



Western Province Bowls

MINUTES - Executive Committee Meeting
Wednesday, 3 December 2025 at 18h30 at WP Bowls Office, Pinelands

1. Welcome

The President, Tony Harland (TH), opened the meeting and noted the extremely busy period for WPBA, with recent competitions (Fours, Trips, Pro10 finals), ID practices and social events including the Barnyard fundraiser. TH acknowledged and thanked the social media team for their increased output, improved engagement and excellent visibility on Facebook and other platforms. Positive feedback has been received from members and external stakeholders. TH also gave brief feedback on the Executive Goals for 2025-2026 to date.

2. Attendance and Apologies

- **Present:** Tony Harland (TH), Debbie Phillips (DP), Joy Calvert (JC – virtual), Anina Black (AB), Eddie Douglas (ED), Jonathan Cochrane (JLC), Nico Taljaard (NT)
- **Apologies:** Mark Gibbs (MG), Marianna Kirsten (MK)

3. Correspondence

3.1 Old Oak 18/11 - Playing conditions complaint: Trips at Glen - see below discussion

3.2 Edgemoor 19/11 - Player conduct complaint: Pro-10 Pairs at Oakdale - Sent to Kraaifontein –

- WPB received an email from Janet Bradbury regarding the Pro-10 Pairs complaint.
- The 7-day notice process has begun; WPB monitoring progress.
- Two involved players entered the Novice Singles; they are placed together in a section pending disciplinary resolution.
- If not suspended in time, they cannot be barred from participating.

3.3 Mowbray 20/11 - Playing conditions complaint: Pro-10 Pairs at Glen - see below discussion

3.4 Durbanville 20/11 - Request for venue change: Trips from Glen - see below discussion

3.5 DCAS – Women and Girls Training Feb & Mar 2026 – submit by 19 January 2026 – AB and MK to confirm

3.6 Edgemoor – BSA suggestion - membership category for travelling members

- Concerns raised regarding players who reside in multiple provinces and wish to play competitively without joining multiple clubs.
- Exco view:
 - Proposal appears administratively complex.
 - Existing “country member” framework may already address the issue.
 - Not clear who proposal refers to; may relate to travelling professionals or similar cases.
- Action: JLC to request more information, including examples, before WPB comments to BSA.

3.7 Circular 101 / 2025 BSA Open Championships 2026

Competition Weather Complaints

Complaints were received from Durbanville and Mowbray regarding windy conditions during recent WPBA competitions. Edgemead submitted a complaint concerning the Pro10 event.

Discussion:

- Weather related issues remain outside WPBA control.
- Hosting club CTOs hold authority to stop play if conditions become unsafe.

ACTIONS:

- DP to draft a generic response clarifying WPBA's position and CTO responsibility.
 - AB and MK to confirm attendance at DCAS – Women and Girls Training
 - JLC to request more information from Edgemead on travelling membership category
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4. Upfront Discussions

4.1 Acceptance of Minutes of 29 October 2025 – ED listed corrections for the draft minutes. On condition of these corrections being made the Minutes were approved (Proposed: AB; Seconded: NT).

TH also gave brief feedback on the Executive Goals to date.

4.2 Matters arising from Action Item Table in the Minutes (see Annexure A)

ACTIONS:

- DP to upload approved minutes to website.
 - Exco to complete all outstanding items as soon as possible and before the next Exco meeting.
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5. Portfolios (Matters Arising & Feedback)

5.1 Sponsorship, Club Liaison & Membership (All)

Membership

Monthly membership report by club is downloaded on the 25th/26th of each month.

Club Engagement

- WPBA received BSA's proposal for a Club Management & Recruitment Course scheduled for Feb–Mar 2026. Interest was expressed by AB, with attendance to be confirmed depending on availability of AN and MK.
- Develop a timetable in January for club engagement visits (2–3 Exco members per session).

Diversity & Inclusion Discussion

- Recognition of the need to increase youth, women, and POC participation.
- Concerns raised about limited available players; recruitment needed.
- Clubs may resist quota-type directives.
- Consensus: growth must start at membership level, not team selection.
- Suggestions:
 - Use legacy funds to subsidise new memberships
 - Engage community organisations, gyms, and external partners
- Arrange an informal workshop with several players of colour across different clubs to understand:
 - ☐ Barriers to entry
 - ☐ Recruitment ideas
 - ☐ Sustainable transformation strategies
- Include clubs like Wheatfield for broader consultation.

WP Masters Sponsorship

- Event cost approx. R50,000; currently unsponsored. Executive to assist finding a sponsor. TH to speak to Lombard Barnard.

ACTIONS:

- Exco to arrange an informal workshop with representatives from different demographics to gather input.
 - Develop a timetable in January for club engagement visits.
 - Develop sponsorship material, seek multiple smaller sponsors, and circulate cost breakdown to clubs.
 - TH to speak to Lombard Barnard regarding the WP Masters sponsorship.
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TONY HARLAND (President)

5.2 WC Bowls / Standing Committees (TH)

Western Cape Bowls

- Minutes - Exco noted minutes were vague.
- Issue raised: medals from previous events not yet delivered; WCB indicated delays due to workload.
- MK to keep following up.

Standing Committees

- Exco to draw up a timetable to visit the clubs, include Exco and Standing Committee Convenors/members and engage with club committees on how their club is doing and where they need help.
- M&M DSC forms outstanding – AB to follow up to get them submitted.

5.3 WP Players (TH)

- No response yet from WPP for a date to meet with TH. Follow up.
- TH to call Claire Cowan regarding a meeting and the replacement for their vacancy on the DSC.

ACTIONS:

- MK to follow up with WCB for medals.
 - Exco to draw up a timetable to visit the clubs
 - AB to follow up on forms for DSC M&M
 - TH to call Claire Cowan regarding a meeting
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MARIANNA KIRSTEN (Vice President)

5.4 Ladies Selectors & Transformation (MK)

MK not in attendance. Ladies Selectors Report was circulated to Exco before the meeting.

5.5 Youth Bowls (MK)

MK not in attendance. Juniors report and tracking spreadsheet was circulated to Exco before the meeting.

ACTIONS:

- MG & MK - Men and Ladies Selection Committees to align with coaching a preparation for IDs.
 - MG & MK – Should teams playing in Cape Town stay together or not to save money.
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JOY CALVERT (Treasurer)

5.6 Donor & Sport Dept Liaison (with Eddie Douglas) (JC)

As per ED feedback under 5.18.

5.7 Finance and Membership Administration (JC)

- Management accounts circulated; queries addressed by Finance Committee.
- Recommendation to include an annual budget column in future reports for improved transparency.
- Insurance schedule requires updating; JC to liaise with insurer regarding coverage for design and mock-up work.
- Need an updated Asset Register.
- The WP trailer was discussed and as it was no longer being used it was agreed for JC to sell the trailer.

5.8 HR (JC)

Nothing to report.

ACTIONS:

- JC to circulate Asset Register to Finance Committee.
- JC to sell the WP trailer.

NICO TALJAARD (Exec 1)

5.9 Competitions (NT)

Competitions Update

- **Wind Disruption Policy**
 - Proposed guideline: Matches to be postponed when gusts exceed 60 km/h (previous peak measured at 75 km/h).
 - Reserve days to be considered for specific competitions such as Pro10.
- **Finals Venues**
 - NT explained that the finals venues are shared out across the clubs that have the best greens as recommended by the DSC-GC.
 - Durbanville confirmed as the venue for Fours and Trips finals due to excellent greens.
 - Western Province Cricket Club (WPCC) confirmed for Pro10 Pairs semi-finals and finals.
- **Flag & Muter Logistics**
 - Double-header day discussed.
 - Venues with two greens to be prioritised to accommodate multiple matches.

Suggestions

- Fairtree Cup
 - TH tabled a suggestion for a sponsored singles competition to raise competitive standards and improve national performance. Proposal from Lombard: increase singles participation among top players.
 - Concept:
 - Two-tier ranking system.
 - Over a year, players play each other; promotion/relegation applies.
 - General support for the principle, noting:
 - Logistics significant.
 - Flexible scheduling is essential.
 - TH is to speak to Lombard Barnard.
- TH tabled another suggestion received for WP Veterans tournaments to be played during the week to alleviate a congested calendar, enable players to then enter both Open and Veterans events bringing in additional entry fees. NT would look at that option for the new season if feasible.

5.10 Technical Officials (NT)

- 12 new umpires qualified in November 2025.
- Busy updating the records on the BSA database through club information officers.
- Looking at hosting a Club Tournament Official course as there is a big need.

ACTIONS:

- TH to speak to Lombard Barnard about the Fairtree Cup.
 - NT to look at playing Veterans in the week for next season.
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MARK GIBBS (Exec 2)**5.11 District Administration (DP)****EPG Audit**

- Completed and submitted on time.

Clothing

- Disa shirts and Exco tracksuit pants have been ordered and handed out. Managers responsible for getting Disa shirts back or getting payments in for them.
- Exco tracksuit pants ordered and will be handed out at Council meeting.
- DSC shirts – ordered and will arrive in January. TO's and Coaches shirts to be sold. DSC shirts provided to DSC members.

IDs

Drafting player info sheet with code of conduct forms, drug free sport forms and kit orders to out through managers.

5.12 Men's Selection & Transformation (MG)

MG not in attendance. No report submitted from Convenor.

IDs

There was a discussion around the player levy. It was agreed to increase from R2500 to R3000 per player. TH asked for confirmation for when the ID teams would be announced. TH also asked the question that was raised around whether teams playing in Cape Town should stay at home or not, to be put to MG and MK.

ACTIONS:

- DP to send Players Info sheet to DSCL/M to send to players.
 - MG and MK to confirm when final ID sides will be announced.
 - MG & MK - Men and Ladies Selection Committees to align with coaching a preparation for IDs.
 - MG & MK – Should teams playing in Cape Town stay together or not to save money.
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JONATHAN COCHRANE (Exec 3)**5.13 Coaches (JLC)****Coaching Courses**

- Refresher planned for 7/2 or 14/3 and a Level 2 for July 2026.
- Plans to do a resources audit on what clubs have and what they need support in.
- Club committees, coaches and selectors to work together to help players improve and enjoy their game.

Safeguarding Policy

- This has been done and sent to BSA.
- Next step is rollout - set up a safeguarding email address, circulate all info to clubs and make sure all clubs have relevant signage displayed. DP to get quote for an extra email box.
- All our ID teams need a DSO in each team – JLC to follow up and arrange accordingly.

5.14 Disability & Visually Impaired Bowls (JLC)

- Eddie van der Heiden is busy doing a check on which bowlers need to be classified.

5.15 Executive Projects (JLC)

Suit Up September

- This was a very successful project and TH congratulated JLC and thanked him for all the organising and work put into it. JLC will be doing the same next year with more time for planning and marketing. Total funds raised for Prostate Cancer Awareness were R31 140. We will not be doing the Guinness World Record.

PBA ABBA Qualifier

- All entries are full and all arrangements are in place.

Bowlers for Bowlers

- Circular sent out by BSA. Got to 440 members within a week. 153 new members came in.

Honours Board

- Looking for a service provider to assist with design.

5.16 PBA Liaison (JLC)

Player Rankings & Fairtree App

- Players are reviewing their rankings and sending corrections to JLC for updating.
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ANINA BLACK (Exec 5)

5.17 Marketing & Media (AB)

Marketing & Media District Standing Committee

Marketing Priorities

- DSC forms outstanding. AB to follow up to get them in.
- AB wants the Exco to communicate short- and long-term goals for the marketing of WP Bowls.
- AB now has access to the website.
- Michelle Reynolds is doing a fantastic job – may need to re-look at the marketing stipend.
- Promote all our ID teams before the event – per team. Need Facebook banners designed.
- AB to request bios from all the ID team members from managers.
- Set up marketing plan for IDs in Cape Town.

ACTIONS:

- AB to follow up on DSC forms.
- AB to get everything needed for IDs.
- Identify commentators for the Singles livestreaming and arrange meals and a thank you gift.

EDDIE DOUGLAS (Exec 6)

5.18 Donor & Sport Dept Liaison (with Joy Calvert) (ED)

ED attended DCAS presentation at UWC.

5.19 Governance (ED)

Constitution & SGM

- Constitutional update delayed due to consultant issues.
- Commitment made to complete updates by mid-January 2026.
- Legal review options discussed (volunteer lawyers, experienced members).
- Discussion around clubs and districts standardising constitutions.
- DP to assist with formatting and numbering.

5.20 Greens (ED)

- DSC-GC will be doing regular inspections at Bellville and the feedback is that it's starting to look okay and is picking up.
- Edgemoor working on their greens – Eco-ject planned for 17 December and is on track.
- Greens assessments start end of January until end of September after which there is a report from the DSC-GC.
- Greens report for League has been sent to NT.
- There will also be a Greens Assistant's course presented in the new year – only 8 candidates so far.

5.21 Events Committee: Open Inter-Districts (ED)

Events Committee Update

- Next meeting on 7 January.
- Budget submitted to BSA, includes R20 000 for live streaming.

6. Other Important Business

Additional Notes

- Submit monthly portfolio reports to Exco in advance.
- Make sure to mark off any Action Items as they are done – during the month.

Next Council Meeting

- All Exco to prepare quarterly reports to present at Council meeting, no longer than 10 minutes.

The meeting formally closed at 21h15. Next Meeting: Wednesday, 7 January 2026, WP Bowls Office, Pinelands BC.



PRESIDENT



DISTRICT ADMINISTRATOR

10 December 2025

DATE

Annexure A - Action Item Table

Carried forward from previous meeting 27/8/2025 (alpha):

Agenda Ref	Action Item	Responsible	Deadline	Notes
5.17	Set classification testing dates	JLC (via DSC-DB)	Sept 2025	For players
5.17	Submit financial reports to WPB Finance Committee	JLC (via DSC-DB)	Sept 2025	Accountability
5.10	Update TO records on BSA database	NT (via DSC-TO)	Sept 2025	Active officials only - survey to assist
5.1	Provide monthly membership stats (inflow, outflow, age profiles)	JC	Monthly	Download after last day each month
5.20	Add laser level to insurance policy	JC	Sept 2025	Asset protection
3.1–3.4	Draft membership levels (social, corporate, full) and circulate	JC, ED, NT	Within 2 weeks	To standardise definitions - will be included in new constitution
5.13	Update website Honours Board	JLC & DP	Sept 2025	Historical records
5.4	Obtain Player Ranking List	MK & MG	By 1 Nov 2025	From MSC

Carried forward from previous meeting 23/9/2025 (alpha):

Agenda Ref	Action Item	Responsible	Deadline	Notes
5.19	Finalise draft constitution.	ED	This week	The draft constitution is with Jules for refinements. - ED will complete constitution to include changes recommended by Exco – to be circulated by 03/11 to Exco for final comments
5.20	Circulate greens assessment report to Exco.	ED	By 3 October	Assessments indicate many greens are in poor condition due to seasonal renovations. - Green assessments will only be done in January to March 2026 – will circulate once completed
6.1	Exco to complete all outstanding items.	Exco	Before next Exco meeting (29 Oct 25)	General action from the discussion on matters arising.
5.5	Clarify DCAS funding allocations and usage for juniors & inter-districts.	JC	31 Jan	Budget for Youth Bowls is partly covered by DCAS.
5.7	Send the Finance Committee a copy of the WPBA asset register.	JC	31 Jan	N/A
5.7	Confirm if we receive input from all the DSCs for budget purposes.	JC	N/A	N/A
5.7	Provide clarification/feedback on the budget income and expenses queries from the FC.	JC	31 Jan	Queries raised regarding Ladies' midweek Income, U35 ID Income, Dues and Subscriptions, etc. - need new financials
5.17	Confirm budget allocations for streaming within competition budgets.	JC/Finance	31 Jan	N/A - JC to include in budget once quotes have been received
5.14	Schedule classification dates with national classifiers.	JLC	N/A	Classification testing to be scheduled.
5.5	Engage Jenny Griffiths for insights on past funding and kit sponsorships.	MK	N/A	Advise Jenny Griffiths to route Youth Annual Report via WPB (previous action).
5.8	Manage the consolidation of all development bowls across the district.	MK	31 Jan	N/A
5.17	Follow up with Brittany Clarke to provide a livestreaming sponsor testimonial.	MK	31 Jan	Goal is to raise R25,000 from live-streaming sponsorships.
5.17	Coordinate with Exco on potential Barnyard concert dates and booking.	MK	N/A	Proposal is for a Barnyard concert fundraiser to raise. Ticket sales to be discussed.
5.1	Develop a club support, retention and engagement plan.	TH / Exco	After the convenors' meeting (October)	Need to focus on building relationships with clubs and supporting novices. Still needs to be developed.
5.3	Set up meeting with Claire Cowan.	TH	N/A	Outstanding.

5.17	Contact Michelle Reynolds to discuss potential role and report back.	TH	N/A	Done by AB – not interested. - Update?
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Carried forward from previous meeting 29/10/2025 (alpha):

Agenda Ref	Action Item	Responsible	Deadline	Notes
5.11	Schedule selectors consensus meeting	MG & MK	ASAP	Align men's & ladies' selectors
5.1	Update constitution with new membership categories	ED	Feb/March Council	Incorporate NT's draft
5.19	Email Barrie Eksteen re constitution amendments	ED	ASAP	Consultant delays noted
5.1	Set monthly membership reporting date	JG	ASAP	Standardize reporting
5.6	Re-register WP Bowls on Lotto portal	JC	31 Jan	Set monthly check
5.13	Email clubs re safeguarding policy & DSO nominations	JLC	31 Jan	Include current officers
5.14	Meeting with Eddie van der Heiden re disability bowls	JLC	Within 2 weeks	Address financial/logistics
5.15	Submit CTSC nominations after each event	JLC, ED	Ongoing	Avoid missed deadlines
5.4	Email Charles re medals for WC winners	MK	ASAP	Copy WCPBA committee
5.5	Email Jenny Griffiths junior kit payment list	MK, JC	ASAP	cc MK & JC
5.9	Explore sponsorship for WP Masters	Exco	Before next WP Masters	Enhance prize pool

From meeting 3/12/2025

Agenda Ref	Action Item	Responsible	Deadline	Notes
	Draft generic response to wind-related complaints	DP	ASAP	Prepare standard reply for Old Oak, Durbanville, Mowbray
	Monitor Kraaifontein/Edgemead disciplinary process	TH	Ongoing	Track 7-day notice and disciplinary progress
	Manage Novice Singles placement for 2 players under review	NT	Before tournament start	Keep in same section; adjust if suspension issued
	Confirm attendance for DCAS Ladies Club Marketing Course	AB, MK	Within 1 week / Before 19 Jan 2026	Inform Exco; if low uptake, send to clubs
	Request clarification on BSA Travelling Membership proposal	JLC	Before next Exco meeting	Obtain examples and intent from BSA Standing Committee
	Apply minute corrections	DP	Before next minutes set	Fix typos, CTSC naming corrections, remove duplicate bullet
	Develop a timetable in January for club engagement visits	Exco	By end of January	2-3 Exco per visit
	Reconstruct Constitution	ED	Week of 15 Dec 2025	Complete rewrite with integrated amendments
	Arrange Constitution legal review	ED	After draft completed	Secure legal reader
	Add annual budget column to financial reports	JC	Next reporting cycle	Include full-year budget in management accounts
	Review insurance schedule	JC + TH	Before Council meeting	Confirm Barton Insurance coverage; update missing items
	Standardise membership report date	JG	Next cycle	Finalise monthly report on 25th/26th
	Arrange diversity workshop with players of colour	TH + Exco	Before next strategic planning	Invite 4-5 players from various clubs (incl. Wheatfield)
	Follow up missing M&M forms	AB	Before Council meeting	Confirm all submissions received
	Prepare verbal portfolio reports	All Exco	Before Saturday Council	Finalise updates for Council meeting
	Contact WP Players Standing Committee re nominations	TH	Before next meeting	Ensure call for nominations; raise responsiveness concerns
	Create Masters sponsorship communication	AB + Exco	Before next Masters cycle	Produce sponsorship request poster; verbal call to clubs

	Finalise Flag Double-Up Day logistics	NT + DSC	Within the week	Confirm greens, sections, and schedules
	Draft wind guideline for postponements	NT	Before next season	Propose threshold (e.g., >60 km/h forecast)
	Confirm New Year finals venues	NT	Before next rounds	Allocate based on Greens Committee recommendations