

**TO: ALL BOARD MEMBERS, COMMUNITY DEVELOPMENT OFFICERS, LIFE MEMBERS, CENTRE SECRETARIES, UMPIRES COMMITTEE, DISTRICT UMPIRES SECRETARIES, SELECTORS, JUDICIAL COMMITTEE**

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**BOARD MINUTES**

Attached is a copy of the Board Minutes from 25<sup>th</sup> February 2010. Items of interest are –

***Regional Service Centres***

Meetings have been held with each of the proposed Regional Service Centre Boards and draft copies of Service Agreements and Transitional Regulations have been distributed and responses have now been received.

There is still some way to go in finalising arrangements with Region 1 and Region 3 and a timeline for completion has not been confirmed.

Good progress has been made with Region 2 and it is expected that they will be under way without too much further delay. We will keep you updated with progress.

***Bowls New Zealand Membership Project 2010***

Note the Terms of reference and the Project Team.  
There will be wide consultation on this project.

***Hyundai National Open Championships 2011/2012***

Applications to host the above Championships are now sought from Centres.  
The application form is attached and Centres applying should consider what local Body support maybe available to support their application.

Applications will close on 7<sup>th</sup> May 2010 and the Board will make a decision on who the host will be at their meeting on 20<sup>th</sup> May 2010.

***Bowls New Zealand Playing Calendar 2010/2011***

The playing calendar for the 2010/2011 year is attached.  
Please note that venues for some events are still to be confirmed.  
The NZ Club Singles, Pairs, Triples and Fours will be reintroduced next season on the basis that Bowls New Zealand will pay venue costs (catering and event management) but all other costs must be paid by participants or by their Centres/Regions from entry fees.

***Draft Budget 2010/2011***

A first draft was reviewed.  
Please note from the minutes the directions the Board has made relating to various items.

***Congratulations***

Congratulations were extended to Jan Khan, Val Smith and Clare McCaul for their fantastic win the Women's Triples at the recent Australian Open event.

***Annual General Meeting 2010***

The date for the Annual General Meeting is set for 11<sup>th</sup> September 2010. It is tentatively set down for Wellington and will hopefully be part of a Regional Forum for that Region.

### **TECHNICAL OFFICIALS FOR COMMONWEALTH GAMES 2010**

Congratulations to the following Umpires from New Zealand who have been appointed to officiate at the 2010 Commonwealth Games in Delhi:-

Helen Stallard (Auckland), Ann Wright (Canterbury) and Reg Briggs (Counties Manukau)

Helen has also been appointed as a Technical Official for the 8 Nation Invitation Tournament to be held in Delhi in April 2010.

### **TRANS TASMAN UNDER 25 AND UNDER 18**

History was made at Birkenhead Bowling Club, North Harbour on 28<sup>th</sup> February 2010 when New Zealand defeated Australia in the Under 25 Women's competition and in the Under 18 event for both men and women.

New Zealand was narrowly defeated in the Under 25 Men's competition.

It only seems like yesterday that New Zealand were unable to field a Side in the Under 25 Women's competition and although Australia have had that age group in place for a number of years, New Zealand for many years played them with a Side comprising older players.

The successful players were –

Under 25 Women – Mandy Boyd, Gemma Collett, Misty Arnold, Amy Brenton and Clare McCaul

Under 18 (Men and Women) – Kirsten Griffin, Emma LeLievre, Ryan Khan and Monte Pawa

Under 25 Men- Matt Gallop, Andrew Kelly, Chris LeLievre, Greg Ruaporo and Mark Watt

Coaches involved were Dave Edwards (National Coach) assisted by Sharon Sims for the Under 25's.

The Under 18 Side was under the watchful eye of Terry Scott assisted by National Selector Colleen Ferrick.

There is no better example than this of the Pathways and High Performance Programme working. Each Player had an individual performance plan in place prior to the event which was monitored by one of the Coaches. The results proved the worth of coaching, the High Performance programme and the pathways now in place for players i.e. secondary school programme and national finals, Kittyhawks Under 19 Championship and the Bowls NZ Challenge Trophy.

Well done to all involved and also Birkenhead Bowling Club for being great hosts for the Event.

### **SUSPENSIONS**

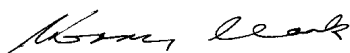
We have been notified of the following suspension:

Mangere Bowling Club has advised that Mr Trevor Neil has been suspended for one year from 22<sup>nd</sup> January, 2010.

Okahu Bay Bowling Club have advised that Mr Romano Talbot has been suspended from the Club for 18 months from 24<sup>th</sup> February until 24<sup>th</sup> August 2011.

See Bowls NZ Constitution Clause 16.2.8(b).

***Not be entitled to participate, practice or play Bowls in any capacity in any competition, tournament, event or activity of Bowls NZ, the applicable Centre or Club.***



**Kerry Clark OBE  
CHIEF EXECUTIVE**

# MINUTES OF MEETING OF BOWLS NEW ZEALAND BOARD

HELD AT THE COACHROOM, AUCKLAND DOMESTIC AIRPORT

On

Thursday 25<sup>th</sup> February 2010

COMMENCING AT 10am

## PRESENT

John Carter - Chair  
Coral Wing – President  
Trevor McComish – Vice-President  
Lynette Adams  
Cushla McGillivray  
Jacki Richardson  
Jim Lindsay  
Kerry Clark OBE – Chief Executive Officer

### 1. APOLOGIES

No apologies

### 2. OBITUARIES

Vera Bindon (Auckland) – Past New Zealand Representative  
Pearl Dymond (Taranaki) – Past New Zealand Representative  
Bill Cousins (Dunedin) – Past New Zealand Representative

### 3. REGISTER OF INTERESTS

John Carter	Director, Bowls Events NZ Limited Life Member, Bowls Wellington Manager/Administration Hutt Bowling Club
Cushla McGillivray	Director, Bowls Events NZ Ltd
Coral Wing	Past President, Bowls Manawatu
Lynette Adams	CEO, Sport Waitakere
Jacki Richardson	President – A.D.H.D. Association Incorporated & General Manager Northern Auckland Kindergarten Association
Jim Lindsay	Managing Director – Lindsay Consulting
Trevor McComish	Bowls Wellington Club Rationalisation Team

### 4. CONFIRMATION OF MINUTES & RESOLUTION

The Board approved the following Minutes and Resolution:

1. Board Meeting held on 16<sup>th</sup> and 17<sup>th</sup> November 2009

Moved: Lynette Adams                      Seconded:                      Coral Wing  
Carried



Level 1  
Allied Worldwide House  
Cnr Hugo Johnston Drive  
and Church Street  
Penrose  
Auckland

All correspondence to:  
P.O. Box 62-502  
Kalmia Street  
Auckland 1544  
New Zealand

Telephone: 09 579 5853  
Facsimile: 09 579 6935

Email: [info@bowlsnz.co.nz](mailto:info@bowlsnz.co.nz)  
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2. Resolution to apply for funding to Lion Foundation dated 22 January 2010.

Moved: Jacki Richardson                      Seconded:                      Cushla McGillivray  
Carried

5. **MATTERS ARISING FROM THE MINUTES**

**Bowls NZ Centenary 2013/2014**

Meeting of Sub-Committee will be held on 23<sup>rd</sup> March 2010.

6. **STRATEGIC ISSUES:**

**Asia Pacific Judicial Hearing**

Moved Trevor McComish and seconded Coral Wing that the Board move into Committee

Moved Cushla McGillivray and seconded Jacki Richardson that the Board move out of Committee

While in Committee the Board discussed the current status of the proceedings and noted that appeals had been filed to the Sports Disputes Tribunal and that Bowls New Zealand would be responding to the Appeal proceedings

**One Bowls One Vision:**

Replies had been received to the Draft Service Agreement and Transitional Regulations from Bowls Wellington and Auckland Bowls.

Noted that Auckland still had problems with one of the clauses in the Bowls NZ Constitution which was passed at the Annual General Meeting. The Board would like to make progress with Auckland in good faith and the CEO was asked to meet with the Auckland General Manager and Board to see if progress was possible.

There can be no changes to the Bowls New Zealand Constitution until September 2010 and the Board is of the view that the current wording is appropriate.

Bowls Wellington have raised some minor issues with the Regulations and the Service Agreement which will be rectified. They have no issues with the wording.

Bowls Wellington have also been provided with a Model Constitution. They have made some suggested changes to the model provided which the Board are supportive of and the CEO has been asked to discuss these with our Legal Advisers who have provided the draft.



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Subject to the changes to the Model being made and being acceptable to Wellington they are the most advanced in moving to be a Regional Service Centre. It is hoped that Wellington can be up and running without too much further delay.

At the time of the Board meeting no reply had been received from Bowls Canterbury in respect to Region 3.

### **Organisational Development Tool Report from SPARC**

The Board congratulated the CEO and staff on the positive report received. The recommendations were discussed in detail and the CEO and Chair will now develop an action plan for implementation.

### **Strategic Plan and Operational Plan**

It was noted that the Strategic Plan had now been distributed to Centres.

A report against the Operational Plan was received and discussed.

The CEO to keep the Board informed on potential issues.

### **Risk Management Plan Update**

A report was received and agreed.

It was noted that with some staff changes occurring in the next month and with some key projects needing CEO attention, the workload on the CEO and some staff did need attention.

The Chair will discuss workload issues with the CEO and will report back to the Board with recommendations.

### **Board Annual Work plan**

This will be reviewed again as part of the implementation from the Organisational Development Tool recommendations.

### **Review of Board Policies**

The following policies were reviewed and some changes were made. These will be updated and included in the Board Manual.

- 2.2.6 Policy Making
- 2.2.7 Governing Process
- 2.2.8 Chair Role
- 2.2.14 Board/CEO Relationship
- 2.2.15 CEO Monitoring
- 2.2.16 CEO's appointment and Terms and Conditions of Employment
- 2.2.17 CEO Limitation



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## **Bowls New Zealand Membership Project 2010**

Trevor McComish as Chair of the Sub-Committee gave the following update

### ***Terms of Reference***

**Objective:** To recommend a membership structure that will serve the sport of bowls into the future

### **Features of a Proposed Membership Structure**

- It reflects the participation base of the sport into the future
- It enables a fair and equitable contribution to the infrastructure costs of the sport
- It is simple and has a low compliance cost
- It is self regulatory

### **Project Team, will comprise:**

- Trevor McComish –Bowls NZ Board –Chair
- Cushla McGillivray –Bowls NZ Board
- Warren Ogilvie – Sport Waitakere
- Phil Vyver – Representative proposed Region 1
- Peter Barlow – Representative of proposed Region 2
- TBA – Representative of proposed Region 3
- Steve Beel – Representative of Community Development Officers
- Paul Cavanagh – Community Development Officer and Secretary

The project has a timeline to have a paper available for the Bowls NZ Board by September/October 2010 and to have final proposals available for Annual General Meeting consideration in 2011.

A communications plan will be developed for this project and there will be wide consultation.

### **Counties Manukau Bowls**

A draft Terms of Reference to set up an Establishment Committee for a new Centre was tabled and approved.

The CEO will now call a meeting of Club Presidents to brief them on the way forward and after that meeting will make recommendations to the Board for membership of the Establishment Committee.

It was noted that the current Centre which is only operating in a limited way as approved at the last Board Meeting is still to be wound up.



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7. **CHIEF EXECUTIVE'S REPORT**

The Chief Executive tabled a Report covering all activities since the last Board Meeting.

The Board accepted the Report and endorsed all actions being taken.

The following additional matters were discussed:

**Bowls New Zealand National Open Championship 2011/2012**

CEO to call for applications from interested Centres and a decision will be made at the next Board Meeting.

**Bowls New Zealand Playing Calendar 2010/2011**

A calendar was approved with the reintroduction of the National Club Singles, Pairs, Triples and Fours. This would be on the basis that Bowls New Zealand would pay the final venue costs (catering and Event Management) but all other costs must come out of entry fees.

**Staff**

Rajal Middleton would be going on maternity leave for 12 months from 12 March 2010 and a contract replacement for her is in the process of being finalised.

A part time appointment to fill the Disability Programme Manager role is also in the process of being finalised.

8. **FINANCIAL REPORT**

A report to 31 January 2010 was tabled and approved.

An investment update was also tabled for Board information.

***Draft Budget 2010/2011***

A first draft of the budget for 2010/2011 was tabled for comment and the following directions were made

- Membership fees to only increase by CPI
- Open events must be cost neutral and not subsidised by the membership fee –this will apply to the Hyundai Nationals, National Intercentre and National Singles, Pairs, Triples and Fours
- Entry fees for National interclub meet the operational costs to the cost structure for them will not change
- The profit from World Bowls 2008 to be ring fenced as the bowlers contribution for World Bowls 2010 rather than the imposition of an annual special levy.
- CEO to look at all other expenditure areas to see if further savings can be made



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9. **OTHER BUSINESS**

***World Bowls Law Review***

The Board noted the response received from the Bowls New Zealand Umpires Committee and agreed that it should be forwarded to World Bowls.

***NZ Win in Women's Triples at Australian Open***

Congratulations were extended to Jan Khan, Val Smith and Clare McCaul on their win at the recent Australian Open.

***Future Meetings***

The next meeting would be one day on 20 May 2010 in Auckland. Any matters of an urgent nature prior to that would be dealt with by conference call or e-mail.

The Annual General Meeting for 2010 was tentatively set down for 11<sup>th</sup> September 2010 in Wellington and it will hopefully be part of a Regional Forum/Conference.

There being no further business the meeting closed at 3.30pm

\_\_\_\_\_  
Chairman

Date



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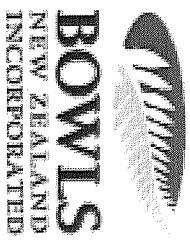
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## **Application form**

**For hosting**

**HYUNDAI NATIONAL OPEN  
CHAMPIONSHIPS 2011/2012**

**27. APPLICATION TO CONDUCT THE NATIONAL OPEN TOURNAMENT**

- 27.1 The Venue for the National Tournament, upon application shall, be determined by the Board of Bowls New Zealand.
- 27.2 The success of the Tournament depends in large measure on availability of adequate playing areas supported by good staffing and backed by careful planning of the necessary infrastructure (support services and material).
- 27.3 The ownership of a Bowls New Zealand Tournament rests with Bowls New Zealand who assume overall responsibility for the Tournament. The Tournament, however, is a partnership with a Centre and Club/s with the ultimate approval of the application being part of the partnership.
- 27.4 The applicant Centre needs to be satisfied that Bowls New Zealand requirements can be provided from within their member Club/s and local support resources. They will have an overview of the Clubs input.
- 27.5 The Club/s have the responsibility of providing the facilities which take on being the "Shop Window" for the Tournament nationally.
- 27.6 Applicant Centres should ascertain from their Local Authorities what level of assistance is available to attract the event to their Centre.
- 27.7 To assist a Centre/Club(s) seeking to host such a Tournament the Questionnaire attached as Appendix A should be completed and lodged with Bowls New Zealand provides that basis for evaluation and approval.
- 27.8 The form has been designed to have input from applicant Club/s and Centre in two parts to cover:
- a) Host Centre support role
  - b) Host Centre enhancement of the Tournament
  - c) Host Centre basis of recommendation
  - d) Host Club/s static detail
  - e) Host Club/s enhancement of the Tournament

**APPENDIX A**

**QUESTIONNAIRE FOR HOSTING NATIONAL CHAMPIONSHIPS**

**Name of Event:** National Open Tournament

**Year:** \_\_\_\_\_

**Applicant Centre:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Postal Address** \_\_\_\_\_

**Proposed Headquarters** \_\_\_\_\_

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**OUTLYING CLUBS (Away from Headquarters):**

**Catering:**

Are you able to adequately provide for teas and lunches (minimum sandwiches) at all selected Clubs?

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**Officials:**

Will there be sufficient adequately trained Umpires and Markers at all selected Clubs (you may have to envisage training programmes)?

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**ACCOMMODATION OFFICER:**

Can you provide a person(s) who can obtain/inspect and offer houses for rental to Players?

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**PROMOTION OF TOURNAMENT:**

What efforts will be made to make the local public/bowlers aware that the tournament is being held?

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Local Sponsorship - Cash or Kind. Are there opportunities to assist, eg: courtesy vehicles, programmes etc.?

i) Please give examples and estimated value:

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ii) Local Authority Support - what assistance can the Local Authority provide in support of your application and the tournament itself.

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**CAN THE HOST CLUB ADVANCE FURTHER INFORMATION IN SUPPORT OF THE APPLICATION:**

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**CERTIFICATION:**

Having due regard for the Preamble and the Questionnaire, the Centre Executive/Board endorses this Application and believes it has the ability to successfully mount and control the National Tournament applied for.

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Centre President

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Date

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Centre Secretary

**PART B CLUB TO COMPLETE**

**Selection of Headquarters Club**

**Name of Club:**

Address:

Telephone Number:

Fax Number:

Email Address:

**Number of Greens (Tick)**

One  Two  Three  Four

Five  Six

i) Green Size(s) Metric One  Two  Three  Four

ii) Green Surface Type

**Club House Facilities:**

i) **Chart Room:**

What facility is available: must be large enough to house up to 10 people with photo-copier space and room for up to 3 work stations and work table configuration for 6 people.

Minimum of up to six extra (telephone, internet, fax) lines will be required - and are there any technical problems with installation etc:

ii)

**Media:**

What housing will there be for media (allow for 1 Radio and 3 Newspaper Reporters complete with telephone/internet/fax/email)

iii) **Space:**

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iv) **Lighting:**

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v) **Proximity to Clubhouse:**

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vi) **Catering:**

On what basis are caterers engaged, eg outside professional/women's club:

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vii) **Can they cope with the demands of?**

- variable game finishing times
- serving all in a limited time
- provide daily change of menu
- quantity provided versus acceptable cost

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viii) **Can numbers be seated at one sitting?**

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ix) **Lounge Facilities:**

Seating: Can lounge facilities adequately accommodate seating for the numbers attending the tournament without undue interruption to Club Members?

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x) **Provision of Traders Area and Static Displays:**

Is there suitable space within the Clubhouse and Club grounds for a Traders area (up to 3 Traders) and a static display of promotional material use by sponsors or Bowls NZ?

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xi) **Car Parking:**

- Indicate availability of car parks:
  - Within Club/s grounds:
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xii) **Street Parking in vicinity of Headquarters:**

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xiii) **Reserved Parking:**

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xiv) **Spectator Seating:**  
What type and capacity is likely to be available:

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Can additional chairs/forms etc be set around green/s?

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Are there any problem areas in sitting (eg: can be positioned only on two sides of green/s) relative to signage?

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**PROMOTION OF TOURNAMENT:**

What efforts will be made to make the local public/bowlers aware that the tournament is being held?

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Local sponsorship - cash or kind. Are there opportunities to assist, eg: courtesy vehicles, programmes etc.

Please give examples and estimated value:

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**CLUB TO ADVANCE FURTHER INFORMATION IN SUPPORT OF APPLICATION:**

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**SIGNED:**

.....  
**Club President** .....

## BOWLS NZ EVENTS CALENDAR

<b>Date</b>		<b>2010</b>	<b>Venue</b>
Thurs 5 Aug - Mon 9 Aug	Test Series v Australia		Venue to be confirmed
Thurs 23 Sept - Sat 25 Sept	Comp v Malaysia		Venue to be confirmed
Mon 3 Oct - Fri 14 Oct	Commonwealth Games		Delhi
Fri 22 Oct - Mon 25 <sup>th</sup> Oct	North East Valley Invitation Singles		Dunedin - HQ North East Valley
Fri 12 <sup>th</sup> Nov - Sun 14 <sup>th</sup> Oct	Stoke Invitation Singles		Nelson - HQ Stoke
Thurs 18 Nov - Fri 26 <sup>th</sup> Nov	The Trusts New Zealand Open		Auckland - HQ Henderson
Tues 23 Nov - Thurs 2 Dec	World Champion - of - Champion Singles		Norfolk Island
Fri 3 Dec - Sun 5 Dec	Bowls NZ Challenge Trophy		Wellington –actual venue to be confirmed
Sun 12 Dec - Tues 14 Dec	National Secondary School Championships		Dunedin - HQ to be confirmed
Tues 28 Dec - Sun 9 Jan	Hyundai National Open Championships - Men and Women		Dunedin - HQ Taieri Bowling club
<b>Date</b>		<b>2011</b>	<b>Venue</b>
Sat 5 Feb - Sun 6 Feb	Aotearoa Maori Bowls		Wellington –Wainuiomata BC
Mon 7 Feb - Thurs 10 Feb	Clubs New Zealand Men's Fours Outdoors Bowls Tournament		Northland – Kamo Club HQ
Tues 8 Feb - Mon 14 Feb	Australian Open		Melbourne
Sat 26 Feb - Sun 27 Feb	Bowls New Zealand National Intercentre Regional Playoffs		Within Regions
Sat 5 Mar - Sun 6 Mar	Bowls New Zealand National Interclub Regional Playoffs		Within Regions
Wed 9 Mar - Wed 16 Mar	All Regional Playoffs National Club Championships		Within Regions
Thurs 24 Mar - Fri 25 Mar	Bowls New Zealand National Interclub Finals - Division 1 and 2		To be confirmed
Sat 26 Mar - Sun 27 Mar	Bowls New Zealand National Intercentre Finals		To be confirmed
Sat 9 Apr - Sun 10 Apr	National Club Championship Singles		To be confirmed
Mon 11 Apr - Tues 12 Apr	National Club Championship Pairs		To be confirmed
Wed 13 - Thurs 14 Apr	National Club Championship Triples		To be confirmed
Fri 15 Apr - Sat 16 Apr	National Club Championship Fours		To be confirmed
Fri 22 Apr - Sun 25 Apr	Kittyhawk National Under 20 Singles		Auckland – Pakuranga BC