Western Province Bowls

MINUTES - Executive Committee Meeting
Monday, 20 May 2026 at 18h30 at Durbanville Bowling Club

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1. WELCOME

The President, Tony Harland, formally opened the meeting and welcomed all members present. He expressed appreciation for members attending in person and noted that face-to-face engagement remains important for strengthening collaboration and accountability within the committee.

The President extended congratulations to Debbie Phillips on her silver medal at the Women's SA Open in Durban. It was a significant achievement. This acknowledgement was noted as important contributions to the broader WP Bowls environment and reflective of the commitment of individuals serving both administratively and personally.

In his opening remarks, the President addressed concerns regarding the overall effectiveness of the Executive Committee. He highlighted the need for improved levels of engagement, noting that participation across portfolios had not been consistent and that the workload had not been evenly distributed. Workload increases when tasks are not completed. Some committee members currently carry a disproportionate share of responsibilities, while others have limited active involvement. This situation was recognised as unsustainable and requiring corrective action.

Members were requested to:

- Reflect on their current level of contribution
- Consider their availability for the remainder of the season
- Provide early indication of their willingness to continue serving in the next term

The President emphasised that proactive planning for succession and recruitment would be critical to ensure continuity and stability within WP Bowls governance structures.

Committee Effectiveness and Structural Review

A broader discussion followed regarding committee structure and effectiveness.

The following concerns were raised:

- Lack of accountability in progressing assigned tasks
- Limited follow-through on action items
- Absence of structured reporting from certain portfolios
- Need to revisit role definitions and portfolio expectations

The committee acknowledged that clearer allocation of responsibilities, combined with improved tracking of deliverables, would significantly enhance effectiveness.

It was agreed that:

- Portfolio roles should be reviewed and clarified
- Members should be assigned measurable deliverables
- Progress reporting must become more consistent

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2. ATTENDANCE AND APOLOGIES

Present:

- Tony Harland - President – Chair (TH)
- Marianna Kirsten – Vice President (MK) - joined telephonically for part
- Anina Black (AB)
- Eddie Douglas (ED)
- Jonathan Cochrane (JLC)
- Nico Taljaard (NT)
- Debbie Phillips - District Administrator (DP)

Apologies:

- Joy Calvert – Treasurer (JC)
- Mark Gibbs (MG)

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3. CORRESPONDENCE

The following correspondence was noted:

1. 19/2 Elgin Bowling Club affiliation
    - In progress - NT following up
2. 18/3 Circular 2026-30: Under 35 Inter Districts – Welkom – 24 to 27 Sep 2026
    - Logistics discussed. Decided on 2 teams, 1 manager and cheapest travel and accommodation options
3. 16/4 Million Rand Bowls Challenge 2027 – awaiting feedback
4. 26/4 Footwear, District/BSA Colours/headwear - circular
    - The matter was discussed under Competitions and Conditions of Play. Exco agreed that updates to Conditions of Play relating to footwear, headwear and extreme weather policies should be progressed and aligned with BSA policies.
5. 6/5 BSA AGM & Convention Documents
6. 11/5 Circular 2026-48: BSA Mixed Pairs – Nelspruit – 20 to 23 Aug 2026 by 6 July 2026
    - Logistics discussed and decision taken to fly to Nelspruit to save on costs and travelling time
7. 12/5 Circular 2026-45: BSA Database by 31 May 2026
    - The need to keep BSA database records updated was discussed, particularly relating to membership and technical official records. JC to action.
8. 13/5 Circular 2026-49: District Survey by 11 June 2026
    - To be completed by DP and TH

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4. UPFRONT DISCUSSIONS

4.1 Acceptance of Minutes – 30 March 2026

- Minutes were confirmed as accurate, with no spelling or content corrections.

Proposed: Eddie Douglas (ED)
Seconded: Anina Black (AB)
✅ Minutes accepted

4.2 Matters Arising – Action Item Table (Annexure A)

- Action items remain under review.
- Various historical action items were reviewed throughout portfolio reports. Outstanding matters included:
    - Asset Register.
    - Lotto funding applications.
    - Insurance schedule review.
    - Honours Board updates.
    - Selector alignment.
    - Financial reporting.
- Members were requested to close/remove completed items.

4.3 WPBA Council Meeting – Date

- Confirmed for 4 July 2026 at WPCC.
- Agenda and meeting pack to be sent to clubs, including portfolio reports and draft of new constitution.

4.4 AGM Timetable

- AGM timetable of dates and deadlines to be rolled out to set up the AGM. Date set for 15 August 2026 at WPCC. DP to action.
- Members discussed succession planning and Exco vacancies in preparation for the AGM cycle. Existing vacancies and possible future vacancies were noted and recruitment planning will commence early.

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5. PORTFOLIOS – MATTERS ARISING & FEEDBACK

5.1 Sponsorship, Club Liaison & Membership *(All)*

Sponsorship

- No report received from MK on sponsorship after previous Exco meeting.

Club Survey

- Survey responses received from some clubs and reminder sent out for those that have not submitted.
- Decision:
    - DP to send another follow-up to all outstanding clubs to improve participation.
    - JLC to consolidate and share appropriate sections of results with applicable Executive responsible for each portfolio.

5.2 WC Bowls/Standing Committees *(Tony Harland)*

- There is a WCPBA meeting set for 26 May 2026
- All Cape 2027 – hosted by WPB. Need to finalise dates and venues.
- The need to review DSC structures, committee vacancies and future participation was discussed. Members were encouraged to consider serving on committees in 2026/27.
- DSC's 2027 – each Executive member to liaise with their portfolio DSCs to establish:
    - who is staying on
    - who is stepping down
    - who needs to be re-nominated
    - new members willing to stand – expression of interest forms

5.3 WP Players *(Tony Harland)*

- The President advised that Inter-District player reports had been received and would require formal review. Concerns and recommendations arising from these reports will be addressed through engagement with selectors and standing committees.

5.4 Ladies Selectors & Transformation *(Marianna Kirsten)*

No report received from MK after previous Exco meeting.

Ownership of Selection Policy

A detailed and constructive discussion took place regarding the ownership and governance of the WP selection policy. It was noted that, historically, a significant portion of the policy framework had been driven by selectors themselves. However, this approach raised governance concerns, as policy-setting is fundamentally an Executive responsibility.

The committee agreed that:

- Exco must retain full ownership of the selection policy
- Selectors are responsible for implementation within that framework
- Policy direction must align with WP strategic objectives, including transformation
- Must be alignment between Men's and Ladies' selection processes
- The role of clubs in nominations and trials is important
- The need for greater consistency between the Men's and Ladies' selection processes
- Exco agreed that the Selection Policy review scheduled for July 2026 should receive focused attention and that closer engagement with selectors is required.

This was considered an important step in strengthening governance oversight.

Club Nomination Process

The introduction of a club nomination process for player identification was discussed.

The rationale for this approach included:

- Addressing perceptions that opportunities are limited to a small group of players
- Improving inclusivity and transparency
- Encouraging broader participation from clubs

While it was acknowledged that not all nominated players would advance, the process was viewed as a fair and structured mechanism to widen the selection base.

Alignment Between Men's and Ladies' Structures

The committee identified a significant lack of alignment between men's and ladies' selection processes.

Key concerns:

- Differences in interpretation and application of the selection policy
- Inconsistent adherence to agreed frameworks
- Increased risk of disputes and dissatisfaction

It was agreed that:

- Alignment between the two structures is critical

- Exco must ensure consistent application of policy
- Additional oversight or liaison support may be required

Managers Reports and Inter-District Feedback
Managers' reports were received and noted, although it was highlighted that player feedback remains limited.

The committee acknowledged that:
- Reports raise sensitive and sometimes complex issues
- There is a need for improved communication between selectors, players, and Exco

It was agreed that a structured workshop involving selectors should be convened to:
- Clarify expectations
- Improve communication channels
- Align on policy interpretation

5.5 Youth Bowls *(Marianna Kirsten)*
No report received from MK after previous Exco meeting.

5.6 Donor & Sport Department Liaison *(Joy Calvert & Eddie Douglas)*
No report received from JC after previous Exco meeting. Further feedback is awaited on funding allocations and junior expenses.

5.7 Finance & Membership Administration *(Joy Calvert)*
No report received from JC after previous Exco meeting.

Financial Transparency and Reporting
This item generated extensive discussion and was identified as a key governance concern.

The following issues were raised:
- Financial reports are not consistently shared with Exco
- Limited visibility of current financial position
- Absence of regular management accounts
- Unclear tracking of income and expenditure
- Debtor updates

Members expressed concern that current practices create both governance and operational risks.

Funding (Lotto and DCAS)
It was noted that:
- Processes relating to Lotto and DCAS funding lack clarity
- Submission timelines have not always been adhered to
- Reporting requirements are not clearly understood

The need for improved structure, oversight and communication in managing funding streams was emphasised.

Asset Register and Insurance
The committee noted that:
- The asset register remains incomplete
- Certain equipment has not yet been insured
- This exposes the organisation to avoidable risk

This matter was regarded as urgent and requiring immediate attention.

Resolution and Way Forward
The following actions were agreed:
- The President will meet with the Treasurer to address concerns
- Financial reports must be circulated to the full Exco
- A structured reporting framework must be implemented
- Governance controls must be strengthened

5.9 Competitions *(Nico Taljaard)*

Competition Withdrawals
A significant improvement in withdrawal levels was noted, with the number of unjustified withdrawals having reduced considerably.
This was attributed to:

- Improved enforcement of rules
- Greater awareness among players

However, concerns remain regarding:

- Consistency in applying fines
- Interpretation of valid vs invalid reasons

Decision:
Fines will be enforced where applicable, and consistency must be maintained.

League Format – 2027 Season
The proposed centralised format was discussed in detail.
Key features:

- Matches played at central venues
- Double-header format (morning and afternoon fixtures)

Feedback received:

- Strong support from players
- Improved logistics and scheduling

Concerns:

- Expanding to 12 teams may dilute quality
- Competitive balance could be affected

Decision:

- Retain 10-team structure
- Proceed with centralised format
- Submit proposal to Council

Competition Innovation
A proposal was introduced to explore a premier league-style tournament format.
This concept was seen as:

- An opportunity to modernise the game
- A potential avenue for sponsorship
- A platform to increase visibility and engagement

The proposal included:

- Centralised Premier League venues
- Double-header fixtures
- A revised Premier League structure
- Exploration of a Premier League tournament concept
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Members were generally supportive of investigating the concept further.

Technology and Systems
A new competition management system was presented.
Key features include:

- Online entries
- Integrated payments
- Real-time scoring

Decision:

- Pilot the system in selected competitions ie: WP Fives
- Run in parallel with existing systems
- Evaluate before wider rollout

Conditions of Play
Footwear, headwear and extreme weather provisions were discussed. It was agreed that the BSA heat policy should be incorporated into local Conditions of Play.

5.10 Technical Officials *(Nico Taljaard)*
Nothing to report from NT.

5.11 District Administration *(Mark Gibbs / Debbie Phillips)*

Office Relocation
The office relocation has been completed successfully.
Outstanding issue:
- Disposal or redistribution of surplus furniture

Trophy Management
Concerns were raised regarding trophy tracking and management processes.
A more structured and accountable approach is required.

5.12 Men's Selection & Transformation *(Mark Gibbs)*
No report received from MG after previous Exco meeting.

5.13 Coaches & Safeguarding *(Jonathan Cochrane)*

Coaching
Updates included:
- Coaching courses
- Recruitment to coaching structures.
- Low participation in Level 2 coaching courses was noted as a concern.

Decision:
Reduce minimum participant requirements to facilitate course delivery.

Safeguarding
The safeguarding process was the subject of significant discussion. Updates included:
- Safeguarding awareness training.
- Darryl Thorburn safeguarding matter.

It was identified that:
- Current processes lack sufficient separation of roles
- The same individual may be responsible for investigation and decision-making
- This creates potential bias and reputational risk

Decision:
- Establish a safeguarding panel
- Separate investigation and decision-making roles
- Ensure appropriate representation and independence
- Formalise processes to align with best practice
- Safeguarding processes should be reviewed to ensure appropriate separation of investigation and hearing responsibilities

5.14 Disability & Visually Impaired Bowls *(Jonathan Cochrane)*
Members noted strong performances at the Nationals, including multiple medal achievements. Additional work remains regarding player registration and classification processes.

5.15 Executive Projects
Updates were provided regarding:
- WP Honours Board project
- CTSC Provincial Colours nominations

5.16 PBA Liaison
An update was given on PBA rankings and the need for improved integration of competition results into ranking systems.

5.17 Marketing & Media *(Anina Black)*
The committee noted positive progress in improving WP Bowls visibility.
However, challenges remain:

- Inconsistent data from clubs
- Players competing across multiple districts
- Heavy reliance on limited individuals
- The need for club media contacts
- The need for greater focus on marketing in addition to media activities

Way Forward:
- Focus on key competition results
- Encourage greater club participation
- Consider appointing media representatives at club level

5.18–5.21 Governance, Greens, Inter Districts *(Eddie Douglas)*

Governance
Constitution update:
- Pending rollout - constitutional review remains ongoing and will be rolled out to clubs once finalised, targeted for approval at AGM.

Greens
Updates included:
- Greens assessments
- Recruitment challenges within the Greens Committee
- Finals venue options
- Feedback regarding Glen facilities and assessments
- Additional committee members are required, particularly in the northern suburbs and basin areas.
- A shortage of accredited assessors was identified, particularly in certain regions.

Decision:
Recruit additional assessors and raise the matter at Council level.

Events Committee - BSA Men's Open 2027
Early planning commenced regarding:
- Venue identification
- Event structures
- Establishment of organising committee
- ED encouraged to remain involved despite negative feedback received from 1 individual

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6. OTHER IMPORTANT BUSINESS

6.1 Action Item Table
- Members requested clearer closing/removal of completed items.

6.2 General
- Best wishes extended to Anina Black for upcoming surgery.

NEXT MEETING
Wednesday, 24 June 2026
Venue: Durbanville Bowling Club

PRESIDENT **DISTRICT ADMINISTRATOR**

6 April 2026
DATE

ACTION ITEM TABLE

Agenda Ref	Action Item	Responsible	Target Date	Status
4.4	Obtain confirmation from all Exco members regarding their availability and commitment for the 2026/27 season.	TH	Before AGM timetable commences	Open
5.3	Review Men's and Ladies' Inter-District managers' reports and determine follow-up actions.	TH / Exco	Next Exco Meeting	Open
5.4 / 5.12	Schedule formal alignment meeting between Men's and Ladies' Selectors.	MK / MG	Jul 2026	Outstanding
5.4 / 5.12	Review Selection Policy and clarify ownership of policy versus selector implementation.	Exco / Selectors	Jul 2026	Open
5.4 / 5.12	Review Managers' Responsibilities document and appointment process for team managers.	Exco	Jul 2026	Open
5.4	Develop process for evaluating and addressing Inter-District managers' feedback reports.	TH / DSC-LS / DSC-MS	Next Quarter	Open
5.5	Obtain detailed Junior Nationals income and expenditure report, including transport costs and outstanding amounts.	MK / JC	Next Exco	Outstanding
5.5	Confirm status of Junior kit stock and future requirements.	MK	Next Exco	Open
5.6 / 5.18	Obtain updated LOTTO asset register, including allocation of development bowls held at clubs.	JC / ED	Urgent	Outstanding
5.6 / 5.18	Provide explanation and supporting documentation for DCAS/CTSC funding, expenditure and unspent funding report.	JC	Next Exco	Outstanding
5.7	Submit updated Asset Register to Finance Committee, including laser level.	JC	Immediate	Outstanding
5.7	Review insurance schedule and confirm cover for all WPB assets.	JC / TH	Before Council Meeting	Outstanding
5.7	Provide management accounts and debtor update to Exco.	JC	Next Exco	Outstanding
5.9	Issue fines for competition withdrawals where no acceptable reason was submitted.	NT	Immediate	Approved
5.9	Prepare formal proposal on revised Premier League structure, including centralised venues and double-header format.	NT / DSC-WPC	Before Council Meeting	Open
5.9	Draft amendments to Conditions of Play relating to footwear, headwear and heat/inclement weather.	NT	Pre-season 2026/27	Open
5.10	Engage BSA regarding minimum attendance requirements for Level 2 Coaching Course.	JLC / ED	Before July Course	Open
5.10	Continue updating Technical Official records on BSA database.	NT	Ongoing	Open
5.11	Recover outstanding Inter-District levy and kit payments.	DP / Team Managers	Immediate	Open
5.11	Conduct inspection of Bellville office contents and determine disposal/donation of surplus furniture.	DP / JLC / TH	June 2026	Open
5.11	Review trophy administration process and investigate appointment of a dedicated trophies coordinator.	DP	Ongoing	Open
5.13	Register additional qualified Safeguarding Officers and update records with The Guardian.	JLC	Urgent	Open
5.13	Review safeguarding process to ensure separation of investigation, sanction recommendation and hearing functions.	JLC / ED	Next Exco	Open
5.14	Finalise disability player classifications and update BSA records where required.	JLC	Ongoing	Open
5.15	Continue development of WP Honours Board project and obtain update from developer.	TH / JLC / DP	Next Exco	Open
5.15	Submit CTSC Provincial Colours nominations for eligible players and officials.	JLC / DP	As required	Open
5.16	Submit latest competition results to PBA and continue ranking updates.	JLC	Ongoing	Open
5.17	Request clubs to nominate a Marketing/Media contact person to assist with content and photography.	AB	Council Meeting	Open
5.17	Review structure of Marketing & Media portfolio and identify additional support resources.	AB	Council Meeting	Open
5.19	Finalise constitutional update and prepare rollout to clubs.	ED	Council Meeting	Open
5.20	Recruit additional Greens Committee assessors, particularly from the northern suburbs and basin areas.	ED / DSC-GC	Council Meeting	Open
5.20	Provide feedback to Glen regarding assessment and facility concerns.	ED	Next Exco	Open
5.21	Establish planning committee for BSA Men's Open 2027 and All Cape 2027.	ED / TH	Before Council Meeting	Open
6.1	Investigate pilot implementation of alternative competition management software and run in parallel with Bowls Draw/BowlStore testing.	NT / DSC-WPC	2026/27 Planning Cycle	Open

Key priority items for next Exco meeting:

1. Financial reporting, Lotto, Asset Register and Insurance (5.6–5.7)
2. Selection Policy and Selector Alignment (5.4 & 5.12)
3. Safeguarding process review (5.13)
4. Premier League proposal (5.9)
5. Recruitment of Exco and DSC members for 2026/27 (4.4)