticket	Defeated
2014-15	TB	Add the Master Senior to the loop and make it mandatory	Defeated
2015-16	Executive	Add to Rules and Regulations: In the event that the New Master is a non-bowler, their average will be 210 for the Men and 180 for the Lades. A true average will result after the first 12 games having been bowled	Carried
2015-16	GB	All Master Reverse Draw tickets must be returned by Master Bantam. Any unsold tickets are the responsibility of that Zone to purchase or sell tickets prior to Year-End	Carried
2015-16	CN	That Cambrian North and Nickel District be combined, and new Zone name be Greater Sudbury and Area Masters	Carried
2015-16	CN	Amend the year end rotation from East/West to a three-way rotation. The rotation would be Timmins, Thunder Bay and Sudbury. This rotation is to be followed.	Defeated
2015-16	CN	Change the black writing on the uniform to white going forward	Carried
2015-16	SC	That the Seniors be included in the draw for picking National coaches	Withdrawn
2015-16	TB	That we can wear the same uniform for the Mid-Winter Blues as we do in Year End because we are not bowling with kids. When we are bowling with the kids we must wear pants.	Carried
2016-17	ND	That the date of the MB be moved to a later date as it is on the same weekend as the POA Provincials and weather is more likely to be unsafe than if it were set sometime in March or April	Withdrawn
2016-17	ND	Any C-5 card carrying member can join the Tournament Division in the Masters to try and increase the number of Masters in Northern Ontario	Withdrawn
2016-17	GB	That we eliminate the Masters' plaques for the MG, MB and MWB	Defeated
2016-17	GB	That we have plaques for the MB and MJ for 1 st , 2 nd and 3 rd place teams and medals for all individual awards	Carried

DATE	ZONE	MOTION	CARRIED / DEFEATED
2016-17	GB	When we have under 60 competitors in the Year-End, we bowl combined at a 12-lane bowling centre. An example would be in TB, we use Mario's one day and Superior the second day. Also, this will allow us to use Whitewater Lanes.	Carried
2016-17	GB	That we have two different lane draws at the Year-End tournament; 1 for Saturday and 1 for Sunday.	Already being done
2017-18	GSA	Greater Sudbury Area Masters motion to change the format of the Master Junior and Master Bantam wherein the Master bowls three games with both youths as a team and three games on their own as per a schedule	Amended to one-year trial
2017-18	GB	The Seniors Division be raised to 55 instead of 50.	Defeated
2017-18	GB	Only coaches bowling year end should be chosen for coach at a National Level, if the list runs out; then another coach may be picked.	Defeated
2017-18	GB	Because YBC numbers are getting lower every year, Master Junior/Bantam should come down to 1 YBC & 1 Master. This will then give all Masters the opportunity to bowl with a youth. It will be less expenses for trophies & lineage	Defeated
2017-18	TB	If you're in Tournament & Teaching, all costs to be \$90.00. You will still get to choose which division you want to bowl. Amended to entry fee be the same for all Divisions	Carried
2018-19	GW	North Bay would like to be included in the Year End Rotation.	Withdrawn
2018-19	SC	Sunset would like to be included in Year-End rotation should the rotation be adjusted to include any additional zones	Withdrawn
2018-19	SC	That the Year End tournament continue with the East/West alternation yearly	Withdrawn
2018-19	GB	The second Sunday in February be a set date for Master Bantam Tournament dates already accommodate	Withdrawn
2018-19	GB	The Master Junior return to being the 1 st weekend in November Tournament dates already accommodate.	Withdrawn
2018-19	GSA	GSA Masters motion that coaches for the MBANO National Teams do not need to bowl the year-end. Anyone selected as a coach, should have the 24 games requirements for the nationals.	Carried
2018-19	GSA	That MBANO bowlers going to Nationals receive a new Masters' shirt in our provincial colors rather than wearing our current shirt.	Carried
2018-19	TB	To have separate shirts for nationals than the ones we wear now.	Withdrawn

DATE	ZONE	MOTION	CARRIED / DEFEATED
2018-19	TB	That Master Junior is the same way that Master Bantam was this year.	Defeated
2019-20	GSA	GSA to use the same format of 2 block or 3 block for MB & MJ. Motion revised: All Zones can use the 2 block, 3 block or the regular 6 game format	Carried
2019-20	TB	All returning masters will get a rebate of \$20.00 on registration for next season.	Carried
2020-21		No motions	N/A
2021-22		No meeting due to pandemic	N/A
2022-23	GSA	An updated 'track changes' version of the 2002 Constitution with all motions carried between 2002 and 2022 was shared and reviewed with members who attended the 2023 AGM either in person or electronically. Accept the updated 2023 version of the MBANO Constitution.	Carried
2022-23	GSA	2) <u>Constitution Section B. Membership:</u> General a): Change 49 years of age to 20 years of age	Defeated
2022-23	GSA	3) <u>Constitution Section C. Board of Directors:</u> a. Remove: a total of 30 masters is required to have both directors' expenses paid for the year end	Carried
2022-23	Gateway	4) <u>Constitution Section C. Board of Directors</u> Revise 4b): The election of members on the Executive Committee shall be held at a time and place selected by the Board of Directors for a two year period. This will normally be held in conjunction with the Annual Year End Tournament, which is the final aggregate each year. Change to: The election and voting of members for the Executive Committee's Current Expired Positions is to be exercised at the general meeting, with the general membership having the option to vote in person at The Year End.	Withdrawn (see GSA motion)
2022-23	GSA	5) <u>Constitution Section C. Board of Directors</u> Revise b): The Board of Directors only shall elect for a period of two years the following on the Executive Committee: 1) President 2) Vice-President	Defeated

DATE	ZONE	MOTION	CARRIED / DEFEATED
		<p>3) Secretary And/or Secretary/Treasurer</p> <p>4) Treasurer</p> <p>Change to The MBANO members in attendance at MBANO’s Annual General Meeting shall elect for a period of two years the following on the Executive Committee:</p> <p>1) President 2) Vice-President 3) Secretary And/or Secretary/Treasurer 6) Treasurer</p>	
2022-23	GSA	<p>6) <u>Constitution Section D. Rules and Regulations : 1. General</u> Change: black dress pants To: black slacks or bowling pants (no stirrup pants, black jeans, cotton pants or elastic at bottom)</p> <p>Amended to read: Change to: black pants (no stirrup pants, black jeans, sweatpants, leggings, cargo pants or pants with elastic at bottom).</p>	Carried
2022-23	GSA	<p>7) <u>Constitution Section D. Rules and Regulations : 3. Suspension</u> Add the following offences to a) 1st Offence: Minimum suspension of 3 tournaments, including the one in which the offence was committed. Maximum suspension not to exceed 1 year from the date of the infraction. 2nd Offence: Permanent Suspension</p>	Carried
2022-23	GSA	<p>8) <u>Constitution Section D. Rules and Regulations : 3. Suspension</u> Add the following offences to a) 1st Offence: Minimum suspension of 3 tournaments, including the one in which the offence was committed. Maximum suspension not to exceed 1 year from the date of the infraction. 2nd Offence: Permanent Suspension</p>	Carried
2022-23	GSA	<p>9) <u>Constitution Section D. Rules and Regulations : 3. Suspension</u> Add the following to b) A written appeal with justification must be received by the MBANO Executive committee</p>	Carried

DATE	ZONE	MOTION	CARRIED / DEFEATED
		within 30 days of suspension.	
2022-23	GSA	10) <u>Constitution Section D. Rules and Regulations : 6c. Selection of National Coaches</u> Add the following <ul style="list-style-type: none"> • The list of applicants who submitted their name for coaching positions at the Nationals in accordance with the deadline will be provided to each team by the Executive Committee. • A MBANO member in good standing and with coaching qualifications that has not submitted their form for a coaching position at the Nationals can be selected when there are no names left of the list provided to the teams. 	Carried
2022-23	GSA	11) <u>Constitution Section D. Rules and Regulations : 6c. Selection of National Coaches</u> Change Coaches for the MBANO National Teams do not need to bowl at the Year-End. Anyone selected as a coach, should have the 24 games requirements for the nationals. To Coaches for the MBANO National Teams do not need to bowl the Year-End; this applies to all divisions/teams. They must be a MBANO member in good standing and have coaching qualifications.	Carried
2022-23	GSA	Harassment Policy was presented to members. Harassment Policy to be added to Constitution as a new <i>Section F</i>	Carried
2022-23	Gateway	12) <u>Constitution Section D. Rules and Regulations : 5e. Averages</u> Add: Averages will be updated after each tournament so that Masters bowl with a new average after each tournament. In the event a Master must remove themselves from a tournament due to injury or illness, those completed games (6 or less) bowled will be used in the average calculations. The last completed consecutive 60 games will be the masters updated average.	Carried
2022-23	Gateway	13) <u>Constitution Section B. Membership: 2. Definition</u> Once a bowlers' application is approved, they are deemed to be a member of MBANO. A member in good standing and good character must meet the following requirements: a) Participation in some capacity in the	

DATE	ZONE	MOTION	CARRIED / DEFEATED
		<p>administration and/or instruction of 5-pin bowling such as the YBC and Special Olympics and/or persons with disabilities.</p> <p>b) Completion of Community Course Certification within 2 years of joining the masters if courses are available.</p> <p>Abide by the following CODE OF ETHICS</p> <ol style="list-style-type: none"> 1. I will conduct myself at all times in a manner befitting of a master bowler. 2. I will actively support the MBANO and its rules, regulations and bylaws contained in this policy manual. 3. I will not do or say anything that will bring discredit to the sport of 5-pin bowling. 4. I will promote the sport of 5-pin bowling in Canada. 5. I will set standards of sportsmanship, ethics and conduct that will bring prestige to the sport of 5-pin bowling. <p>Change in a): youth bowling To: Youth Bowl Canada</p> <p>Add to b): if courses are available.</p>	Carried
2022-23	Thunder Bay	<p>14) <u>Constitution Section D. Rules and Regulations:</u> <u>1. General</u></p> <p>Add: National shirts to be worn for all of Nationals (ie. Opening ceremonies, bowling, pictures banquets, any event that requires uniform.</p>	Carried
2022-23	Thunder Bay	<p>15) <u>Constitution Section D. Rules and Regulations:</u> <u>5. Master Youth Tournaments</u></p> <p>Add: Have a flexible period of time for Master Junior to be held, like Master Bantam.</p>	Defeated
2022-23	Thunder Bay	<p>16) <u>Constitution Section D. Rules and Regulations:</u> <u>5c. Master Youth Tournaments</u></p> <p>Add If a master bowls a tournament with no children because there aren't enough, they are to be the first ones allocated children in the following tournaments. If there are still less kids at the next tournament then masters who bowled solo at the previous tournament, they will be the first at the next tournament. A rotating list so everyone is bowling with children equally.</p>	Carried