



# Netball New Zealand Technical Official Policy Document

March 2013



**NETBALL NEW ZEALAND**  
Poitarawhiti Aotearoa

## TABLE OF CONTENTS

<b>1</b>	<b>Contacts</b>
1.1	<i>NNZ</i>
1.2	<i>Zone</i>
1.3	<i>Zone Bench Official Contacts</i>
1.4	<i>Key Statistician Contacts</i>
1.5	<i>National Markers</i>
<b>2</b>	<b>Code of Conduct</b>
<b>3</b>	<b>Zone Technical Official Structure</b>
<b>4</b>	<b>National Markers</b>
4.1	<i>Bench Official</i>
4.2	<i>Statistician</i>
<b>5</b>	<b>National Applications and Revalidation Process</b>
5.1	<i>Database</i>
5.2	<i>Bench Official</i>
5.2.1	Application Process
5.2.2	Date for Marking
5.2.3	Result Reporting
5.3	<i>Statistician</i>
5.3.1	Assessment Process
5.3.2	Result Reporting
<b>6</b>	<b>Events</b>
6.1	<i>Appointments</i>
6.1.1	Event Bench Official Coordinator
6.1.2	Event Statistician Coordinator
6.1.3	Technical Official Appointments
6.1.4	International Tests
6.2	<i>Expense Claims</i>
6.2.1	Flights
6.2.2	Accommodation
6.2.3	Rentals and Mileage
6.2.4	Meals
6.3	<i>Uniforms</i>

7     **Dropbox**

8     **Information Distribution**

# 1. CONTACTS

## 1.1 Netball New Zealand

Kate Agnew – Operations Director  
09 374 0112  
021 242 5430  
[Katea@netballnz.co.nz](mailto:Katea@netballnz.co.nz)

Sara Farr – Event Manager  
09 374 0119  
021 689 233  
[Saraf@netballnz.co.nz](mailto:Saraf@netballnz.co.nz)

## 1.2 Zones

### Northern

<i>CEO</i>	Julie Paterson	<a href="mailto:julie.paterson@netballnorthern.co.nz">julie.paterson@netballnorthern.co.nz</a>
<i>HPM</i>	Hamish Barton	<a href="mailto:Hamish.barton@netballnorthern.co.nz">Hamish.barton@netballnorthern.co.nz</a>
<i>CNM</i>	Trish Wilcox	<a href="mailto:trish.wilcox@netballnorthern.co.nz">trish.wilcox@netballnorthern.co.nz</a>

### Waikato BOP

<i>CEO</i>	Tim Hamilton	<a href="mailto:tim.hamilton@netballwbop.co.nz">tim.hamilton@netballwbop.co.nz</a>
<i>HPM</i>	Delwyn Spedding	<a href="mailto:Delwyn.spedding@netballwbop.co.nz">Delwyn.spedding@netballwbop.co.nz</a>
<i>CNM</i>	TBC	

### Central

<i>CEO</i>	Chris Hooper	<a href="mailto:chris.hooper@netballcentral.co.nz">chris.hooper@netballcentral.co.nz</a>
<i>HPM</i>	TBC	
<i>CNM</i>	TBC	

### Mainland

<i>CEO</i>	TBC	
<i>HPM</i>	Leigh Gibbs	<a href="mailto:Leigh@netballmainland.co.nz">Leigh@netballmainland.co.nz</a>
<i>CNM</i>	Sue Harris	<a href="mailto:sue@netballmainland.co.nz">sue@netballmainland.co.nz</a>

### South

<i>CEO</i>	Sue Clarke	<a href="mailto:suejlmclarke@xtra.co.nz">suejlmclarke@xtra.co.nz</a>
<i>HPM</i>	Jo Morrison	<a href="mailto:Jo.morrison@netballsouth.co.nz">Jo.morrison@netballsouth.co.nz</a>
<i>CNM</i>	Rosie de Goldi	<a href="mailto:Rosie.degoldi@netballsouth.co.nz">Rosie.degoldi@netballsouth.co.nz</a>

### 1.3 Zone Bench Official Contacts

#### Northern

<i>Coordinator</i>	Sue Miller	<a href="mailto:sue-miller@clear.net.nz">sue-miller@clear.net.nz</a>
<i>Sub Coordinators</i>	Raewyn Donnell	<a href="mailto:raewyndonnell@gmail.com">raewyndonnell@gmail.com</a>
	Judith Downer	<a href="mailto:jidowner@xtra.co.nz">jidowner@xtra.co.nz</a>

#### Waikato BOP

<i>Coordinator</i>	Beryl Harvey	<a href="mailto:karakapl@xtra.co.nz">karakapl@xtra.co.nz</a>
<i>Sub Coordinator</i>	Edna Brown (s)	<a href="mailto:Edna.Brown@gallagher.co">Edna.Brown@gallagher.co</a>

#### Central

<i>Coordinator</i>	Bernice Robertson	<a href="mailto:bernice.robertson@nzdf.mil.nz">bernice.robertson@nzdf.mil.nz</a>
<i>Sub Coordinators</i>	Lisa Aull (s)	<a href="mailto:lisa.aull@tsbbank.co.nz">lisa.aull@tsbbank.co.nz</a>
	Julie Shaw (s)	<a href="mailto:julie.s@flbone.co.nz">julie.s@flbone.co.nz</a>

#### Mainland

<i>Coordinator</i>	Margaret Marsh	<a href="mailto:margaret.marsh@xtra.co.nz">margaret.marsh@xtra.co.nz</a>
<i>Sub Coordinator</i>	Sally Paki Paki	<a href="mailto:sallynchris@xtra.co.nz">sallynchris@xtra.co.nz</a>

#### South

<i>Coordinator</i>	Julie Erskine	<a href="mailto:gjr.erskine@xtra.co.nz">gjr.erskine@xtra.co.nz</a>
<i>Sub Coordinator</i>	Anne Stiles	

### 1.4 Key Statistician Contacts

South	Raylene Leith-Forbes	<a href="mailto:razorandinnes@xtra.co.nz">razorandinnes@xtra.co.nz</a>
Mainland	Suzanne Whyte	<a href="mailto:suzanne@peskypukekos.co.nz">suzanne@peskypukekos.co.nz</a>
Central	Sam Kerins	<a href="mailto:samkerins@xtra.co.nz">samkerins@xtra.co.nz</a>
Waikato BOP	Edna Brown	<a href="mailto:Edna.Brown@gallagher.co">Edna.Brown@gallagher.co</a>
Northern	Judith Downer	<a href="mailto:jidowner@xtra.co.nz">jidowner@xtra.co.nz</a>
<i>National Technical Panel</i>	Vicki Reid	<a href="mailto:camnvic@xtra.co.nz">camnvic@xtra.co.nz</a>

### 1.5 National Bench Official Markers

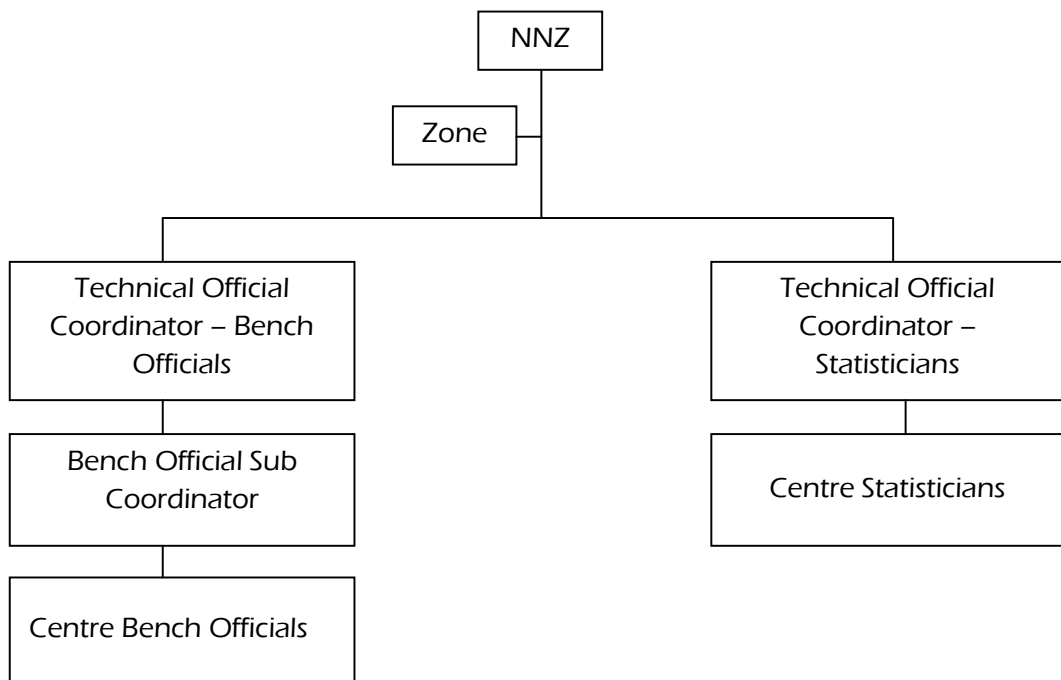
Beryl Harvey	Waikato BOP	<a href="mailto:karakapl@xtra.co.nz">karakapl@xtra.co.nz</a>
Sue Miller	Northern	<a href="mailto:sue-miller@clear.net.nz">sue-miller@clear.net.nz</a>
Margaret Marsh	Mainland	<a href="mailto:margaret.marsh@xtra.co.nz">margaret.marsh@xtra.co.nz</a>

## 2. CODE OF CONDUCT

- Dress: Black or dark coloured tidy trousers, provided Sponsors top (if one not available a plain black shirt or top to be worn)
- Region supplied apparel is acceptable if there is no sponsor apparel.
- If no apparel is supplied, then if qualified, NNZ National Bench Official vest is encouraged.
- Appearance must be tidy and presentable
- Behaviour is to be non-partisan (that is without bias) towards either team
- Pleasant and co-operative demeanor
- Concentration and focus of all officials must be on the game – refrain from unnecessary talk
- No food is to be on or eaten at the Score and Statistician bench during a game
- Where successive games are to be officiated, officials may require sustenance, however please move away from score bench to consume food ensuring that the bench remains tidy and clean
- Hydration (water bottles) or spill-proof cups may be used and visible. Please ensure markings on these containers do not conflict with sponsor's products
- No use of cell phones unless for official use
- Shoes worn should be black and either closed toe or a sling back sandal

### 3. ZONE TECHNICAL OFFICIAL COORDINATORS

The below structure has been agreed upon by NNZ and the Zone Technical Officials. This organisation matrix represents the lines of communication between NNZ and the Zones and vice versa. It is the responsibility of the Zone coordinator to ensure all information received from NNZ is filtered through to the appropriate people and the request of information from NNZ comes through from the Technical Official Coordinator



## **4. NATIONAL TECHNICAL OFFICIAL MARKERS**

### *4.1 Bench Officials*

Three National Markers were appointed in 2012 to the application marking process. Sue Miller, Margaret Marsh and Beryl Harvey will continue as National Bench Official Markers.

The job of the Bench Official marker is to provide unbiased and critical appraisal of National and revalidation applications, giving feedback on areas of concern.

As National Markers contract terms come to an end, these positions will be advertised.

Marking Dates for 2013:

4<sup>th</sup> – 7<sup>th</sup> June

5<sup>th</sup> – 9<sup>th</sup> August

14<sup>th</sup> - 18<sup>th</sup> October

18<sup>th</sup> – 22<sup>nd</sup> November

These time frames show when we will accept posted applications. Dropbox can be used at any time to submit forms.

### *4.2 Statisticians*

A National Technical Panel has been appointed and will be responsible for the review and assessment of statisticians to a National level. Vicki Reid, Edna Brown, Sam Kerins and Suzanne Whyte make up this panel. The job of the National Technical Panel is to provide unbiased and critical appraisal of National and revalidation applications, giving feedback on areas of concern.

## **5. NATIONAL APPLICATION AND REVALIDATION PROCESS**

### *5.1 Database*

A National database has been set up to track the progress of the Bench Officials through the accreditation process. The benefit of this is the easy access to contact information of each Bench Official for use by NNZ and the Zone. Every Bench Official (cadet, regional and national) will be profiled on this database. A new profile form has been introduced which should be filled in at the time of your event application, this is the only time you will need to fill this in. It is the responsibility of the Technical Official Coordinators and Sub Coordinators to ensure information is updated and accurate.



## *5.2 Bench Official*

### 5.2.1 Application/Revalidation Process

The Regional accreditation will remain with the netball center; however will now be referred to as 'Zone Accreditation'. When a zone Bench Official decides to apply to National accreditation they must have completed scoresheets from tournaments outlined in the Bench Official Manual (scoresheets outside the two year period without an NNZ exemption will not be accepted).

The application needs to be fully complete to be considered.

### 5.2.2 Revalidation Process

After three years of holding a National accreditation or revalidation an application must be submitted for revalidation.

### 5.2.3 Date for Marking

A call for National applications and revalidation will be made 4 times during the year.

### 5.2.4 Result Reporting

Results of applications will be sent out as soon as possible, approximately two weeks after the close off date of receiving applications. These will be posted to Dropbox under each Zones folder.

## *5.3 Statistician*

### 5.3.4 TBC

### 5.3.5 Result Reporting

Results of applications will be sent out as soon as possible two weeks after the close off date of receiving applications. These will be posted to Dropbox under each zones folder.

## **6. EVENTS**

### *6.1 Appointments*

#### 6.1.1 Event Technical Official Coordinators

Every Netball New Zealand event where Bench Officials are present will be supported by the closest Zone Technical Official coordinator/s. If the Technical Official coordinator is not available, the job will be handed to the sub coordinator or to someone with proven coordinator skill. The job of the event TO coordinator is to lead the TO at the event and be the bridge between event BOs and the event manager.

### 6.1.2 Technical Official Appointments

At the beginning of each year Zone Technical Official coordinators will be sent 3 forms through Dropbox – Zone TO Coordinators recommendations for events (to be filled in by the Technical Official Coordinator); Technical Official event application; Technical Official profile (both to be filled in by each Technical Official). Each of these should be completed in full and sent back to NNZ by the stated date.

At the time of appointments every application is considered

## 6.2 *Expense Claims*

To alleviate the delay in Bench Officials receiving their expense claim rebate, all claim post tournament should be handed into respective Technical Official Coordinators within one week of the tournaments conclusion. They should then get these to NNZ within 2 weeks so rebates can be made within 3 weeks. Do not hand expense claims to the Event Manager at the event as these could go missing (they can be dropped into the NNZ folder on Dropbox). Expense claims received after 2 weeks will not be guaranteed a rebate. Netball New Zealand will pay a percentage of your claim – this will vary from event to event. See below for acceptable claims.

### 6.2.1 Flights

Where flying to an event is necessary, NNZ will accept a claim for flights. If a flight claim is considered unreasonable, for example in beyond an average fare, the rebate will be based on a best price, at the time NNZ books their flights to the event. A receipt that shows the price of the flight must accompany your expense claim to be considered.

### 6.2.2 Accommodation

When traveling to an event it is expected that where possible Event Technical Officials will share rooms with others from their Zone. NNZ will accept accommodation claims up to \$100 (gst excl) single room or up to \$120 (gst excl) twin share per day.

### 6.2.3 Rentals and Mileage

Claims for road transport can include the following:

- Personal vehicle use at the event – mileage only
- Transport to or from the airport if more than 40km distance away one way
- The cost of a rental vehicle but not mileage or petrol.
- Mileage claims will be met under the following schedule:
  - 70 cents per kilometer travelled but no more than the cost of a rental car (\$85 per day) plus Petrol (19c km)

### 6.2.4 Meals

Meals are not able to be claimed for. However, Netball New Zealand will where possible offer each Bench Official a \$25 New World voucher to cover breakfasts.

## 6.3 *Uniforms*

Technical Officials should always dress in tidy black attire. When a Vest has been given to a Technical Official, this should be worn when officiating at any NNZ event. If a vest becomes lost or has beyond reasonable damage the Technical Official is liable for the replacement cost of the vest.

### 6.3.1 National Technical Official

On receiving a National Accreditation, a Technical Official will receive a National Technical Official vest to wear at NNZ events. This vest should be kept for three years and will be replaced on notification by the Technical Official Coordinator of the Zone at the time of that year's event application.

### 6.3.2 Event Technical Officials

Each Technical Official (including National) will receive an Event Technical Official vest on appointment to their first event for the year. This vest should be kept for two years and updated on notification by the Technical Official Coordinator of the Zone at the time of that year's event application.

## **7 DROPBOX**

In a move to streamline and simplify communication, NNZ will go online with all event information and marking. We have introduced 'Dropbox' as a communications tool to cut down the number of emails between Technical Official Coordinators and NNZ

Technical Official Coordinators and subordinators can use Dropbox to submit all event forms, marking request forms and profile forms. NNZ will use Dropbox to relay marking results and update information for all Technical Officials.