

## Regional Committee Minutes

Regional Committee Meeting held on Sunday 29<sup>th</sup> March 2020-

Location:Zoom: Time:Meeting opened: 4.05pm

Present:	Chris Marshall [Chair], Pam Whitehead, Helen Robinson, Bev Gay, Jenny Cooper [Secretary]																																					
In attendance:	Ray Curnow [ RBM]																																					
Apologies:																																						
Welcome:	Chris Marshall welcomed all to the meeting																																					
1.	Minutes of previous meeting:																																					
	The minutes of the previous meeting held on 29th January 2020.																																					
2.	Matters arising from the previous minutes: Directors Exam and Training: Better Resources for club level directors are required. Ray Curnow to followup with Murray Wiggins. Plus more education with Players on the Role of the Director.  Tournament schedule: We Discussed: Chris Marshall and Jenny to finalise and email Rona Driscoll.																																					
3.	Correspondence In: As distributed via email.																																					
	<table border="1"> <thead> <tr> <th>Date</th><th>From/ Who</th><th>Issue</th></tr> </thead> <tbody> <tr> <td>29/1/20</td><td>NZ BRIDGE</td><td>Youth weekend</td></tr> <tr> <td></td><td></td><td>Youth weekend advertised</td></tr> <tr> <td></td><td></td><td>Youth Program co-ordinator Advertised</td></tr> <tr> <td></td><td></td><td>New Tournament offering 3A events for players less than 100 rating points. Alongside 10A and or 5A events</td></tr> <tr> <td></td><td></td><td>Top all-time master point table</td></tr> <tr> <td></td><td></td><td>Tournament schedule 2021</td></tr> <tr> <td>4/2/20,18/2/20,26/3/20,27/3/20</td><td>RBM</td><td>Newsletters</td></tr> <tr> <td>3/2/20</td><td>NZ Bridge :A Stuck</td><td>BNZ Signatories issues Chris/Pam matter</td></tr> <tr> <td></td><td>Bridge: Allan Morris</td><td>Bulletin</td></tr> <tr> <td>6/2/20</td><td>RBM</td><td>Workplan for RBM</td></tr> <tr> <td>6/2/20</td><td>RBM</td><td>Westport requesting 10A in November 2020 to be a swiss pairs</td></tr> </tbody> </table>		Date	From/ Who	Issue	29/1/20	NZ BRIDGE	Youth weekend			Youth weekend advertised			Youth Program co-ordinator Advertised			New Tournament offering 3A events for players less than 100 rating points. Alongside 10A and or 5A events			Top all-time master point table			Tournament schedule 2021	4/2/20,18/2/20,26/3/20,27/3/20	RBM	Newsletters	3/2/20	NZ Bridge :A Stuck	BNZ Signatories issues Chris/Pam matter		Bridge: Allan Morris	Bulletin	6/2/20	RBM	Workplan for RBM	6/2/20	RBM	Westport requesting 10A in November 2020 to be a swiss pairs
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	Ed Roggeveen	Establishing Tournaments, he will direct. IP's to be directed by Craig Hanahan. Happy to be on match committee. Plus, a reference re: format.
	NZ Bridge -A. Stuck	Sue Brown Northland – on NZ Bridge Board
13/2/20	NZ Bridge -A stuck	Club membership #
	Marshall.	Tops Tournament schedule Excel Table
14/2/20	Marlborough Club Robin Young	Yes, to host 20A South Island Pairs 3 & 4 July 2020
	Richmond Club Steve Gray	Yes, to the schedule. Except – Intermediate/Junior event Richmond this year. Motueka club 2021.
16/2/20	Bev Gay-Harcourts letter Sponsorship for Intermediate Junior league	-Harcourts letter Sponsorship for league
24/2/20	NZ Bridge-Murray Wiggins	“Playing cards” Advice
24/2/20	NZ Bridge -A. Stuck	Archived player records
17/2/20	NZ Bridge	Restricted Tournament offerings. Q. Does this effect Distributional Tournaments.
12/2/20	NZ Bridge: Allan Morris Chairman	Future Regional committees Strategic plans and Budgets By 31/3/20
	JC TOPS Letterhead to Dropbox	Letterhead Dropbox: Access TOPS docs centrally
19/2/20	RBM ray Curnow	Taking the lead on TOPS strategic plan
3/3/20	NZ Bridge -A Stuck	Membership monthly update
3/3/20	A Stuck NZ Bridge Covid Concern & response	Covid-19
3/3/20	RBM Ray Curnow	Draft Strategic Plan outline for comment
4/3/20	A Stuck -Poster -Covid	Covid-19 Poster
5/3/20	Rona Driscoll	Tournaments 2021Schedule confirmations
9/3/20	Ray Westport	Tops 10A Westport -Request 10A to be a swiss Pairs event
10/3/20	NZ Bridge – A Stuck	Directors list
11/3/20	RBM -Ray	Hokitika Agreed to affiliate with NZ Bridge. ASIDE: Great work Ray!
12/3/20	NZ Bridge A. Morris	Update NZ Bridge
12/3/20	NZ Bridge A. Stuck A. Morris	Well done Ray on securing Hokitika
13/3/20	A. Stuck:NZ Bridge	No \$ Support For Grey mouths new Tournament.

		Budget & calculate Cost to Tournament
15/3/20	Ed. Roggeveen	Covid issue -Tournament 3/4 <sup>th</sup> July Island Teams. Should cancel
16/3/20	NZ Bridge: Covid	#3 Covid response
16/3/20	TOPS Committee concerns re COVID-19	Chris Marshall -emailed concerns
16/3/20	NZ Bridge: A. Stuck	BNZ Signatories Pam &Chris to sort out.
18/3/20	NZ Bridge: A. Stuck	How to cancel tournaments
19/3/20	RBM-	Covid: Newsletter on TOPS cancelled Tournaments
19/3/20	Rona Driscoll	Concerns re: Hosting 2020 Rubber bridge ... In this Covid era.
20/3/20	NZ Bridge: Allan Morris	#4 Newsletter
20/3/20	Nelson-Harcourts Caroline Fletcher	It's A "no to "contributing to the Nelson - Harcourts sponsoring of Intermediate Junior League. Harcourts Marlborough are the lead sponsor. But maybe a Tournament?
21/3/20	NZ Brigid. A Stuck	Minutes of NZ Bridge Board meeting. 21/1/20
23/3/20	Robin Young	17 entries received. For Rubber Bridge
25/3/20	NZ Bridge. A. Stuck	NZ Bridge Board Meeting agenda
26/3/20	Harcourts	Sponsorship of Intermediate /Junior League \$1200 offered.
26/3/20	NZ Bridge. Allan Morris	#4 Chairman's COVID-19 Response
26/3/20	NZ Bridge: A. Stuck	How to cancel Tournaments
26/3/20	RBM: Ray Curnow	TOPS Draft Strategic plan and Budget.

4. Correspondence Out:

OUT Correspondence		
8/2/20	Ed Roggeveen	Clarifying Directing what TOPS Tournaments 2020
9/2/20	TOPS Secretary	Minutes to clubs Newsletter to clubs
12/2/20	TOPS Secretary	Tournament 2021 Schedule Sent to clubs
14/2/20	Tops Sec to Marl. Club	Ta for hosting South Island Pairs 20A. 3/4 <sup>th</sup> Jul 2020
16/2/20	TOPS Sec. To Steve Gray Richmond	Ta for clarifying Tournaments
10/3/20	Tops Sec to Harcourts Nelson Caroline Fletcher	Seeking Sponsorship and support for Harcourts league from the Nelson franchise
20/3/20	Chris Marshall To NZ Bridge	Consider cancelling South Island Pairs event. Given Covid-19

	23/3/20	Chris Marshall to Robin Young	Cancelling 2020 Rubber Bridge
	23/3/20	Chris Marshall To NZ Bridge	Regional committees. Suggest a rollover of committee for a year for elections to be postponed at this emergency covid-19 Time.
	Jenny Cooper Moved they are a True and accurate record of correspondence. Seconded: Helen Robinson.		
5.	Financial report:		

Financial Report from Pam Whitehead Treasurer TOPS 29<sup>th</sup> March 2020-03-29  
Balance of accounts at regional Committee Meeting last held on 24<sup>th</sup> January 2020  
Financial Position 24<sup>th</sup> January  
Cheque                \$2,587.40  
Call                    \$5,819.92  
Total                   \$8,407.32

Financial position 29<sup>th</sup> March  
Cheque                \$2,388.45  
Call                    \$5,820.86  
Total                   \$8,209.31

#### DEPOSITS

Interest Call        0.45  
Interest Chq        \$1.05

#### PAYMENTS

Coaching Grant        \$200  
Greymouth

- Note: Moved by Pam Whitehead that we accept her Financial report
- Seconded: Bev Gay.
- All in favour. Carried.

	Comments on the Financial report: To be discussed at next meeting when Treasurer Present,

## Agenda items and General Business


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### Agenda items and General Business

- |   |  |
|---|--|
| 1 | <p>Update Tops Tournaments .... We discussed cancelled or postponed upcoming Tournaments.</p> <p>COVID-29 Future of Tournaments : wait and see ...</p> <p>COVID-19 Top Team events</p> <p>TOPS10A Pairs</p> <p>Tops Intermediate and Junior Teams event</p> <p>TOPS Harcourts league. Bev to liaise with our sponsor as it probably won't proceed for 2020.</p> <p>Aside now Cancelled for 2020 and Sponsor liaised with.</p> <p>Rubber Bridge: Postponed.</p> |
| 2 | <p>Website Review: Chris has done some work on this. Ed Roggeveen did some active lobbying and research with TOPS Club committees. We feel we need it for a centralising of Top of the South Events</p> <p>Top of the South Policies and Top of the South news.</p> <p>The TOPS Strategic Plan has identified the need for a funded website. It is aspirational.</p>   |
| 3 | <p>IP Trials: Craig Shannahan. Date Marlborough 9<sup>th</sup> &amp; 10<sup>th</sup> of May 2020. Now cancelled.</p> <p>What is Tops Selection policy. Review attached IP selection and policy document.</p>   |
| 4 | <p>TOPS Plan and Budget prepared and Reviewed by our RBM. Thankyou Ray.</p> <p>Attached review Document. Sent to NZ Bridge 30<sup>th</sup> March 2020.</p>   |

Meeting closed at 5.19pm      Next meeting: To be confirmed

Minutes confirmed by

Name (printed):	Chris Marshall	Role:	Chairperson
Signed:		Date:	16/6/2020

Alister

The TOPS Regional committee meet today (via ZOOM) and amongst other issues approved the attached Business Plan and Budget.

## **Business Plan & Budget**

AS you will appreciate the situation has changed dramatically since the introduction of COVID-19 level 4 restrictions. The affect will be to significantly change both the Business Plan and Budget which are, of course, living documents that will be reviewed once the restrictions of COVID-19 have been lifted and life returns to normal. Whatever that may be. However, we felt it important that the Region continue and finalise the plan to give the Board some idea of what the Region had been planning for 2020.

We are, however, anticipating that Pub Charity may very well not give full or any grants as “Pokey Machines” will not be generating income for them during the close down.

In the Business Plan we discuss the need for a TOPS website which we see as a vehicle to store an and publicise Regional documents, namely (but not exclusively)

- Policy Documents relating to the Region
- News letters to clubs and players
- League Ladder
- IP Team
- Business Plan and Budget
- Notes on what to ensure is covered when running a tournament including
  - Check list of actions
  - a suggested budget
  - in the case of Regional Tournaments what the Club is responsible for and what the Region is responsible for
  - Role of Match committee and Club Committee
- Any other documentation we may feel of interest to players and Clubs in the Region

It is felt these documents are necessary to ensure continuity within the Region. Being the newest Region we are finding that some policy decisions made in the past have been lost or misunderstood without a central repository.

## **Website**

We are aware that when NZB established its current website that the longer term strategy was to incorporate Regions under the NZB Website umbrella. We believe that, as the only Region without its own website, TOPS is in an excellent position to be the trial Region to expand the NZB site including clubs within the Region that have indicated that they would also like to have a web presence. Attached is a document prepared a while ago that covers our initial research.

## **Inter Provincial Trials**

Whilst the future of the IPs is uncertain at this stage the Region has considered a selection process that will be based on previous performance. We intend to invite players to register their interest in being selected to represent the Region. To facilitate expressions of interest we considered that keeping the IP Trials open on the NZB Tournament website. If you could reopen the Tournament and shift the date to say 30<sup>th</sup> May and attach it to Picton (As an Administrator of Picton I can then add notes to the entry page outlining the entry and selection conditions,)

Regards

# NZBridge

## Top of the South Region

Email: [totssec@gmail.com](mailto:totssec@gmail.com)  
0275158188

Secretary: Jenny Cooper

Phone:

### Top of the South Regional Committee

#### Business Plan 2020/21

##### Preamble

This business plan was collaboratively prepared by members of the TOPS regional committee at a time of uncertainty due to the rapidly changing decision making environment precipitated by the threat of the Covid 19 virus. The stated goals and strategy reflect the committee's aspirations in a "normal", predictable environment. Depending on ongoing developments it may not be possible to follow the proposed strategy for some time.

##### 1 Objectives

The Top of the South (TOPS) regional committee is committed to furthering all of the objectives defined in the New Zealand Bridge constitution. In particular the following NZ Bridge objectives are relevant to the work of the TOPS regional committee:

- To promote and conserve, without intention of pecuniary gain, all forms of the game of bridge in New Zealand
- To promote bridge as a game for life for all in New Zealand
- To make bridge accessible to all, without discrimination
- To promote and encourage fair and ethical play and conduct

##### 2 Current position

#### Membership

##### 2.1 Membership figures by club

	Mar-16	Mar-17	Mar-18	Mar-19	Feb-20
Golden Bay	54	52	51	50	51
Greymouth			33	31	39
Kaikoura	41	39	44	55	57
Marlborough	179	183	178	190	207
Motueka	49	50	49	56	60
Nelson	178	180	184	190	209
Picton	57	65	54	65	75
Richmond	149	135	118	120	120
Westport	56	46	48	60	63
Totals:	763	750	759	817	881

#### Comment:

Based on these figures, NZ Bridge affiliated membership has grown by 15.46 percent since March 2016. If Greymouth, which affiliated in 2018, is excluded, the growth rate for the other eight clubs is 10.35 percent.

Greymouth, Marlborough, Nelson, Picton, Kaikoura, Motueka and Westport have grown in recent years while Richmond and Golden Bay have remained relatively static.

## **2.2 Affiliated clubs**

The number of clubs in the region has grown from eight to 10 in the past two years with the reaffiliation of Greymouth in 2018 and Hokitika in 2020.

## **2.3 Tournament participation**

**2017 1594**

**2018 1886**

**2019 1762**

Three additional tournaments have been added to the TOPS regional schedule for 2020 in Greymouth, Westport and Marlborough.

TOPS tournaments are generally well attended. Approximately 30 percent of players at open levels are common across all tournaments.

Tournament participation is greater in clubs where the president is a tournament player or the club has someone in the position of tournament secretary who is responsible for the promotion of tournaments and encouraging entries.

## **2.4 Harcourts Champions league participation**

	<b>2018</b>	<b>2019</b>
<b>Junior Champions League</b>	144	155
<b>Intermediate Champions League</b>	267	269

Harcourts has recently committed to sponsoring the leagues again in 2020.

## **2.5 Player improvement workshops**

In the past two years, regional player improvement workshops have been held as follows:

November 2019:	Westport	Ed Roggeveen
October 2019:	Golden Bay	Richard Solomon
May 2019:	Kaikoura	Karen Martelleti and Kate Terry
October 2018:	Golden Bay	Tony Hinkley
April 2018:	Picton	Ed Roggeveen

## **2.6 Laws and directing seminars**

March 2017:	Picton	Ed Roggeveen
November 2018:	Westport	Ed Roggeveen
November 2018:	Marlborough	Ed Roggeveen
July 2019:	Marlborough	Ed Roggeveen



## **2.7 Computer scoring improvement workshop**

March 2019	Marlborough	Martin Oyston
2018	Picton / Marlborough	Chris Marshall
2020	Picton / Marlborough	Chris Marshall

## **2.8 TOPS performance at IPs**

	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Open</b>	<b>7<sup>th</sup></b>	<b>7<sup>th</sup></b>	<b>7<sup>th</sup></b>
<b>Women</b>	<b>7<sup>th</sup></b>	<b>7<sup>th</sup></b>	<b>5<sup>th</sup></b>
<b>Seniors</b>	<b>7<sup>th</sup></b>	<b>2<sup>nd</sup></b>	<b>5<sup>th</sup></b>
<b>Intermediate</b>	<b>3<sup>rd</sup></b>	<b>3<sup>rd</sup></b>	<b>3<sup>rd</sup></b>

Comment: TOPS is the smallest region. Nevertheless, the results are mediocre. The intermediate grade is the only one where TOPS has consistently placed in the top half of the field in recent years.

## **2.9 Youth Bridge**

There are “pockets” of youth players throughout the region. Until the virus hit there was a group of three 12/13 year old boys meeting in Westport. Lunchtime lessons were held at Waimea College during 2019. (more details including Marlborough...)

## **2.10 Rubber Bridge**

The Dan Gifford Rubber Bridge competition is actively supported in the Marlborough, Picton, Nelson and Westport clubs. The other clubs do not participate.

### **TOPS Dan Gifford Entries**

Year	Marlborough	Nelson	Picton	Westport	Total
2016	4	1	2	6	13
2017	1	4	3	6	14
2018	2	3	5	4	14
2019	5	3	2	4	14
2020	4	2	6	5	17

## **2.11 Regional administration**

TOPS has an active regional committee which promotes improvement in administrative capacity, membership growth, and player performance. The committee oversees the regional tournament programme, organises regional events, oversees the inter-provincial selection and team management process. Regional committee members have played an active role in supporting clubs facing challenges.

The committee members belong to the Nelson, Picton, Golden Bay, Marlborough and Kaikoura clubs. The Regional Bridge Mate, a Westport member, liaises closely with the regional committee and attends regional committee meetings in an ex-officio capacity.

## **2.12 Focus Clubs**

There have been designated focus clubs as part of the Regional Bridge Mate (RBM) initiative since 2018. The focus clubs have been as follows:

2018 Nelson and Golden Bay

2019 Richmond and Motueka

2020 Greymouth and Hokitika

The main purpose of the focus club initiative is for clubs to work with the RBM to develop and implement an action plan to recruit and retain new members.

### **3 Statement of goals and strategy**

#### **3.1 Membership**

**Goal: Grow membership by at least 5 percent. The total membership in the region by the end of 2020 will be at least 926.**

**Strategy:**

- Comprehensive recruitment campaigns in every club
  - Newspaper articles and advertising
  - Radio items and advertising
  - Posters in shop windows and public places
  - Letterbox drops
  - Cinema advertising
  - Word of mouth / shoulder tapping
- **Cost**  
\$500 per club with additional expenditure in Greymouth and Hokitika – the focus clubs for development in 2020.
  - Total cost \$5500.

Comment: Experience shows that most new players are attracted by word or mouth or “shoulder tapping”. However, in order for this to be effective, there needs to be awareness that bridge is a popular activity. This awareness is created via publicity some of which can be gained at no cost and some which requires expenditure.

**Comment:**

Greymouth and Hokitika, because they have re-affiliated recently, possibly have the potential to grow at a faster rate. There are signs that Golden Bay will start to grow again after a period of some upheaval. It seems likely that Westport, Picton, Marlborough, Motueka and Kaikoura all have the potential to grow at more than 5 percent annually.

Richmond is a concern. It has an aging membership and has found it difficult to attract younger members. However, Richmond and Nelson are part of the same urban area. Growth in the Nelson club can compensate for relative stagnation in the Richmond club.

Nelson is the largest urban centre in the region. It grew by 10 percent in 2019 and may be able to maintain that momentum.

A significant caveat at the time of writing is around the issue of the Covid 19 virus. Classes scheduled for the near future will have to be postponed for later in the year.

Most clubs were scheduled to begin lessons in April this year. Of course, there is now uncertainty.

Picton started lessons on 24 February and attracted 17 learners, 15 of whom were new.

Marlborough started lessons in late January and have 22 new learners.

The regional committee recognises that retaining new players is just as important as recruiting them in the first place. Proven strategies have been developed through the work of Jane Stearns and the RBMs. The committee will work with the TOPS RBM to ensure that each club has an action plan, based on accepted good practice, for the induction and retention of new players.

### **3.2 Affiliated clubs**

With the recent additions of Greymouth and Hokitika, the region now has 10 affiliated clubs. There are no immediate prospects for growing this number. There is an unaffiliated group at Collingwood which can be regarded as a “satellite” of the Golden Bay club. They may be potential for small clubs or satellites in places like Harihari, Karamea, Murchison, Reefton, Tapawera and Rai Valley.

There is a chance that bridge teaching classes can be established in at least one of the above locations. This initiative can be delegated to the RBM.

- No cost to region

### **3.3 Tournament participation**

Continue to promote tournament participation via RBM and regional networks. Aim for 5 percent growth in tournament participation in 2020.

At the time of writing, is difficult to predict the impact of the Covid 19 virus on tournament attendance.

Strategy: Marketing campaign via direct email to members, through clubs and media publicity. Development of user- friendly website.

Cost: \$600 for website development.

### **3.4 Harcourts Leagues**

Continue to promote the Harcourts Champions Leagues for intermediate and junior players. Aim for five percent increase in participation in both leagues.

- Cost: \$1200 in prize money sponsored by Harcourts. No cost to the region for administration by the RBM.

### **3.5 Player improvement**

Continue to develop the quality of bridge play at all levels.

Strategy: Support club initiatives to improve the quality of play at club level. At regional level, to develop a programme to improve results at inter-provincial level.

- Four player workshops for developing players at different venues around the region. Potential tutors: Ed Roggeveen and/or Tony Hinkley. Venues and times to be determined following the end of the Covid lockdown.
- - Cost: \$3200 (\$800 per workshop)
- A programme, yet to be determined, to develop the quality of play among aspiring inter-provincial representative players. Potential tutors: John Patterson, GeO Tislevoll.
  - Cost: \$700

### **3.6 Director development**

Continue to develop the quality of directing at club and tournament level. The committee regards directing as a significant issue in TOPS. There is a paucity of both tournament and club directors. X clubs have no qualified directors at all.

Strategy: The committee will work with Ed Roggeveen to develop a programme for increasing the number of qualified directors in the region.

- Cost: \$1000. This is a contingency as details have not been developed.

### **3.7 Scoring**

The committee recognises that computer scoring skills are limited in some clubs and at tournament levels.

### **3.7 Teacher development**

Provide appropriate support for club teachers and coaches

- Cost: \$2000 to support teaching expenses (approximately \$200 per club)

### **3.8 Youth bridge**

The regional committee is keen to promote the Youth Bridge weekend in Auckland this year. We recognise that this is generously subsidised by NZ Bridge but would like the ability to provide additional financial support if required.

- Cost: \$500 to support the ongoing development of youth bridge

## **4 Financial procedures**

The attached budget is a contingency document. The regional committee expects to be fully accountable for all expenditure. All expenditure will be documented and reviewed. The committee does not expect to claim all the expenses outlined in the budget document. It is an aspirational document. Not all of the proposed programmes and activities will come to fruition.

The regional committee will continue to seek sponsorship from established partners such as Harcourts, NBS and Pub Charity as well as seeking new partners.