



## Performance Booklet 2021

### CONTENTS

Purpose of the Performance Booklet	2
Overview of the Performance Program	2-3
Squad Structure	4-5
Expectations of Performance Team/Administrators/Players	6
Players Charter	7
Player Requirements & Contribution	8
Team Managers	9
Coaches	10-11
Coaches Charter	12
Selectors	13-14
Parents	15
Referees	15
Clothing Code	16
Misconduct and Disciplinary Procedures	16
Selection Dates & Events	17



## **PURPOSE OF THE PERFORMANCE BOOKLET**

The purpose of this Performance booklet is to provide a reference document for all members of the Bay of Plenty Performance Program.

This booklet includes all policies referring to Performance areas, and outlines the expectations of all members of the Performance Program.

This booklet is a “living” document and will be published annually with updated policies, plans and procedures.

## **OVERVIEW OF PERFORMANCE PROGRAM**

The Performance program has been modelled around a philosophy that unites all players, coaches, administrators and clubs in working towards a common purpose. Integration of effort, knowledge and funding is of paramount importance.

The aim of the Performance Program is to assist talented squash players and coaches to achieve their highest level of performance, while recognising the needs for both players and coaches to have balanced lifestyles.

This will be accomplished by:

- ✓ Developing comprehensive and effective training programmes
- ✓ Developing and utilising resources to enhance training programmes
- ✓ Providing appropriate competitive opportunities for players and appropriate development opportunities for coaches
- ✓ Encouraging the early identification of talented players and coaches

The Board of Squash Bay of Plenty manages the Performance Program. The Coaching Director, in conjunction with coaches and team managers, are responsible for implementing it.

## **LEADERSHIP**

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## **OBJECTIVES/TARGETS**

The specific objectives of the Performance program are explained in the Squash Bay of Plenty Strategic Plan and updated annually. A copy of the strategic plan is available on request from the Squash Bay of Plenty office.

## **SQUASH BAY OF PLENTY VISION STATEMENT**

Squash BOP will develop squash as an activity of choice where people in the Bay of Plenty:  
Have Fun, Keep Fit, Play Squash.

## **VALUES**

The Performance program will be guided by the following values:

**Attitude** - A professional approach

**Commitment** – Dedication to the game

**Excellence** – Reaching superior standards

## **GOALS**

The pursuit of excellence unites all elements of the Performance program and requires all personnel to meet superior standards.

### **Excellence in Playing**

- ✓ Successful performances at representative events
- ✓ A healthy base of players from which representative teams can be selected
- ✓ Bay of Plenty Representative players competing at National Level and beyond

### **Excellence in Coaching**

- ✓ A network of qualified, experienced coaches who have the ability to deliver quality programs for players to achieve successful outcomes

### **Excellence in Management**

- ✓ Efficient communication, adequate funding, and an understanding of Performance sport
- ✓ Effective administration that is proactive, accountable and transparent

## SQUAD STRUCTURE

An intrinsic component of the programme is the squad structure used to deliver coaching and training schedules to Performance players. The structure is as follows:



The purpose of the squad structure is to:

- ✓ Identify the development pathway for players through to BOP and NZ representation
- ✓ Provide a base of technically, tactically, physically and mentally prepared players from which BOP teams can be selected

## **Bay Rollers** (open invite)

### **Goal**

To provide access for all BOP juniors to top level coaching

### **Purpose**

To provide opportunities for these players to learn the basic technique of squash, squad structure and etiquette, and progress through the development pathway

### **Aim**

To provide all BOP juniors access to quality coaching and development, and give them incentive and inspiration to commit to squash in the future

## **Development Squad**

### **Goal**

To set the standards for squash culture and prepare players for higher levels of competition that will produce players capable of representing the Bay of Plenty with distinction and determination

### **Purpose**

To provide quality coaching, training and mentoring for players to gain higher levels of achievement

### **Aim**

To provide opportunities for junior players to compete at regional and national events as a Bay of Plenty team and vie for selection into regional and national development squads

## **Elite Squad**

### **Goal**

To select Bay of Plenty representative players for the Junior teams, prepare these elite players to be successful at all regional and national events, and produce players for selection into the National squads

### **Purpose**

To identify young players who have the ability, talent, potential, determination and attitude to represent the BOP at regional and national level

### **Aim**

To provide specialist coaching, resources and training for the elite players to prepare them for the physical and mental demands of squash at representative level and to develop a “squash for life” attitude that will see them continue playing squash to Masters representative level.

## **Senior Squad**

### **Goal**

To select Bay of Plenty representative players for the Senior teams, prepare these elite players to be successful at all regional and national events, and produce players for selection into the National squads

### **Purpose**

To provide players who are potential senior rep players opportunities to train together and develop a regional spirit

### **Aim**

To provide specialist coaching, resources and training for the elite players to prepare them for the physical and mental demands of squash at representative level, and to give HP coaches an opportunity to work with our elite players

## **EXPECTATIONS OF THE PERFORMANCE TEAM**

The following people are involved in the Performance Team:

- ✓ Players from all BOP Squads
- ✓ Coaches of all BOP Squads
- ✓ Personal Coaches of all BOP Squad Players
- ✓ Performance Board Member
- ✓ Squash Bay of Plenty Management Board
- ✓ BOP Coach Director
- ✓ BOP Selectors
- ✓ BOP Referees

To achieve a common aim it is important that all parties involved in the Performance Program are aware of the expectations required of them. This requires a true partnership approach.

## **EXPECTATIONS OF SQUASH BOP BOARD**

Squash BOP is expected to provide each Performance player with:

- ✓ Access to a coach
- ✓ Competition and training opportunities
- ✓ National competition (where appropriate)
- ✓ Information e.g. Performance Booklet, scholarship or funding opportunities.

Squash BOP will put in place a database of players included in District Squads including contact details, personal notes and parental consent forms (for junior players). Furthermore administrators must understand the mechanics of the Performance Program and budget accordingly. If performance targets are set, there must be adequate resources so targets are achievable.

## **EXPECTATIONS OF PLAYERS**

Players in all District squads are expected to:

- ✓ Be available for selection for national and inter-district competitions
- ✓ Participate in designated tournaments and coaching camps (compulsory)
- ✓ Maintain pre-determined levels of fitness
- ✓ Fitness Testing
- ✓ Meet pre-determined playing performances
- ✓ Advise Squash BOP or the squad coach of any injury
- ✓ Abide by the players charter below
- ✓ Adhere to Squash New Zealand's policy of Drug Testing.
- ✓ Play in BOP events as designated

Elite players are, through their performance and behaviour, a reflection of the quality of the Squash BOP Performance Program. As such, players must train with a level of commitment that is in keeping with their own and Squash BOP's stated goals. Players need to have balance in their lives, so they are successful not only in squash, but also at work or school and in their personal relationships.

## **PERFORMANCE PLAYERS CHARTER**

The purpose of the player's charter is to put in place a standard of professionalism that players will be expected to achieve if they wish to represent the BOP through the District Squad system.

### **TEAMS EVENTS**

- ✓ Players will be expected to provide support for each other
- ✓ Be aware of team BOP time, together
- ✓ To attend a daily briefing/debriefing to see what went well, what could be better, with input from everyone
- ✓ Be organised and efficient with practice and preparation
- ✓ Be able to access other activities around the venues to enable players to switch off and relax
- ✓ Players will be expected to wear the team uniform where appropriate
- ✓ Players will be expected to stay with their team for the duration of the teams event – compulsory. In some instances it will be necessary for players to stay with the team while competing in the Individual events

### **PLAYER EXPECTATIONS**

Players on and off court behaviour should be in keeping with the knowledge that as part of a BOP Squad they are representing their district.

- YES Players may question dubious decisions in the correct way
- NO Rackets being thrown - on or off court
- NO Verbal abuse of Referees or officials
- NO Excess alcohol before or during major goals/targets/events
- NO taking of banned or illegal substances

### **COMMUNICATION**

As a matter of professionalism and courtesy players will be expected to communicate all issues arising from the Squash BOP program through the Squash BOP Office or a Board Member. Any change of contact details should also be forwarded to the Squash BOP office.

### **PERFORMANCE JUNIOR PLAYERS CHARTER**

In addition to the normal player's charter above, junior players are required to:

- ✓ Adhere to the conditions set by their team management with regard to conduct.
- ✓ Obey any curfew or team rules as set by team managers.
- ✓ Refrain from alcohol consumption – players 18 years of age and over must abide by the NZ Rules that alcohol is banned from all Junior Events.

## REQUIREMENTS AND PROVISIONS FOR TEAMS EVENTS PLAYERS

### Seniors

Selected players are required to:

- ✓ Stay with their teams at the accommodation provided for the duration of the teams event in order to foster team spirit
- ✓ Wear uniform
- ✓ Compete in the national individual and teams events
- ✓ Pay a player contribution towards costs including representative uniform

Squash BOP will provide:

- ✓ Team training sessions during the year
- ✓ Accommodation for the duration of the teams' event.
- ✓ All Entry Fees
- ✓ Mileage reimbursement for vehicles to event TBC (receipts to be provided)

### Juniors

Junior players are required to:

- ✓ Stay with their teams at the accommodation provided for the duration of the teams event in order to foster team spirit
- ✓ Wear uniform as supplied
- ✓ Compete in the individual and teams events
- ✓ Pay a player contribution towards costs including uniform
- ✓ Support the team by being present when all fellow team members are on court

Squash BOP will provide:

- ✓ Accommodation for the duration of the teams event
- ✓ All entry fees
- ✓ Mileage reimbursement for vehicles to event TBC (receipts to be provided)

## PLAYER CONTRIBUTION

**Player contribution must be paid upon selection & before team departure.**

The player contribution for each representative event will vary from \$100 – \$500 depending on location and team budget. Each team will be notified the player contribution upon selection.



## **EXPECTATIONS OF TEAM MANAGERS**

Team Managers will be appointed by the Squash Bay of Plenty Board to manage the players and coaches. They must have a good understanding of competition rules and requirements at National and Inter-district level and, adhere to, and have a good understanding of, the BOP Performance program.

The personal attributes required for this role are:

- ✓ an ability to maintain calm and composure under pressure
- ✓ impartiality
- ✓ be approachable
- ✓ possess a good sense of humour in trying times

## **REQUIREMENTS AND PROVISIONS FOR TEAM MANAGERS**

Team Managers will:

- ✓ Ensure consent and medical forms for Junior players are completed and returned
- ✓ Attend managers meetings at teams events as required
- ✓ Ensure all host club and event rules and regulations are followed
- ✓ Maintain a record of match results and arrange a team photo for records
- ✓ Pay accounts as required – BOP credit card provided, or expense reimbursement
- ✓ Communicate regularly and confirm with players/parents/coaches regarding uniforms, accommodation, travel etc.
- ✓ Maintain discipline at all times
- ✓ Ensure players and coaches are nourished and hydrated throughout the event
- ✓ Conduct team meetings and debrief sessions
- ✓ Ensure all objectives of the Performance Program are achieved
- ✓ Allocate manager's fund as required for team functions etc
- ✓ Provide a full written report to the Board within 10 working days of event completion
- ✓ Arrange for safekeeping of all trophies awarded
- ✓ Direct any concerns to the Performance representative and/or the chairperson

Squash BOP will provide:

- ✓ Accommodation with the team for the duration of any event as required
- ✓ Travel costs where appropriate/required
- ✓ Arrange travel and accommodation for the duration of the Nationals/Quadrangular/Inter-district Events
- ✓ Reimburse out of pocket expenses as required (to be confirmed prior to event and receipts to be provided)
- ✓ Provide information to managers regarding the event i.e. draws, playing times, rules and regulations, player contact details etc

## **EXPECTATION OF TEAM COACHES:**

Team coaches will be appointed by Squash BOP to coach the players. They must have a good understanding of the competition rules and requirements at National and Inter-district level. Team coaches must adhere to, and have a good understanding of, the BOP Performance program.

The personal attributes required for this role are:

- ✓ An ability to communicate with varying ages and gender
- ✓ An ability to maintain calm and composure under pressure
- ✓ Be approachable
- ✓ Possess professionalism at all times

## **REQUIREMENTS AND PROVISIONS FOR TEAM COACHES:**

Team coaches will be required to:

- ✓ Provide on court coaching at a level appropriate for each player
- ✓ Keep professional timekeeping where player's matches are concerned
- ✓ Ensure that all players receive on court coaching.
- ✓ In the event that two or more players be on court at one time the coach must communicate with the team manager to organise support

Squash BOP will provide:

- ✓ Accommodation with the team for the duration of any event as required
- ✓ Travel costs where appropriate/required

## **EXPECTATIONS OF COACHING DIRECTOR**

The Coaching Director will:

- ✓ Develop and maintain a well-structured coaching framework that all coaches can easily identify with and feel part of a team
- ✓ Disseminate new information as required
- ✓ Assist other coaches to maintain high levels of performance
- ✓ Receive and administer reports from each squad coach
- ✓ Act on those reports as appropriate
- ✓ Facilitate the long term development of the BOP coaching structure
- ✓ Communicate with Performance players and coaches regarding coaching and training needs

## EXPECTATIONS OF SQUASH BOP COACHES

Squash BOP's Performance coaches will:

- ✓ Plan, monitor and evaluate training programmes
- ✓ Provide on court coaching at a level appropriate for each player
- ✓ Recognise that while competition results are important to the Performance Program, they will not be sought at the expense of the health and well being of coaches or players
- ✓ Reflect on their coaching performance in order to learn more about their own strengths and weaknesses
- ✓ Contribute to the long-term development of BOP Performance squash by recognising and respecting other coaches and co-operating with them
- ✓ Acknowledge that constructive feedback will contribute to the development and improvement of the Performance Program
- ✓ Abide by the coaches charter

The philosophy governing the player programs should be such that:

- ✓ The program develops self-sufficient players who can demonstrate independence, discipline, commitment, maturity and the ability to plan
- ✓ While performance outcomes are important, programs should focus on process related factors, acknowledging that the outcome will usually follow if the processes are in place
- ✓ The program will recognise the players as individuals, and as much as resources permit, will try to meet their individual needs in terms of planning, programming and coaching
- ✓ The program will encourage players to recognise the importance of representing their sport and themselves with pride, as evidenced in their behaviour and bearing both on and off court
- ✓ Fair play is an integral part of the Performance Program

As part of a professional approach to coaching and in the modern era of accountability, squad coaches will be required to submit a written or verbal report to the Coaching Director following each coaching camp. These reports contain information on themselves as coaches, the squad as a whole and each individual player in the squad.

## PERFORMANCE COACHES CHARTER

Squash BOP Performance coaches will be expected to perform and behave professionally at all times, and always be aware that they are representatives of the BOP

When in attendance at a tournament or event as an official team coach, they should make themselves available to the players for the purpose of:

- ✓ Coaching between games and game plan feedback
- ✓ Any player concerns

**Where two members from the same team are playing each other their Performance coach will not intervene.**

Coaches will be expected to arrive on time

Coaches should not coach individually without a break for more than 4 hours. The coach will not be providing quality work after this period.

Coaches must ensure that they give their pupils full attention in each lesson and are not leaving the court on a regular basis. This includes answering the phone, talking to other people, being involved in another activity.

Coaches must provide encouragement to their charges at all times

Information given in confidence by players must be kept confidential at all times.

Coaches must not arrive for coaching under the influence of alcohol, any kind of banned or illegal drugs or in such a state that they cannot perform their duties professionally. Coaches may be suspended or banned from the Performance program for such offences.

Coaches must make the Coaching Director aware of any possibility of conflict of interests that may arise be it personal, family or financially related.

Any problems and issues surrounding Performance coaching should be passed to the Coaching Director and/or Board Member.

## EXPECTATIONS OF SELECTORS

The selectors must understand the objectives of the Performance Program. In doing this they will then have an understanding of where various training programs fit into the annual plan. Selectors must attend tournaments and, where possible, training camps. They must communicate with coaches, other selection panel members and have reasonable knowledge of the requirements of national squash.

## SELECTORS TERMS OF REFERENCE

### The Role

The Squash BOP Selectors are responsible for the selection of all BOP teams and squads.

### Selectors Vision

To have available a pool of talented and competitive individuals from which a team can be chosen that will represent the district with pride and provide both strength and depth as required for the format of the competition. Furthermore to possess backup squads that will provide the personnel to keep the above vision self-perpetuating.

### Selection Criteria

The Selectors are required to select all teams in accordance with the Squash BOP selection policy set out below.

### Accountability

The Selectors are appointed annually by the Squash BOP Board, and are responsible to the Board for their duties. All selections are to be ratified by the full Squash Bay of Plenty Board prior to their release. The Selectors are required to work closely and cooperatively with each other.

## Selection Panel

Masters, Juniors & Seniors: There shall be a selection panel made up of a BOP Staff member or Board member who acts as chairperson for the panel, and two others appointed by the board.

***Where a conflict of interest is present then the selector concerned will abstain.***

## Roles and Responsibilities for the Selection Panel

Members of the Selection Panel shall:

- ✓ Identify all players potentially available for selection for inter-district teams events
- ✓ Attend designated tournaments and competitions as required
- ✓ Maintain regular contact with the Squash Bay of Plenty Board
- ✓ Be familiar with and apply the policies relating to selections
- ✓ Develop a general understanding of player's programs
- ✓ Act ethically and with integrity at all times
- ✓ Remain objective, impartial and maintain confidentiality
- ✓ Support the decisions of their fellow selectors
- ✓ Perform their duties within the given budget as outlined by the Squash BOP Board

### Senior Selections

The panel will select the Senior Squad and District Teams for NZ National Championships including named

travelling or non-travelling reserve players in order of merit should they be required due to injury or withdrawal.

### **Junior Selections**

The panel will select the Junior Squad and District Teams for the NZ Junior Age Group Championships, Junior Quadrangular and inter-district challenge events; including named travelling or non-travelling reserve players in order of merit should they be required due to injury or withdrawal.

### **Masters Selections**

The panel will select the Masters Team for the NZ National Masters Championships, including named travelling or non-travelling reserve players in order of merit should they be required due to injury or withdrawal.

## **SELECTION POLICY**

The selectors will give due consideration to the objectives of the Squash BOP Performance program. In particular selections will be made on a combination of the following criteria:

- ✓ Form in National and District tournaments
- ✓ Head-to-head results in graded events (including interclub)
- ✓ Potential to represent the BOP
- ✓ Residential Qualifications – players must meet the residential requirement of Squash BOP. A player that permanently resides outside of the BOP region can only be considered for selection if that player is (one of the below):
  - A professional player
  - Previously played for the BOP and has specific board approval
  - Attending university, tertiary education or NZ Training squads outside the BOP
  - A current financial member of a BOP Club
- ✓ To be considered for the representative teams, players must play regularly in graded events, and should play the appropriate selection events for the specific team as below. Preference will be given to players who participate in selection events (Selection events listed on page 17)
  - Senior Team members should play the BOP Open, and at least one other from allocated senior selection events
  - Junior Team members should play the BOP Junior Open and at least two others from the allocated junior selection events
  - Masters Team members should play either the BOP Open or a local Masters event
- ✓ To be considered for the Junior squads players must fulfil some of the below requirements:
  - Show recent and regular participation in graded events
  - take part in junior club coaching or personal coaching outside the squads
  - meet fitness requirements as outlined at the squad camps
  - Have the recommendation & endorsement of their club junior convener/coach
  - Show potential for their age
  - Show a commitment to squash as a preferred sport
  - Top 5 for their age group in the region (points)
- ✓ In the case of a major season disruption, selectors may alter the above policy. Any changes will be communicated to players as soon as practical

## **TEAMS SELECTED:**

**SQUASH BOP WILL ARRANGE AIRFARES AND ACCOMMODATION FOR ALL BOP TEAMS AT REPRESENTATIVE EVENT0053**

## **EXPECTATIONS OF PARENTS**

Parents play a very important role in the development of players and therefore will be included in the Performance program. Communication between coaches, administrators and parents is crucial to ensure a consistent message is portrayed to players. Parents will be asked to learn and acknowledge the commitment required of Performance athletes. The Parents Charter outlines what is required.

## **PARENTS CHARTER**

### **ROLE OF THE PARENTS**

- ✓ To provide encouragement and support to their children
- ✓ To provide important information to Squash BOP (i.e. medical consent forms)
- ✓ To provide their child with tangible help with their diet on a daily basis based around the players individual nutritional requirements
- ✓ To ensure prompt timekeeping for all squash related matters
- ✓ To assist with communication with the Squash Bay of Plenty office
- ✓ To assist with maintaining a balanced lifestyle. For example, juggling squash, schoolwork and social time so that they do not impact on each other detrimentally
- ✓ To encourage good discipline and behaviour on court
- ✓ To direct any worries problems or issues through the Squash BOP Office, Coach Director, Board Member immediately
- ✓ To help their child become the best that they can be

## **EXPECTATIONS OF REFEREES**

An important part of preparing players for national competition is to ensure that a player abides by the rules and laws of squash. It is vital that players understand these requirements before they compete in national events.

Therefore referees need to participate in domestic tournaments on a regular basis. In addition to this referees should make squad coaches aware of any players in their squads who are likely to be faulted by referees.

Referees have a responsibility to make Performance coaches aware of any changes in interpretation of rules or laws as well as discussing likely scenarios that could occur at national level.

## **SQUASH BAY OF PLENTY CLOTHING CODE**

In order to present an attractive image and enhance the presentation and promotion of squash, all clothing worn by players at events organised or sanctioned by Squash BOP will be required to conform to the standards set out below.

### **Definition**

For the purposes of these regulations, articles of clothing shall be defined as:

“Anything worn or carried by the player/s during play, except the racket and including, but not limited to, pullovers, jackets, shirts, shorts, skirts, dresses, socks, shoes, towels, wristbands, bandages and headbands”.

### **Acceptable Types of Clothing**

The following standards apply during the course of play for all Events conducted by Squash Bay of Plenty. Attire must be generally designed for squash use; i.e. players are not permitted to wear running shorts or singlets (men). Sports shirts should be worn.

**Colour** -There is no restriction as to the colour of clothing.

**Logos** -Logos or advertising will be permitted providing:

- ✓ Sponsors’ logos do not clash with tournament sponsors
- ✓ Logos do not contain offensive language or offensive signs.

**Footwear** -There is no restriction on colour of shoes but soles must be made from non-marking material.

### **Note**

Within these standards the Tournament Director at the event, or his/her nominee, remains the sole arbitrator on Court Attire Standards and their decision is final. These standards are recommended as a guideline for all Squash BOP events on the Squash New Zealand Tournament Schedule.

## **MISCONDUCT AND DISCIPLINARY POLICY**

The procedures provided by Squash NZ will apply to all Performance Program participants. The specific disciplinary guidelines for events must be adhered to by teams competing at those events. Team managers will be provided with these regulations as required.

### **General Examples of Misconduct (not a finite list)**

- Bringing the game into disrepute
- Theft
- Assault
- Verbal abuse
- Bad language
- Abuse of equipment i.e. Throwing a racquet, Breaking a racquet
- Abusive use of equipment other than within the intentions of the game
- Drinking under age
- Discourtesy as a guest of a billet
- Ill-mannered behaviour
- Inappropriate dress
- Entering and then failing to appear at a tournament
- Breach of player agreements
- Failure to give of one’s best
- Failure to follow the instructions of a manager, coach or referee



## SELECTION DATES

All dates are indicative only and subject to change

### **Junior Quadrangular BOP/Auckland/Waikato/Northland (26-27 March) at Franklin Squash Club**

Selectors to finalise team by	30 January
Board to ratify selector's decision on	1 February
Team announced	8 February

### **Senior Inter-District Teams (27-29 August) at Hutt City Squash Club**

Selectors to finalise their team by	28 June
Board to ratify selector's decision on	29 June
Team announced plus reserves	1 July

### **Masters Nationals (15-19 October) at Mana & Tawa Squash Clubs**

Selectors to finalise their teams by	30 August
Board to ratify their decision on	1 September

### **Junior Nationals (8-13 October) at Timaru Squash Club**

Selectors to finalise their teams by	22 August
Board to ratify their decision on	22 August
Team announced (at BOP Junior Open)	22 August

## SELECTION EVENTS

<b>Event</b>	<b>Date</b>	<b>Team</b>
Eastern BOP Open	12-14 March	Senior/Junior
NZ Junior Open (Remuera)	23-25 April	Junior
BOP Open (Devoy S&F)	7-9 May	Senior/Junior/Masters
Taupo Open	28-30 May	Senior
NZ Senior Nationals (Hutt City)	25-27 June	Senior
North Island Junior Age Groups (Kawaroa Park)	10-12 July	Junior
BOP Junior Open (Whakatane)	20-22 August	Junior