



18 June 2010

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

SERVICE CONTRACT – BOWLS NEW ZEALAND AND NZ SPORTS TURF INSTITUTE

A contract has been signed between the Bowls New Zealand and New Zealand Sports Turf Institute for the period 1 July 2010 to 2011 covering the following services:

- Training services - linked to NZ Sports Turf Industry Training Organisation programmes. Subsidised by Tertiary Education Commission (government).
- Publications - NZ Turf Management Journal. A complimentary 4 issue subscription for all Bowls NZ Board Members, NZ Bowling Clubs, Centres and Regional Service Centre Board Members with the proviso that at least one bowls article per journal issue is published
- Fact Sheets (4 seasonal issues per year) supplied to Bowls NZ for posting to all Clubs
- Attendance and participation by Agronomists at field days and presentations at the respective NI/SI Bowls Greenkeeper Seminars
- Research fund of \$7,000 of which the project(s) will be determined by NZSTI and NZBGKA

The major component of the contract is the field day aspect which must operate in the following way to get the best result –

- NZSTI will provide all BNZ-affiliated clubs with support through attendance and participation at field days and presentations at both North and South Island Greenkeeper Seminars. See attached list of field days. Planning for field days will be the responsibility of the local Centre and, local Greenkeeping Association for the Centre concerned with input from the Regional Service Centre when required. Where a plan for the day is prepared this is to be distributed in advance to all Clubs in the Centre and the local NZSTI agronomist., In the event that a Centre/Greenkeeping Association is unable to use their allocated number of field days, NZSTI (with approval from BNZ) is able to reallocate such field days to another Centre/Greenkeeping Association. On a quarterly basis, a report will be provided to Bowls NZ by NZSTI including, for each field day, the number of attendees, their respective clubs and the main issues raised .

This Contract requires a good working relationship to be established between Centres, Centre Greenkeeping Associations, the NZSTI Agronomist(s) for the Centre District and the Clubs. If that relationship does not exist now then it should be established as a matter of urgency.

The NZSTI Agronomists involved in working with Bowls New Zealand and their contact details are as follows –

Far North, Northland, North Harbour, Auckland and Counties Manukau

Alex Glasgow Mobile 027 496 2486 A/H 09 630 3207 e-mail alexg@nzsti.org.nz

Everett Darlington Mobile 027 232 4545 e-mail edarlington@nzsti.org.nz

Waikato, Thames Valley, Bay of Plenty,David Ormsby Mobile 027 442 8053 A/H 07 846 7698 e-mail davido@nzsti.org.nz**Gisborne East Coast, Hawkes Bay, Manawatu, Wairarapa, Wanganui, Taranaki, Kapiti Coast and Wellington**Brendan Hannan DDI 06 355 7024 A/H 06 355 5310 Mobile 027 442 8046 e-mail bhannan@nzsti.org.nzMegan Cushnahan DDI 06 355 7021 Mobile 027 220 9957 e-mail mcushnahan@nzsti.org.nzChris Gribben DDI 06 355 7026 Mobile 027 552 4488 e-mail cgribben@nzsti.org.nz**Nelson, Marlborough, Buller, West Coast and Canterbury**Jaymie Batchelor Mobile 027 446 2874 e-mail jbatchelor@nzsti.org.nz**South Canterbury, North Otago, Central Otago, South Otago, Dunedin and Southland**David Howard Mobile 027 446 2875 A/H 03 455 2522 e-mail dhoward@nzsti.org.nz**Training Programmes**

Contacts for all training matters should be addressed to:

Jenny Lupton DDI 06 355 7023 Mobile 027 200 9911 e-mail jlupton@nzstito.org.nzKevin Timms DDI 06 355 7020 Mobile 027 253 6777 e-mail ktimms@nzstito.org.nzBaz Woodcock 06 356 8090 extension 707 Mobile 027 500 1333 e-mail bwoodcock@nzstito.org.nz**List of Field Days Scheduled for 2010/2011:**

CENTRE	2010/2011(proposed)	
Bowls Northland	2	
Far North Bowls	2	
Auckland Bowls	4	
Bowls North Harbour	3	
Counties Manukau	3	
Bowls Waikato	4	
Thames Valley Bowls	4	
Bowls Bay of Plenty	1	
Bowls Wairarapa	2	
Gisborne East Coast	2	
Taranaki Bowls	3	
Bowls Hawkes Bay	3	
Wanganui Bowling centre	2	
Bowls Manawatu	2	
Kapiti Coast Bowling Centre	1	
Bowls Nelson	2	
Bowls Marlborough	1	
Bowls Wellington	4	
West Coast/Buller	1	
Bowls Canterbury	4	
Mid Canterbury	1	
Sth Canterbury	2	
Bowls North Otago	2	
Central Otago Bowls	2	
South Otago Bowling Centre	1	
Bowls Dunedin	4	
Bowls Southland	3	
Unallocated	1	
Total	66	

It is recommended that neighbouring Centres work together in arranging Field Days so that maximum benefit is obtained from the allocations made per geographic area.

New Zealand National Secondary School Bowls Championships 12th December- 14th December 2010 in Dunedin

Headquarters: North East Valley Bowling Club, Dunedin

Player Fee for 2010 National Finals:

All finalists for the 2010 National Secondary Schools Championships in Dunedin will pay a player fee of \$30.00(plus G.S.T) per person, per discipline.

Bowls New Zealand will invoice the Centre(s) for the players fee.

A Memorandum confirming details of Dates, Headquarters and Venues, Players Fee, Accommodation advice, Meals, Transport and Conditions of Play will be sent out to all Regional Youth Bowls Co-ordinators and Centre Secretaries by 30th June 2010.

Bowls New Zealand National Coaching Coordinator

See attached details regarding this position.
Applications close on 31st July 2010.

Bowls New Zealand Centennial

To celebrate this important milestone, expressions of interest are being sought to write the history of Bowls NZ. The release of this book will coincide with the 2013-2014 centennial celebrations. Previous experience of writing a similar publication would be an advantage.

A fee will be paid for production of the book.

Register your interest by email to: info@bowlsnz.co.nz - by 11 July 2010.

Suspensions

Bowls Gisborne East Coast have advised that Ruatoria Bowling Club has been suspended from Membership of the Centre.

Signed



**Kerry Clark OBE
CHIEF EXECUTIVE**



BOWLS NEW ZEALAND NATIONAL COACHING COORDINATOR

We are seeking an outstanding candidate for the role of National Coaching Coordinator for Bowls New Zealand. This role involves the implementation of the Bowls New Zealand Coaching Plan – and is primarily about supporting the Coach Trainers and Centre Coaching Coordinators to organize and deliver the Bowls NZ Coach Development Framework.

This is a position where an individual can make a real difference to the future of Bowls. You need to bring a passion for developing a culture of and working within a high performance environment. You will live and breathe the mentality that coaching and training makes a difference and have the communication skills to generate buy in and support for that philosophy. You see the opportunities inherent in this national role, you'll understand the importance of this role to our organization and understand that the work you do will help grow our depth and skill base of coaches and therefore players to ensure we dominate the sport of bowls now and in the future.

We would expect applicants to be able to show an ability to implement plans, and tangible experience in working within a regional structure. We would expect the applicant to be able to demonstrate capabilities around motivating individuals remotely to implement and deliver on the KPI's of a coaching or training program.

Experience and competence in adult education and training is desired, and while sport focused qualifications or previous coaching or sport management experience will be considered a positive it is not required.

The National Coaching Coordinator will:

- Ensure that Coach Trainers and are assisted to manage the delivery of Introductory and Bowls NZ Coach courses.
- Maintain the integrity of the system by ensuring that the required quality standards of course presentation and assessment are sustained
- Assist Regional Service Centres to ensure that Centres develop and implement strong and sustainable Coaching Plans and to support the development of a culture of Coaching at club and Centre level
- Be responsible for reviewing the Framework resources and ensure the relevant resources are available when courses are planned
- To support Centre Coaching Coordinators in ensuring the updating system is maintained
- To monitor the maintenance of the database
- Oversee the Bowls NZ Youth Bowls programme and support key youth bowls coaches
- Provide a link between Centre Talent Development programmes and the Bowls NZ Talent Development programme to ensure that centre coaches get opportunities to develop

The position requires someone with good organisational skills and the ability to foster strong relationships with a variety of different people. You will need to be a self starter and have the ability to work unsupervised. You will also need to be persistent and positive in championing change.

This is a part time position and starts at 4 days per week with some weekend work required.

The position offers a competitive remuneration package and approved expenses.

Please forward your application and a current CV marked confidential to the attention of the Chief Executive, 'National Coaching Coordinator' at Bowls New Zealand.

By email kerry@bowlsnz.co.nz, or by post to Kerry Clark, CEO Bowls New Zealand PO Box 62502 Kalmia Street Auckland

Closing date for applications will be July 30 2010 with interviews beginning as soon as the short listing has been completed. Bowls New Zealand wants the new National Coaching Coordinator to begin as soon as possible.



NATIONAL COACHING COORDINATOR JOB DESCRIPTION

Title: National Coaching Coordinator

Reports: Chief Executive Officer

Major Rôle

To represent the national coaching strategies at regional, centre and club level

- To provide assistance and guidance to Centre Coaching Coordinators in the development of Centre Coaching Plans
- To provide assistance and guidance to Coach Trainers in the delivery and assessment of the Bowls New Zealand Coach Education and Accreditation system – Introductory and Bowls NZ Coach
- To communicate regularly with the Regional Service Centre, and provide support for their key coaching staff/volunteers (Coach Force)
- To provide a quality assurance role for the Education and Accreditation system to ensure that credibility is maintained and enhanced
- To continue the development of the Strategic Plan and to develop and implement the annual plan
- To ensure the coach database is continually updated
- To work with the CDOs on enhancing the development of coaching in the clubs involved in the Club Plan programme
- To lead and provide support for the development of partnerships between the Centre Coaching Coordinators and the Regional Sports Trusts
- To provide a link between Centre Talent Development programmes and the Bowls NZ Talent Development programme to ensure that centre coaches get opportunities to participate as and where appropriate
- Work with SPARC Coaching personnel to ensure consistency with the National Coach Development Framework
- To organise and run an annual up skilling opportunity for Coach Trainers
- To attend annual regional coaching forums of Coaching and Youth Bowls Coordinators and other key coaches
- To organise and run Regional “Player to Coach” courses to recruit and train potential performance coaches.

To oversee the Youth Bowls programme and provide support to key volunteers

- To provide assistance and guidance to Regional and Centre Youth Bowls Coordinators
- To update and implement the Youth Bowls plan
- To convene the Youth Bowls Advisory group
- Participate in the debrief of National Secondary Schools and Kittyhawks competitions
- Liaise with and assist the Event Manager in:
 - The annual revision of the regulations for Youth Bowls events
 - Updating and circulating consent forms and other documentation for NSS
 - Ensuring that appointed coaches are accredited and have clearance from the Police Vetting Service.
 - Maintaining a record of participation numbers
- Update the website
- Coordination of SQUAD6 programme

Communication

- To regularly update the coaching section of the web site
- To write, or facilitate the provision of, an article on coaching for every UPSHOT

Administration

- Bring knowledge and experience of adult learning and assessment to the role and to develop partnerships with others to provide additional required expertise
- Implement due processes as provided in the Bowls NZ operations manual

General

- Convene meetings of relevant partners to specific initiatives
- Document and keep up to date work in progress reports on all initiatives
- Set dates and agendas for ongoing work in progress meetings internally and with the Regional Service Centres

