

BURNSIDE BOWLING CLUB

OPERATIONS PLAN

2010 – 2011

July 2010



Objective One: Maximise the use of all club facilities/greens and increase the income from these assets by at least 10% each year

Strategy	Action	Action 2010 - 2011	Responsibility	Completion Date
1.1 Market and promote club facilities and greens to the local community, businesses, social clubs and individuals as an alternative venue for social functions and meetings	<ul style="list-style-type: none"> • Appoint a convenor for the facilities marketing group • Establish a facilities marketing group • Develop and implement a marketing plan to promote the use of the club's facilities • Apply to the Tower Bowls Development Fund for funding for a promotional brochure • Send the brochure/poster to local firms and social clubs as well as distributing them in high foot traffic areas • Use the website and e-mail system as marketing tools • Assess the club's facilities for ease of accessibility and report any recommendation to the Executive for action 	Appoint Convenor Establish Committee Develop plan Apply for funding Distribute brochures Use website/e-mail Assess accessibility	Exec Conv/Exec Conv Exec/Grants Conv Conv/Webmaster No Except Conv	1/8/10 15/8/10 1/11/10 1/11/10 1/11/10 1/10/10 1/12/10
1.2 Explore revenue-earning options for further utilisation of club facilities and greens	<ul style="list-style-type: none"> • Explore other revenue earning options e.g. houseie, training days, exam venue, exhibition centre for craft clubs and schools, after match functions, specialist evenings e.g. wine tasting, club quiz, coffee club 	Explore revenue earning options	Conv	1/11/10
1.3 Meet with local winter sports clubs to propose co-sharing of Burnside's club facilities	<ul style="list-style-type: none"> • Meet with local winter sports clubs e.g. netball, hockey, soccer to promote the use of Burnside's facilities 	Meet winter sports clubs	Conv/Exec	1/12/10
1.4 Consider sharing opportunities to Burnside's advantage	<ul style="list-style-type: none"> • Investigate any sharing opportunities that arise keeping Burnside's interests paramount e.g. another club hiring a green for its use, Russley Village green, Riccarton Race Course Winter Green 	Investigate sharing opportunities	Conv/Exec	12/12/10 + ongoing

EXECUTIVE MEMBER RESPONSIBLE: NEIL MALONEY

Objective Two: Increase the total number of members and casual bowler participation by at least 10% each per year
EXECUTIVE MEMBER RESPONSIBLE: ROBERT CLARK (SOCIAL and ACTIVITY PROGRAMME: PHILIPPA JOHNSTON)

Strategy	Action	Action 2010 - 2011	Responsibility	Completion Date
2.1 Devise and implement a recruitment plan that targets women, men, younger bowlers and builds relationships with local schools	<ul style="list-style-type: none"> Appoint a recruitment convenor Establish a recruitment committee Review present recruitment procedures Develop a recruitment plan Meet with younger members to devise strategies to recruit new younger members Contact local schools e.g. Burnside, Riccarton, Villa Maria and meet teachers I/C sport to promote bowls 	Appoint Convenor	Exec	1/8/10
		Establish Committee	Conv/Exec	15/8/10
		Review present proc	Conv	1/9/10
		Develop plan	Conv	15/9/10
		Meet younger member	Conv	15/9/10
		Contact local schools	Conv/Youth BC	1/11/10
2.2 Implement the amended 2006 Membership Development Strategy, targeting local sports clubs, communities, business houses and the Canterbury University Students Halls of Residence	<ul style="list-style-type: none"> Review the 2006 Strategy for its relevance in 2010/2011 Design and print poster and brochure – “Play Bowls at Burnside” aimed at sports clubs, business houses and the local community. Apply to the Tower Bowls Development Fund for funding Contact College House management re. bowls evenings for university residents in late February/early March Investigate the viability of a sports’ clubs’ league 	Review 2006 Strategy	Conv	15/9/10
		Design, apply, print brochures	Conv	
		Contact College House		15/9/10
		Investigate viability	Conv Conv	1/11/10 1/12/10
2.3 Review the effectiveness of the present induction processes and buddy system for new members and make any necessary changes	<ul style="list-style-type: none"> Place membership application form clearly on website Review present induction procedures for effectiveness Survey 2009’s first year players re. the effectiveness of the induction procedures and buddy system/expectations Implement any changes to improve the induction experience e.g. flow chart of actions to be taken Organise an induction pack for new members 	Place form on web	Webmaster	15/8/10
		Review induction	Conv	1/9/10
		Survey 2009 1 st years	Conv	15/9/10
		Implement change	Conv	15/9/10
		Organise induct pack	Conv	15/9/10
2.4 Customise and implement the Bowls NZ No Exceptions disability management procedure	<ul style="list-style-type: none"> Appoint Executive member to lead No Exceptions policy Utilise the policies and procedures on the Bowls NZ and SPARC websites Review Burnside’s facilities re. disability friendliness 	Appoint leader	Exec	1/9/10
		Use BNZ policies	Leader	15/9/10
		Review facilities	No Except Ldr	15/9/10

2.5 Leverage off, and continue to build on, the Bowls NZ initiatives – ‘Mates in Bowls’, ‘Have a Go Day’ and Christmas Bowls	<ul style="list-style-type: none"> • Appoint a convenor for each initiative • Use Bowls NZ’s resources and promotional aids for MIB, Have a Go Day and Christmas Bowls • Advertise and hold Have a Go Day, MIB and Christmas Bowls • Contact previous year’s participants of MIB and Have a Go Day re. joining the club, the web site, events and advantages of joining the club 	Appoint Conv(s) Use BNZ resources Advertise events Contact 2009 participants	Exec Conv(s) Conv(s) Conv(s)	15/8/10 As approp. As approp. 1/9/10
2.6 Encourage club members to introduce new members to the club	<ul style="list-style-type: none"> • Send reminders to members on the importance of new members to the club by the Hot Line • Remind members regularly at after match functions 	Send reminders Remind members	Conv/Hot Line Conv/Club Cpts	15/8/10 + 1/12/10 +
2.7 Communicate with present and prospective members through the website, community newspapers, the Hot Line and other means	<ul style="list-style-type: none"> • Create a membership application icon on the website • Reply to any website generated enquiry promptly • Meet with the sports editor of the community newspapers re. events, membership drives and club news • Ensure the Hot Line is fully distributed and available 	Create website page Reply promptly Meet editor Distribute Hot Line	Webmaster Webmaster/Conv Conv/Publicity Off Hot Line Ed	15/9/10 As required 1/9/10 As required
2.8 Research and introduce alternative ‘Pay for Play’ formats, competitions and tournaments	<ul style="list-style-type: none"> • Research bowls websites and Bowls NZ information about alternative ‘Pay for Play’ formats • Review present formats for effectiveness • Trial any worthwhile different format or competition e.g. young mothers’ bowls 	Research alternatives Review formats Trial different formats/comps	Conv Conv Conv	1/10/10 1/10/10 As approp
2.9 Develop and implement a diverse year-round social and activity programme catering for the various needs and interests of club members	<ul style="list-style-type: none"> • Appoint a social committee convenor • Establish a social committee • Review the present social calendar for its effectiveness • Survey club members to find out the type of social events they would support • Decide on a programme of social events • Include the social event calendar in the Burnside Programme book 	Appoint Convenor Establish Committee Review calendar Survey members Decide programme Include in Programme book	Exec Conv/Exec Conv Conv Conv Conv/Prog. Ed	15/8/10 22/8/10 1/9/10 1/9/10 1/9/10 1/9/10

Objective Three: Ensure the club's financial viability by maintaining cash reserves at a minimum of 40% of total income per year

Strategy	Action	Action 2010 - 2011	Responsibility	Completion Date
3.1 Develop a five year financial model	<ul style="list-style-type: none"> • Appoint Finance Convenor • Establish a finance committee • Develop a five year financial model anticipating capital item expenditure e.g. mower replacement, kitchen equipment • Aim to achieve at the least a balanced budget 	Appoint Convenor Establish Committee Develop five year financial model Achieve bal. budget	Exec Conv/Exec Conv Conv	15/8/10 1/9/10 1/11/10 1/4/11
3.2 Continue the policy of indexing the annual subscription to inflation	<ul style="list-style-type: none"> • Index the annual subscription to inflation as a baseline when determining the subscription each year 	Index sub to inflation	Exec	annually
3.3 Maximise grants' application processes	<ul style="list-style-type: none"> • Apply for grants whenever possible • Research the conditions and rules for applications to the Tower Bowls Development Fund 	Apply for grants Research Tower Fund	Conv/Grants Coordinator	When approp. 15/9/10
3.4 Review financial investments annually for risk exposure	<ul style="list-style-type: none"> • Review all financial investments for risk exposure at least twice a year 	Review investments	Conv	1/1/11 1/6/11
3.5 Ensure effective cost management processes with budgets and reporting of expenses and income	<ul style="list-style-type: none"> • Report expenditure and income against budget to Executive each month • Report three monthly expenses/income comparison with previous year 	Report monthly Report three monthly	Treasurer Treasurer	Monthly Quarterly
3.6 Review continually the capital expenditure needs of Burnside alongside the financial funding implications	<ul style="list-style-type: none"> • Consider the need for all capital expenditure items alongside the financial funding implications • Be aware of fire-sale items from other clubs 	Consider need Be aware of sales	Conv Conv	As arises As arises

3.7 Maximise revenue from all sources including green fees, facility hire, raffles, bar prices, fund raising, advertising, play-for-pay, funding grant applications and bequests	<ul style="list-style-type: none"> Review costs of tournaments, bar supplies, club room hire, green fees, advertising etc. and where necessary adjust prices to ensure profitability Have conditions of hire and regulations of use of club facilities readily available for potential hirers Encourage members to consider making a bequest to the club and devise a simple system to make this possible 	Review costs Hire conditions readily available Encourage bequests	Conv/Exec Club Mgr Conv/Exec	Initially 1/9/10 ongoing 1/10/10 1/12/10 + ongoing
3.8 Maximise the financial return from the National Bowls Championships, 2013 World Bowls Singles Champion of Champions, the 2015 Asia Pacific Championship and the 2016 World Bowls Championships	<ul style="list-style-type: none"> Confirm with Bowls NZ the international tournaments Burnside will host Apply to Bowls NZ for Burnside to be the headquarters club for the next National Championships to be held in Christchurch Review the financial policies and practices from international events 2005-2008 and make appropriate changes 	Confirm hosting Apply for Nationals Review 2005-2008 policies	Exec/Secretary Exec/Secretary Conv/Treasurer	15/8/10 15/9/10 1/3/11
3.9 Investigate opportunities for shared administrative servicing with other clubs	<ul style="list-style-type: none"> Investigate possibilities of sharing accounting facilities/services with other clubs or selling Burnside's administrative expertise to other clubs 	Investigate sharing/selling possibilities	Exec	1/12/10 ongoing
3.10 Consider merger opportunities	<ul style="list-style-type: none"> Investigate any merger opportunities that arise keeping Burnside's interests paramount 	Investigate merger opportunities	Exec	ongoing

EXECUTIVE MEMBER RESPONSIBLE: JOHN SWITALLA

Objective Four: Establish administrative systems which achieve operating excellence and meet top ClubCheck standards

Strategy	Action	Action 2010 - 2011	Responsibility	Completion Date
4.1 Compile an operations manual which documents all key operating processes	<ul style="list-style-type: none"> • Appoint an administrator to be responsible for the compilation of the operations manual • Use the expertise of Bowls NZ 's CDO in compiling the manual • Maintain the manual electronically • Make the manual readily available in hard copy to all members 	Appoint administrator Use CDO	Exec	15/8/10
		Maintain electron. Make available	Administrator	Ongoing
			Administrator Administrator	Ongoing 15/12/10
4.2 Review the club's risk management assessment and response plan	<ul style="list-style-type: none"> • Appoint a person to review the club's risk management assessment and response plan and to report to the executive with any recommendations • Plan a fall-back position in the event of losing a major sponsor 	Appoint person to review plan	Exec	15/9/10
		Plan fall-back position	Exec	1/11/10
4.3 Review the club's Health and Safety plan	<ul style="list-style-type: none"> • Appoint a person to review the club's Health and Safety plan and to report to the executive with any recommendations 	Appoint person to review plan	Exec	15/9/10
4.4 Ensure good volunteer management practices are maintained	<ul style="list-style-type: none"> • Appoint an Executive member to be responsible for the club's Volunteer Policy • Adopt Bowls NZ's volunteer management template • Write a manual statement/policy on the appointment, treatment and management of volunteers • Survey members for skills and volunteer interest areas 	Appoint Exec memb.	Exec	15/8/10
		Adopt BNZ template Write statement	Exec member Exec member	15/9/10 1/11/10
		Survey members	Exec member	15/9/10
4.5 Update position descriptions and succession plans for all key club positions and role holders	<ul style="list-style-type: none"> • Appoint a person to take responsibility for this task • Update present position descriptions and rectify any gaps • Devise position descriptions for each of the new Convenors' positions in this plan e.g. publicity officer • Ensure club officers are aware of their position descripts. 	Appoint person Update position desc Devise new pos. des.	Exec Pos desc admin. Pos desc admin.	15/8/10 15/11/10 15/10/10
		Ensure awareness	Pos desc admin	15/10/10

4.6 Develop and implement a communications plan which includes improving the club website information, answer phone response and internet access at the club	<ul style="list-style-type: none"> • Appoint a communications convenor • Establish a communications committee • Prepare a communications plan for the club • Ensure information is provided to the web master • Set up club answer phone response that is friendly, accurate and efficient • Establish an internet post in the club for use of members 	Appoint convenor Establish committee Prepare plan Give info to webmstr Set up phone Establish internet	Exec Conv/Exec Conv Conv/Webmaster Conv/Secretary Conv/Webmaster	15/8/10 1/9/10 1/11/10 Ongoing 15/9/10 15/10/10
4.7 Establish a Special Projects Group to research and report on special projects suggested by members e.g. lift, shade sails	<ul style="list-style-type: none"> • Establish a Special Projects Group to research and report to the Executive on special projects suggested by members e.g. lift, shade sails, air conditioning in committee room, storage shed 	Establish Special Projects Group	Exec	1/10/10
4.8 Establish a working party to develop a feasibility study for an artificial-surface green after 2016	<ul style="list-style-type: none"> • Establish a working party to investigate the feasibility and pros and cons of building an artificial green after 2016 	Establish working party	Exec	1/12/10
4.9 Develop and maintain essential data collection on members, sponsors, history and club operations	<ul style="list-style-type: none"> • Store and back up essential data on disc and review and update this data every three months • Appoint a club historian 	Store data Appoint historian	Secretary Exec	Ongoing 1/10/10
4.10 Review, and amend where necessary, the club's constitution, to ensure its consistency with the latest BNZ model club constitution	<ul style="list-style-type: none"> • Appoint a person to review the club's constitution • Report back and recommend any amendments to the Executive 	Appoint person Report to Executive	Exec Reviewer	1/10/10 1/11/10
4.11 Achieve Bowls NZ ClubCheck accreditation to gold level	<ul style="list-style-type: none"> • Appoint a subcommittee to review club documentation and procedures to meet gold level ClubCheck standards 	Appoint subcommittee	Exec	1/10/10 ongoing
4.12 Utilise Bowls NZ's CDO for advice and assistance in implementing the Club Plan.	<ul style="list-style-type: none"> • Timetable regular meetings with the CDO to discuss the implementation of the Strategic Plan • Undergo a ClubCheck assessment every two years to ensure standards are being maintained and exceeded 	Timetable meetings Undergo assessment	Exec Exec	Regular Two yearly

<p>4.13 Appoint a paid part-time secretary/manager when affordable</p>	<ul style="list-style-type: none"> • Accumulate, accumulate, accumulate • Apply to a trust to fund this position • Explore possibility of a shared position with another club or other clubs 	<p>Save Apply for funds Explore possibilities</p>	<p>Exec Exec/Grants Coor Exec</p>	<p>Ongoing 1/11/10 Ongoing</p>
<p>4.14 Appoint an Executive member to be responsible for the items of the Strategic Plan/ Operations Plan relating to his/her portfolio</p>	<ul style="list-style-type: none"> • Appoint an Executive member to oversee/manage each section of the Strategic Plan/Operations Plan • Report to the Executive each month in writing on this area of responsibility • Appoint a Plan Review Coordinator to progress the Plan 	<p>Appoint Exec member Report to Exec Appoint Coordinator</p>	<p>Exec Exec member Exec</p>	<p>1/9/10 Monthly 1/9/10</p>

EXECUTIVE MEMBER RESPONSIBLE: JOHN REESE



Objective Five: Provide a range of competitions and events to meet the needs and skill levels of all members

Strategy	Action	Action 2010 - 2011	Responsibility	Completion Date
5.1 Review the suitability of the existing programme's competition formats, tournaments and club social bowls events to meet this objective and adjust where necessary	<ul style="list-style-type: none"> • Appoint a Playing Programme convenor • Establish a Programme Committee (think tank) with representatives from the match committees (men and ladies), mid week, non championship events, festival bowls, carnival bowls, under 5 year bowlers etc. • Review the present programme against the objective • Survey members to find out their preferences in events and formats 	Appoint Convenor Establish committee	Exec Conv/Exec	15/8/10 1/9/10
		Review present prog. Survey members	Conv Conv	15/9/10 1/9/10
5.2 Actively encourage members to play in the club's competitions	<ul style="list-style-type: none"> • Reorganise the notice boards so members can access information, see and enter events, and note availability of coaching more readily • Use the website and Hot Line to promote events • Use the website to enter events • Promote future events each Saturday and phone around 	Reorganise notice boards	Conv/Exec	10/9/10
		Use web and Hot line Use website Promote events	Webmstr/Ed. HL Webmaster Club Cpts/Conv	Ongoing Ongoing Each Sat.
5.3 Review the youth bowls programme to ensure the coaching and environment is in keeping with the needs of youth	<ul style="list-style-type: none"> • Appoint a youth friendly Youth Bowls Convenor • Establish a group to review the present youth bowls programme and make recommendations to the Executive (representatives e.g. from youth, coaches, Executive, Youth Convenor, Programme Convenor) • Survey youth members to identify issues • Address any issues arising 	Appoint Convenor Establish group	Exec Conv/Exec	15/8/10 1/9/10
		Survey youth Address issues	Conv Conv	1/9/10 1/10/10 +
5.4 Increase the number of accredited umpires and support their continued up-skilling	<ul style="list-style-type: none"> • Appoint an Umpire Convenor • Discuss issues of umpire numbers and requirements at Executive meeting every two months with Umpire Convenor in attendance • Inform members of future international opportunities 	Appoint Convenor Meet two monthly	Exec Conv/Exec	15/8/10 Every 2 months
		Inform members	Conv/Exec	Ongoing

<p>5.5 Increase the number of accredited coaches and support their continued up-skilling</p>	<ul style="list-style-type: none"> • Appoint a Coaching Convenor • Arrange a meeting of coaches, selectors and nominated Executive members to establish agreed objectives and level of performance • Discuss issues of coach numbers and requirements at Executive meeting every two months with the Coaching Convenor in attendance • Present a plan of requirements to the Executive for discussion and approval where appropriate 	<p>Appoint convenor Arrange meeting</p> <p>Discuss issues</p> <p>Present plan</p>	<p>Exec Exec/Conv</p> <p>Conv/Exec</p> <p>Conv</p>	<p>15/8/10 15/9/10</p> <p>Sept. Meeting +</p> <p>15/10/10</p>
<p>5.6 Encourage all members of all skill levels to use the available coaching services</p>	<ul style="list-style-type: none"> • Advertise on the website, in the Programme Book and on clearly signed notice boards coaches availability and levels of coaching offered • Develop a coaching schedule for the season outlining segments and delivery responsibilities – new players, juniors, schools, club players and club teams • Establish a structured six-session series of coaching for new players • Build a coaching resources/library with member access • Actively encourage members to use coaching opportunities and resources 	<p>Advertise on web</p> <p>Develop coaching schedule</p> <p>Establish series</p> <p>Build resources Actively encourage</p>	<p>Conv</p> <p>Conv</p> <p>Conv</p> <p>Conv Conv/Exec</p>	<p>1/9/10</p> <p>1/10/10</p> <p>15/9/10</p> <p>1/10/10 + Ongoing</p>
<p>5.7 Establish Burnside's own club level high performance programme</p>	<ul style="list-style-type: none"> • Develop, introduce and deliver a club high performance programme • Promote this high performance programme by using various delivery methods e.g. written manual, discussion sessions, skill sessions, tactics and playing psychology • Establish a partnership, effective and meaningful communication, and lines of responsibility between coaches, umpires, selectors and the Executive 	<p>Deliver high performance prog.</p> <p>Promote high performance prog.</p> <p>Establish partnership</p>	<p>Conv</p> <p>Conv</p> <p>Conv/Exec</p>	<p>1/10/10</p> <p>1/10/10</p> <p>1/10/10 ongoing</p>

EXECUTIVE MEMBER RESPONSIBLE: PHILIPPA JOHNSTON

Objective Six: Ensure ongoing support from and for sponsors and increase sponsorship income by 10% each year

Strategy	Action	Action 2010 - 2011	Responsibility	Completion Date
6.1 Develop a sponsor management plan including offering sponsorship packages at different levels, naming rights (tournaments, facilities, areas), and hosting sponsors' functions	<ul style="list-style-type: none"> • Appoint a Sponsorship Convenor • Establish a sponsorship committee • Devise a sponsor management plan • Market sponsorship packages (which emphasise the advantages of being a Burnside sponsor) at different levels e.g. gold, silver and bronze • Use the knowledge and experience of the CDO • Maintain the sponsors we have and grow the list of sponsors – sponsorship is all about good relationships • Host a sponsor thank you function • Plan a fallback position in event of losing a major sponsor 	Appoint Convenor Establish committee Devise plan Market packages Use CDO Maintain and grow sponsors Host function Plan fallback position	Exec Conv/Exec Conv Conv Conv Conv/Exec Conv/Exec Conv	15/8/10 1/9/10 15/9/10 1/10/10 Ongoing Ongoing Feb/March 15/9/10
6.2 Sell signage around the club environs (within lease limits)	<ul style="list-style-type: none"> • Clarify the signage regulations within the present lease with the City Council • Sell signage around the club environs within the lease regulations and taking account of the club's values and place in the community 	Clarify regulations Sell signage	Conv Conv	22/8/10 15/9/10
6.3 Promote the services of our sponsors to all members and visitors to the club	<ul style="list-style-type: none"> • Place sponsors names and services offered in the Programme Book • Advertise the sponsor(s) of the day, week, month or year in the foyer and on signage • Sell advertising on the web site 	Place sponsors Advertise sponsors Sell advertising	Conv Conv Conv	1/9/10 As approp. 1/11/10

<p>6.4 Leverage publicity exposure for sponsors, the club and the game from high profile Burnside events such as the SBS Stu Buttar Invitation Pairs, the Fresh Choice Burnside Sixes and the Under 26 National Singles Championship</p>	<ul style="list-style-type: none"> • Appoint a publicity officer • Contact The Press, community newspapers, CTV and radio stations before, during and after each event to publicise these high profile tournaments • Write press releases and submit them to relevant media • Construct an event notice board (what's on this week) on the Avonhead road frontage 	<p>Appoint Publicity Off Contact Press.....</p> <p>Write press releases Construct event notice board</p>	<p>Exec Publicity Officer</p> <p>Publicity Officer Exec/Pub Officer</p>	<p>1/9/10 As relevant</p> <p>As relevant 1/12/10</p>
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EXECUTIVE MEMBER RESPONSIBLE: JOHN SWITALLA



Objective Seven: Manage the club's commitment to the success of special and international events 2013-2016

Strategy	Action	Action 2010 - 2011	Responsibility	Completion Date
7.1 Ensure the greens are maintained to the highest international standards	<ul style="list-style-type: none"> Maintain the greens and surrounds to the highest international standards Continue the programme of planing the greens to ensure they are of the highest international standards in preparation for World Bowls 2016 Assess the standard of the greens against the NZ Bowling Greens' Evaluation Form (from Bowls NZ website) 	<p>Maintain greens</p> <p>Continue planing</p> <p>Assess the standard</p>	<p>Green Kpr/Super.</p> <p>Green Kpr/Super.</p> <p>Green Kpr/Super.</p>	<p>Ongoing</p> <p>1/5/11 +</p> <p>1/2/11 + ongoing</p>
7.2 Establish a 50th Jubilee project committee to plan and organize jubilee celebrations	<ul style="list-style-type: none"> Appoint a 50th Jubilee Convenor Establish a Jubilee Committee to organise the 50th Jubilee celebrations in 2013 	<p>Appoint Convenor</p> <p>Establish committee</p>	<p>Exec</p> <p>Conv/Exec</p>	<p>1/12/10</p> <p>1/2/11</p>
7.3 Establish a World Bowls 2016 Burnside action group to work with the General Manager of Bowls Events NZ in the Burnside related affairs of World Bowls 2016 and the lead-in international events	<ul style="list-style-type: none"> Confirm with Bowls NZ the national and international events allocated to Burnside to host Establish a Burnside World Bowls 2016 action group to assist with the organisation of World Bowls 2016 and the lead-in international events Apply to Bowls NZ to host the next National Championships to be held in Christchurch Apply to Bowls NZ to host the World Bowls Singles Champion of Champions in 2013 and include this event in the 50th Jubilee celebrations Establish a frequent and strong communication process between the action group and the Executive 	<p>Confirm events to be hosted</p> <p>Establish action group</p> <p>Apply to host Nationals</p> <p>Apply to host 2013 World Singles</p> <p>Establish communication</p>	<p>Secretary/Exec</p> <p>Exec/BENZ input</p> <p>Secretary/Exec</p> <p>Secretary/Exec</p> <p>Exec/action group</p>	<p>15/8/10</p> <p>11/11/11</p> <p>15/9/10</p> <p>15/9/10</p> <p>Ongoing</p>

EXECUTIVE MEMBER RESPONSIBLE: JOHN REESE