

25 June 2013

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**BRYCE BLUETT**  
BARRISTER & SOLICITOR

Gentlemen

**NORTH HARBOUR TABLE TENNIS ASSOCIATION INCORPORATED- APPEAL BY ANDREW PALMER**

In the absence of agreement by both parties to have this matter referred to mediation, the Board proposes to deal with the appeal in the following manner:

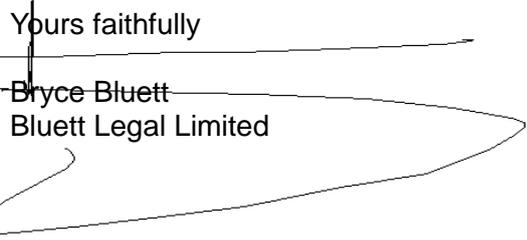
- (1) The appellant shall file and serve written submissions and supporting documents, including signed statements of witnesses (which must be witnessed by a justice of the peace or solicitor) within 15 days of the date of this letter.
- (2) The respondent shall file and serve written submissions and supporting documents, including signed statements of witnesses (which must be witnessed by a justice of the peace or solicitor) within a further 15 days of service of the appellant's submissions.
- (3) The appellant shall have a right of reply to the respondent's submissions, to be filed and served within a further 7 days of the date of service of the respondent's submissions. The appellant shall not raise new issues, but is to limit these submissions to those strictly in reply. The Board shall not have regard to any new issues.
- (4) The parties are to include in their written submissions whether they are content to have the appeal dealt with on the papers or whether a hearing in person before the Board is sought. If a hearing in person is sought full reasons for that request are to be provided. Whether the appeal is heard on the papers or by oral hearing is a matter for the Board exercising its discretion under Rule 10(a). The parties in their submissions are to address the question of legal costs associated with the appeal.
- (5) The Board shall thereafter issue a direction whether it intends to hear and determine the appeal on the papers or by way of oral hearing. If an oral hearing is allowed it shall be at a time and place appointed by the Board after consultation with the parties.
- (6) The Board shall issue its decision in writing.
- (7) The parties shall provide the Board and each other with an email address or fax number for the filing and service of written submissions, which shall be deemed to be filed and served upon confirmation of receipt of transmission of the documents, which

confirmation shall be made by the person receiving the transmission promptly and in writing, sent by return fax or email.

- (8) The parties shall have leave to seek directions at any time, such request to be made in writing sent to the Board. Any directions will be made by the Chairperson.

Whilst the Board appreciates that a significant amount of communications have been circulated and received regarding the complaint(s), you will understand the necessity of having the matters to be determined clearly and concisely articulated within formal submissions.

Yours faithfully

  
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