

Regional Committee Minutes

Regional Committee Meeting held on Sunday 7th June 2020-

Location:Zoom: Time:Meeting opened: 4.05pm

Present:	Chris Marshall [Chair], Pam Whitehead, Helen Robinson, , Jenny Cooper [Secretary]																																											
In attendance:	Ray Curnow [RBM]																																											
Apologies:	Bev Gay																																											
Welcome:	Chris Marshall welcomed all to the meeting																																											
1.	Minutes of previous meeting:																																											
	The minutes of the previous meeting held on 29 th March 2020.																																											
2.	Matters arising from the previous minutes:																																											
	Tournament schedule 2022 : To be discussed and sent to clubs. Then Rona Driscoll.																																											
3.	Correspondence In:																																											
	As Distributed via email																																											
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10/5/20	Directors exams scheduled for 25/26th th July 2020	Alister Stuck
13/5/20	South Island Teams event July Cancelled for 2020	Chris Marshall
13/5/20	NZ Bridge Board meeting minutes	
16/5/20	Rubber bridge can commence	Alister Stuck AND Chris Marshall
18/5/20	TOPS HOWORTH Cup Relocation of Host club and Timing?	Ed Roggeveen Chris Marshall
19/5/20	New NZ Bridge Manual released. Hard Copies to be sent to clubs	Alister Stuck
2/6/20	Inter-Provincial Teams: Chef De Mission. Teams Selection and Selector criteria	Ed Roggeveen Chris Marshall
2/6/20	Rubber Bridge at Congress 2020: As Top of the South region had most entries, we have been given 2 pairs to be entered.	Richard Solomon
3/6/20	Re: I,P's Concern for sponsorship from Pub Charity to subsidise accommodation and travel.	Pam Whitehead
3/6/20	Ronal Driscoll: Tournament schedule review Tournament Jan-July 2021 AND PLAN FOR 2022!	Rona Driscoll

OUTWARDS

Date	Topic	Who
15/4/20	Harcourts League: Notice to Harcourts of cancellation of the 2020 League due to COVID-19	Bev Gay To Chris Greenhill [Harcourts Blenheim]
15/4/20	NZ Bridge: Can you consider more contact information being made available on the web site for COVID-19 Contact Tracking and tracing reasons?	Chris Marshall
2/6/20	Rubber Bridge at Congress 2020: As Top of the South region had most entries, we have been given 2 pairs to be entered	Chris Marshall to Rubber Bridge competitors in Top of the South

4. Financial report:

5) Financial Report. Payments Made and Pending for Approval.

Financial Report from Pam Whitehead Treasurer TOPS 7th June 2020

Balance of accounts at regional Committee Meeting last held on 29th March 2020

Financial Position 29th March 2020

Cheque	\$2,288.45
Call	\$5,820.86
Total	\$8,407.32

Financial position 7th June 2020

Cheque	\$3,158.45
Call	\$5,822.03
Total	\$8,980.48

DEPOSITS

Interest Call	0.66
BBO Donations	\$770

PAYMENTS 0

Accounts for year ending 31/03/2020 have been audited and sent to NZB.

	Comments on the Financial report: Note: Thanks for Ray we received \$770 in Donations for hosting this on line Bridge Tournament event.
	Pam Whitehead moved the Report be accepted. Seconded: Helen Robinson.

Agenda items and General Business

6

Agenda items and General Business

- 1

Clubs Restart – what can we do to assist?

* Reminder: RBM: Ray Curnow to send out an email to club players and reminder of the Responsibility of clubs regarding “ Host responsibility for Cleaning and sanitation of Premise and equipment” , and players to stay home if unwell during flu season.

Bev Gay – via Phone advised that Clubs should be making an extra effort reminding players to stay home if unwell. We all have a responsibility.
- 2

Howorth Cup: 2020: Proposal of postponement and maybe relocation to Picton.
If so Rescheduling of future Howorth cup Rotation Calendar.
J Cooper to liase with Motueka and see how they are positioned to host the Howorth cup.
Liasé with Ed Roggeveen to keep in informed as Director.
It is of concern that will clubs be ready to select a team. We thought so.
We will advise clubs as soon as we know.

 - Note Confirmed For Host club :Motueka. Venue: Riwaka School. Sunday July 18th, 2020.
- 3

IP Selection Process / criteria.
Ed Roggeveen has been selected as Chef de Mission.

 - Note since advised he is no longer available.

We have established a criteria for 2020 as we have been unable to hold trials.

Selection Criteria and Process:

 - Performance of national significance.
 - Tournament results in last 12 months
 - Established playing partnerships.
 - Previous I.P experience.

Sole selector: Ed Roggeveen. Due to exceptional circumstances.
Discussed and Ratified by the TOPS regional committee before announcement.

[See attached draft policy document...
It needs to be ratified as a policy. E.g.: Selector[s] Committee and selection criteria.

4	<p>2022 Tournament Schedule and reset 2021 Tournament schedule:</p> <p>J Cooper to send 2021 Schedule.</p> <p>Note: 2020 On the date there will two Tournament played in Westport and Marlborough. The Tournaments will play the same hands at the same time .</p> <p>The master points will be allocated at each Tournament.</p> <p>But as a Regional committee we allocate an overall ranking of the players over the two Tournaments.</p> <p>NZ Bridge have not agreed to the Tournament being a: Distributional Tournament". So in 2021 they will not be called a distributional Tournament.</p> <p>Draft schedule to be sent to our clubs for 2022 checking and review.</p>
5	<p>RBM Update and Business Plan reviewed by NZ Bridge? Ray Curnow.</p> <p>TOP of the South Submitted plan managed by RBM to NZ Bridge on the 30th of March.</p> <p>See attached Plan and Budget.</p> <p>Due to COVID-19 No feedback from NZ Bridge yet.</p> <p>Regional committee Review groups is in "hiatus" for covid-19 lockdown. So no update.</p>
6	<p>Question: Can we reschedule a Tournament if it was cancelled earlier in 2020?</p> <p>Requested by: Pam Whitehead.</p> <p>Email received 6 June 2020: NZ Bridge advice: In the interest of fairness to those events scheduled for the remainder of the year. We will not be rescheduling any of the cancelled Tournaments..." Allan Morris</p>
7	<p>Question: Geo Tislevoll :Professional development training offered for TOPS Open and emerging Intermediate players. Ray Curnow as RBM to follow-up.</p>
8	<p>Training subsidy: If clubs required assistance with Training subsidy please get your applications to totssec@gmail.com. Down the Documents from the NZ Bridge website. To comply you must apply before you commence the Training. Not after the event.</p>

Meeting closed at 5.15pm Next meeting: To be confirmed

Minutes confirmed by

Name (printed):	Chris Marshall	Role:	Chairperson
Signed:		Date:	

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 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 30th 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
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

	2018	2019
Junior Champions League	144	155
Intermediate Champions League	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

	2017	2018	2019
Open	7th	7th	7th
Women	7th	7th	5th
Seniors	7th	2nd	5th
Intermediate	3rd	3rd	3rd

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

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.

1. Inter-Regionals: Policy

Team Selection Policy FOR Inter-provincial Trials

1. Introduction: The Interprovincial Regional NZ Bridge competition is managed by NZ Bridge. This Policy is to guide the regional committee and clubs as to the Policies we have in place to Host A Trials and select the right combination of Team Players for the honour to represent our TOP of the South Regional at a National Event.

1.1. Application: The Team is to be comprised

1.2. Responsibility & Team culture: As a TOPS Regional player representative you must follow the etiquette of NZ Bridge. To Team player performance and great competitive team bridge player culture.

1.3. Purpose and operational guidelines:

To guide the Regional committee, and clubs, and Players

1.4. Application of the policy and process

1.5. Definitions:

1.6. Selection objectives:

To Select the best Team to represent and compete on the national level.

1.7. Situations outside of selection policy:

Subsidy or reimbursement for Representative costs incurred:

Travel

Food

Accommodation

Uniform

2. Selection Panel Appointments:

- Team: Selected and approved by TOPS Regional Committee
 - Team captain: Chef de Mission to select
 - Chef de Mission appointment: approved by TOPS Regional Committee
2. Team uniform:
 3. A Team uniform is required to be worn to engender Team unity. A badge of Honour.
 4. We have been honoured to have Indevin sponsor the uniforms to the TOP of the South.
 5. The 16 Players and the chef de mission have a vest provided for the I. P'S National event.
 6. This policy will be reviewed annually in line with finding a sponsor.

4. Confidentiality Requirements of Selectors:

Selectors must remain their confidentiality.

5. Player Eligibility: criteria for eligibility:

Primary home club is registered with NZ Bridge club in the TOPS Regional

5.1. Regional Team Eligibility:

- Open
- Women's
- Senior [Age 62+]
- Intermediate

Reserves: Nominated on the day of the IP Trials

5.2. Multiple regional Eligibility: issues

6. Exemption Requirements:

7. Selection Nominations:

Statement of Team partnerships announced on the day of IP Trials.

7. Selection Criteria and Process:

- Open
- Senior [Age 62+]
- Women
- Intermediate
- Established playing partnerships.
- Based on performance at the I.P Trials,
- Performance of significance.
- Tournament results in last 12 months

9.2. Extenuating Factors:

- Bereavement
- Pandemic

9.3. Selection Events: I.P Trials held on a NZ Bridge calendar typically second weekend in May.

9.4. Overriding Factors

10. Squad Selection: Selectors Are:

* Squad Selection Ratified Formally by Committee

10.2 Training:

Support will be given, mentors for Teams – as required.

Team Tactics reviewed as a Team

10.3 What can TOPS Regional committee offer the Team as far as:

Squad development sessions: Training sessions, Partnership Training sessions and Support:

10.4 Development squads: Training sessions, Partnership Training sessions, Tournament attendance, and Tournament re-assessment post performance, and Training support

13. Procedure Approval and Announcement of Team Squads: Advice to players.

On the day of the Trial as verbal announcement.

Followed up by the chef de-mission with a congratulations and welcoming email to nominate and formalise the Team.

TOPS newsletter to announce the team to the TOPS regional clubs.

14. Approval and Announcement of Team.

Who!? Timing! Newspaper announcement. TOPS Chairman/ and or secretary.

Social media policy.

Signoff for permission of photos [as per NZ Bridge regulations]

15. Replacement reserve Players of Selected Players.

15.1. Grounds for Replacement

15.2. Process

16. Request for Appeal

Appendix:

1. IP Trial Application form

2. Grounds for amendments to the application form.

3. Systems card requirements. As per request of NZ Bridge

4. Funding: * Subject to Sponsorship. This is subject to change each year.:

5. Transport: Depends on sponsorship forth coming.

6. Accommodation: Depends on sponsorship forth coming.

7. Food: To players expense

*Subsidised if Funding from sponsorship forthcoming.

8. Uniform policy:

Policy and Funding : Depends on sponsorship forth coming each year.

9. Charity and or Sponsorship funding: Procedure:

Application to be Pub Charity required 3 months before event starts,

10. Selection committee contacts: Team, captain or chef de mission

11. Selection appeal committee