



NETBALL
NEW ZEALAND

BENCH OFFICIALS

ACCREDITATION, TRAINING & DEVELOPMENT MANUAL

1 April 2016.

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NEW ZEALAND BENCH OFFICIALS ACCREDITATION FRAMEWORK

Pathway	Pre requisite	Assessment	Revalidation
Cadet	Basic Training Course	None	None
Zone	<ul style="list-style-type: none"> • Cadet • Training course • Experience on Centre and Zone level games 	<ul style="list-style-type: none"> • 2 domestic scoresheets • 2 running score sheets • 2 shooting statistics sheets • 2 games as timekeeper On Zone or NNZ approved games	Every three years or gain higher award
National	<ul style="list-style-type: none"> • Zone Award • Experience on variety of games at Zone and preferably National level events 	<ul style="list-style-type: none"> • Domestic score sheets and Match Statistics as detailed in table below 	Every three years

ACCREDITATION AND REVALIDATION

Zone Award – Accreditation and Revalidation				
	Games suitable for assessments		No of sheets	Assessors
Zone Scorer 1	40 (4 x 10) or 60 minute (4 x 15)	<ul style="list-style-type: none"> Zone or NNZ approved games 	2 domestic scoresheets 2 shooting statistics sheets	Assessed by NNZ appointed assessors, Zone based
Zone Scorer 2 (caller)	40 (4 x 10) or 60 minute (4 x 15)	<ul style="list-style-type: none"> Zone or NNZ approved games 	2 running scoresheets 2 shooting statistics sheets	Assessed by NNZ appointed assessors, Zone based
Zone Timekeeper	40 (4 x 10) or 60 (4 x 15) minute	<ul style="list-style-type: none"> Zone or NNZ approved games 	2 games (1 x T1; 1 x T2)	Assessed by NNZ appointed assessors, Zone based

National Award - Accreditation and Revalidation				
	Event		No of sheets	Assessors
SCORER 1	International Tests (Revalidation Only)	Silver Ferns, U21, Men's, NZA	2	NNZ appointed assessors, Zone based
	ANZ Champs (Revalidation only)		Or 2	NNZ appointed assessors, Zone based
	National League	E.G Zone v Zone	Or 2	NNZ appointed assessors
	ANZ Prep Events	1 hr standard game	Or 3	NNZ appointed assessors, Zone based
	Zone or Club Leagues *	1 hr games e.g. Super 14 (Northern/WBOP)	Or 3	NNZ appointed assessors, Zone based
	NZU19 Championships		Or 4	NNZ appointed assessors
	NZSS		Or 4	NNZ appointed assessors
	Appropriate combinations of above	e.g. 1 ANZ Champs & 2 NZSS,		NNZ appointed assessors
SCORER 2, TIMEKEEPER			Same number of games as above for scorer 1	NNZ appointed assessors, usually Zone based
NATIONAL CHAMPIONSHIPS			Completion of at least one National Age Group Championship event in the three years	

* approved by Zone Bench Official Coordinator and based on NZC Umpire Assessment level

The intention of having a National qualification is to ensure there are qualified officials to attend NNZ events. Therefore, it is expected that in order to gain the National Award at least one Domestic Scoresheet must be completed at a NNZ tournament. In order to gain revalidation, a bench official must have attended at least one NNZ tournament within the three year period.

ACCREDITATION PROCEDURES FOR BENCH OFFICIALS

CADETS

1. Zones on behalf of Netball New Zealand shall deliver the Netball New Zealand Bench Officials programme. NNZ will endorse suitable trainers.
2. Cadets should gain experience on Centre level games before officiating on Zone level games.
3. A cadet should be competent at keeping the running scoresheet, with or without calling.
4. A cadet should gain experience at timekeeping at Centre level.

ZONE AWARD

Procedures and Information

- All Cadets will be trained towards gaining the Zone Award.
- Accredited Trainers in the Centre or Zone will train the officials.
- Assessments may be completed on Zone or NNZ approved games.
- NNZ appointed assessors will assess candidates.
- A candidate may be accredited as a scorer or timekeeper only.
- At least 2 domestic scoresheets, 2 running scoresheets. 2 match statistics sheets and timekeeping for 2 games must be successfully completed according to marking schedule to gain the full Zone Award.
- At least 2 domestic scoresheets and two running score sheets must be successfully completed to gain accreditation as a Scorer.
- To be accredited as a Timekeeper two matches as timekeeper must be successfully completed. All components in the Timekeeper role relevant to specific games and equipment must be covered in the games used for assessments.
- The Zone Coordinator arranges suitable games to be used for the candidate to be assessed.
- The Zone Coordinator or other approved assessors will mark the score sheets as per assessment sheets. These will be filed with the Zone office. On completion of all components of the Zone Award the Zone office will send result to NNZ on approved form.
- A feedback form will be given to unsuccessful candidates.
- Once an official gains Zone Award they will be required to undertake revalidation assessments every three years to remain current, or gain a higher award.
- For revalidating the assessors will verify on appropriate form the candidate has maintained the standard and is performing at the Zone Award level. If not revalidated a feedback form will be completed and given to unsuccessful candidate.
- Candidates who have achieved competence will be awarded a Zone Award certificate.
- Zone Award Bench Officials or the Zone may purchase a badge from NNZ.
- Centres and Zones update their databases. Results will be sent to NNZ on monthly report form.

Pre requisites

- will have attended the Basic Training Course

NATIONAL AWARD

Procedures and information

- All those with Zone Award will be encouraged to continue their training towards gaining National Award.
 - Accredited Trainers in the Zone will train the officials.
 - Assessments may be completed on games as listed on Page 4.
 - The prescribed number of scoresheets (see Page 5) as scorer 1 will be completed successfully according to the assessment schedule
 - Scoresheets from the previous two years may be used for assessments. Bench Officials should keep copies.
 - Approved personnel in each Zone may assess candidates' papers on approved games.
 - Assessment sheets must be completed for all aspects of the award – scorer 1, scorer 2, match statistics and timekeeper and filed with Zone Office. The Zone office will forward results to NNZ on monthly report. Scoresheets do not need to be sent to NNZ.
 - ON gaining the National Award NNZ will end the official a badge.
 - A feedback form will be given to unsuccessful candidates.
 - Once an official gains National Award they will be required to undertake revalidation every three years to remain current.
 - For revalidating the assessors will verify on appropriate form the candidate has maintained the standard and is performing at the National Award level. If not revalidated a feedback form will be completed and given to unsuccessful candidate.
 - Assessments for Scorer 1 will be carried out at all National Championships if requested. They will be marked during the event by approved and appointed personnel.
- If the award has been partially completed in Zone e.g. one score sheet, the Zone Coordinator will provide NNZ with documentation for this two weeks prior to the event. Likewise if partial completion occurs at an event NNZ will advise Zone of results. These should be included in Zone's monthly reports back to NNZ

Pre requisites

- will have attended the Basic Training Course approved by NNZ
- will have experience on a variety of games
- must hold current Zone Award

Where changes or updates related to any of Bench Officials roles are made, a training seminar or update session may be required to be completed for a candidate to retain their qualification.

TRAINING & MARKING at NATIONAL EVENTS

From time to time NNZ will arrange for training and marking at national events. This will assist with moderation of marking and ensure practices remain the same across the country. When marking is completed at national events NNZ will advise Zones of result

NATIONAL EVENT APPOINTMENTS

The Zone Bench Officials Development Group may recommend the appointment of officials to the following National Events.

- National Under 19 Championships
- New Zealand Secondary Schools Championships
- Or such other national events as advised from time to time

The relevant Zone Bench Officials Development Group will recommend Bench Officials appointments if required, to the:

- New Zealand under 17 Championship
- ANZ Championships
- National League
- International fixtures

Bench Officials seeking to officiate at elite domestic (e.g. ANZ Championships, National League) or international games must be officiating on 60-minute (4 x 15) games at the highest level available to them IN Centres and Zones to ensure quality performances.

- Appointments will be confirmed by the National Technical Officials Manager.

APPOINTMENT OF BENCH OFFICIALS TO DOMESTIC EVENTS

Criteria

When appointing officials to Domestic events the following factors will be considered;

- ability of official to progress on the accreditation pathway
- succession planning
- qualification is current
- responsiveness to training/updating
- Oceania Development

Every effort will be made to advise Bench Officials of appointments at least eight weeks prior to the event date. Reserve Officials will be appointed to each event where possible and advised. In any year Netball New Zealand may invite Bench Officials from other countries to attend events. This includes NZ residents living overseas.

Application process

Bench Officials will apply to Zones by **16 March**.

Zones will forward these applications to **NNZ by March 31 with the Zone Coordinator's recommendations**.

(Please note these dates may vary from year to year and will be advised to the Zones)

- **Bench Officials appointed to events are responsible for the arrangement and cost of their own travel, accommodation and meals unless otherwise notified in writing by NNZ and/or the host Zone. See appendix re reimbursement**

EVENT BENCH OFFICIAL COORDINATORS

Where possible for Netball New Zealand events which have Bench Officials a suitable person from the closest Zone will be appointed Event Bench Coordinator. That role will be given to someone with appropriate coordinating skills.

An assistant will be appointed if considered necessary, depending on size of event.

The Event Coordinator will

- Liaise with the National Technical Officials Manager pre and during the event (NTOM)
- Allocate officials to all games. In consultation with NTOM appoint officials to finals based on performance
- Keep an accurate record of allocations throughout the event
- Check all scoresheets promptly after games before releasing them to the event organisers
- If an approved assessor - will mark sheets for assessments.
- Ensure all required resources are available and ready for each game

APPOINTMENT OF BENCH OFFICIALS TO INTERNATIONAL MATCHES

An International Test is any match where one country plays another, eg NZ Under 21 vs Jamaica Under 21, NZ Silver Ferns vs Australian Diamonds.

With the exception of appointment to a World Championship event, appointment to an International Test is the most prestigious match a bench official can be appointed to. Therefore, such appointments should be given due recognition and status.

CRITERIA

To be considered for appointment, a bench official must -

- Hold current National Accreditation and be an active bench official within their zone.
- Have been appointed to and attended a NNZ tournament within the last two years.
- In the current year, demonstrated competency and high performance at the elite level e.g. ANZC.

In the event of there being insufficient bench officials available who meet the above criteria, in consultation with NNZ, consideration may be given to others within the zone who meet one or more criteria as outlined above.

Appointment is a recognition of performance and not given to reward long/loyal service nor as a training opportunity.

PROCESS FOR APPOINTMENT

The National Technical Officials Manager (NTOM)

- Will ask the appropriate Zone Development Group to advise NNZ who will organize, recommend and manage the bench officials. This person will be the Bench Coordinator for that match.

The Bench Coordinator

- liaises with coordinators in the Zone to discuss which bench officials are eligible for appointment.
- contacts eligible bench officials to ascertain availability.
- prepares draft allocation and sends to NTOM for approval.
In preparing the allocation, consideration should be given to ensuring a mix of more experienced personnel alongside less experienced personnel. However, at all times the key criteria will be competency first, then experience. A reserve should be appointed.
- may choose not to be appointed to the bench but should be present at the match

Netball New Zealand advises all available bench officials of final appointment.

Appointments must be finalized no later than 10 days prior to the event.

The Bench Coordinator and the Bench Manager are required to be at the venue two hours before the game. Other bench officials are required to report one hour before the game.

APPAREL AND BEHAVIOUR CODE

- Bench Officials at National Events should always dress in tidy black attire.
- At National Events a vest will be provided on appointment to their first event, this should be worn when officiating at any NNZ event.
- The vest should be kept for at least two years. It will be updated on notification by the NTOM
- If a vest is lost or damaged beyond reasonable wear and tear the Bench Official is liable for the replacement cost of a vest
- Appearance must be tidy and presentable
- Shoes should be black and either closed toe or a sandal i.e. no jandals
- Where successive games are to be officiated officials may require sustenance. Please move away from the score bench to consume food ensuring the bench remains clean and tidy.
- Drink bottles or spill proof cups may be used and visible. Ensure markings on these containers do not conflict with sponsors' products
- Phones may only be used for official use,
- Refrain from unnecessary talk as concentration and focus of all officials must be on the game
- Behaviour is to be non-partisan (that is without bias) towards either team

- Have a pleasant and co-operative manner
- Take pride in your role and enjoy the experience.

BENCH OFFICIAL DEVELOPMENT

ZONE BENCH OFFICIALS DEVELOPMENT OFFICER or other staff member

- Coordinate training workshops for Bench Officials in Centres/Zone
- Co-ordinate marking of scoresheets for assessments as per Bench Officials Manual.
- Maintain record of accredited officials and progress with accreditation i.e. partial passes.
- Coordinate appointment of officials to Zone events
- Advise NNZ of officials available for appointment to national events
- Manage the process of appointments to test Matches in Zone.

ASSESSORS

Assessors for Zone and National Award will be appointed by Netball New Zealand. The list of assessors for 2015 is an appendix to this manual.

They will be current National Award officials.

ZONE BENCH OFFICIALS DEVELOPMENT GROUP

Zones are encouraged to establish Zone Bench Officials Development Groups who will link closely to the Zone Community Netball Manager and/or other designated staff. The Zone will appoint the members of the group.

Key Functions:

In conjunction with Community Netball Manager or designated staff

- prepare and coordinate delivery of Bench Officials development and assessment plan which links with NNZ's plan
- link with Centres and assist with their development plans where required
- support ongoing development in the Zone including responsibility for setting training workshops dates, recruiting, appointing Bench Officials for Zone events and recommending appointments to ANZ Championships and International fixtures according to criteria detailed in this manual.
- co-ordinate Zone assessments
- .Recommend to NNZ officials for appointment to International Test Matches in the Zone.

TRAINING GUIDE

PROCEDURE

1. Seminar of two hours duration
2. Practice on local games of four quarter duration either 4 x 10 or 4 x 15, preferably with an experienced/accredited bench official to assist. Practice as scorer 1 and 2 and timekeeper

TRAINING GUIDE FOR PRESENTERS

	SUGGESTED TIME	ACTIVITY
1.	30 minutes	Issue and go over NNZ National Accreditation of Bench Officials. <ul style="list-style-type: none">• Roles of each position• NZ Domestic Scoresheet• Running Scoresheet• Event requirements<ul style="list-style-type: none">○ Domestic – team lists, sub/team change forms etc○ International – outline when used• Protocols for handling errors• Presentation of Scoresheet
2.	20 minutes	Timekeepers – <ul style="list-style-type: none">○ Candidates to be shown how to operate electronic scoreboards (if available), stopwatches and umpires electronic signal (if available).○ Where possible practice the use of Umpire Alert Units○ Where possible practice the use of processes and procedures specific to all levels of game.○ Cover all roles of timekeepers and the division of tasks related to the equipment and requirements of the specific level of game
3.	20 minutes	<ul style="list-style-type: none">• Running Scoresheet• Scorer 2 – can practice with a suitable video with the sound turned down
4.	40 minutes	Scorer 1 & 2 Practice - Using a completed scoresheet; call out the scoring at a reasonable speed. <ul style="list-style-type: none">• Domestic Scoresheet
5.	10 minutes	Questions – Where to from here?



NETBALL NEW ZEALAND

Scorer 1 - Assessment Schedule

National Pass = all 11 sections must be marked competent.

For Zone Pass = Sections 2, 3, 4, 5, 6, 7 and 11 must be marked competent, all others satisfactory

Key:

✓	Competent	•	Satisfactory	×	Not Yet Competent
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Candidate: _____ **Zone:** _____

Sheets Marked: _____

Overall Assessment: **Competent/Not Competent** **National/Zone**

Section	Descriptor	Key				Comment
		1	2	3	4	
1	<ul style="list-style-type: none"> All sections completed (except extra time unless required) Match Number, could be round number, game in sequence etc 					
2	<ul style="list-style-type: none"> Both teams names with initial and surname, unless same or similar – split with full first name 					
3	<ul style="list-style-type: none"> All subs/positional changes to the initial team on-court list are clearly noted in the appropriate box by playing positions eg GA Quarters are indicated when the sub/positional change takes effect by playing positions Changes or subs in the case of a stoppage are indicated 					
4	<ul style="list-style-type: none"> Pass sequence is accurate Last pass in each quarter is identified and completed correctly Numbers for goals by each shooter are sequential and accurate Penalties are clearly indicated with a 'P' or the goal number is circled Missed attempts are shown with a clear dot/fullstop Changes in shooters are indicated with red square around the last attempt or goal scored by the shooter. If no attempts taken or goals 					

Section	Descriptor	Key				Comment
		1	2	3	4	
	scored by shooter prior to sub/change then indicated by 'X' in box					
5	<ul style="list-style-type: none"> Statistics for each shooter are placed in the correct boxes Quarter score is indicated for each team Progressive score is indicated for 2nd, 3rd and 4th quarters Statistics for each teams shooters are indicated and completed by player number Where more than one GS or GA has played, this is clearly shown Team names are completed 					
6	<ul style="list-style-type: none"> Numbers are consistently marked off – either horizontal or diagonal line through individual number Quarter score is half bracketed]- Final score is circled 					
7	<ul style="list-style-type: none"> Winning team name listed Final score in order of winning team score first, losing team score second 					
8	<ul style="list-style-type: none"> Names written in first name and surname with initial signed beside name 					
9	<ul style="list-style-type: none"> Comments section – as required and appropriate 					
10 Style	<ul style="list-style-type: none"> Numbers, symbols and letters must be: <ul style="list-style-type: none"> o legible o consistently formed o sized to fit with spaces provided 					
11 Accuracy	<ul style="list-style-type: none"> Mathematically correct sequencing Accurate addition Correct scoring Errors are neatly corrected 					

Assessed by: _____ Date: _____

(Print Name): _____



NETBALL NEW ZEALAND

Scorer 2 - Assessment Schedule

At the completion of the game, to be judged competent, all sections must be ticked

Key:

✓	Competent
×	Not Yet Competent

Candidate: _____ Zone: _____

Section	Descriptor	Competent/N of yet competent		Comment
1	<ul style="list-style-type: none">All sections completed –Court, event, venue, date, teams etc			
2	<ul style="list-style-type: none">Team 1 and 2 identified clearly Team 1 in left column and team 2 in right columnDirection of play Team 1			
3	<ul style="list-style-type: none">Pass sequence is accurate Last pass in each quarter is indicated as per role tasksNumbers for goals scored by each team are sequential and accurateWhen the goal not scored by a team is indicated with a horizontal or diagonal lineProgressive score is carried forward for 2nd, 3rd and 4th quarters and entered in progressive score section			
4	<ul style="list-style-type: none">Final score by each team at end of the 4th quarter or game is circled			
5	<ul style="list-style-type: none">Winning team name listedFinal score in order of winning team first/losing team score second			
Voice	<ul style="list-style-type: none">Pleasant, even tone to voiceSpeaks clearly and is able to be heard and understood by scorers			

Section	Descriptor	Competent/N of yet competent		Comment
Terms	<ul style="list-style-type: none"> • Use of appropriate terms to describe action i.e. Tasman GA In, Tasman GA Out etc in correct order • Calls are made after actions are completed 			
Demeanor	<ul style="list-style-type: none"> • Calm • Copes with bench communications well • Maintains minimal talk • Watches all the game and remains focused on their role • Is aware of and communicates well with other Bench Officials 			
Style	<ul style="list-style-type: none"> • Numbers, symbols and letters must be; <ul style="list-style-type: none"> ○ Legible ○ Consistently formed ○ Sized to fit with spaces provided 			
Consistency	<ul style="list-style-type: none"> • Maintains tasks throughout game 			
Accuracy	<ul style="list-style-type: none"> • Consistent and timely calling for the scorer • Mathematically correct sequencing • Accurate addition • Correct scoring • Errors are neatly corrected 			
End of Game	<ul style="list-style-type: none"> • Completes scoresheet • Initials name 			

Assessed by: _____ Date: _____

(Print Name): _____



Timekeepers - Assessment Schedule

- There are two timekeepers on each game
- There are a number of tasks, which need to be completed by timekeepers – the allocation of the tasks will vary from game to game depending on the equipment used and specific protocols.
- At the completion of the game to be judged competent all sections must be ticked;

Key:

✓	Competent
x	Not Yet Competent

Candidate: _____ **Zone:** _____

Section	Descriptor	Competent /Not yet competent		Comment
Before game	<ul style="list-style-type: none"> • As required - set timers to indicate time until the game is due to commence • Operation of all equipment – electronic and manual is clearly understood • Indicate time protocols to the umpires as per the appropriate protocols • Note actual start time of the game (real time) 			
During game	<ul style="list-style-type: none"> • Stop and start timers on umpires whistle and indication • Maintain electronic scoreboard etc as required • Maintain accurate quarter time intervals and for stoppages • Time protocols indicated to the umpires • Timekeeper to indicate end of quarters – as per the appropriate protocols in operation • Note end time of the game • Use of Paddles is accurate and appropriate • Completion of stoppage record form 			
End of game	<ul style="list-style-type: none"> • Complete scoresheet • The start and end times of game 			

Section	Descriptor	Competent /Not yet competent		Comment
	<ul style="list-style-type: none"> • Extra time duration where required • Initials placed beside full name 			
Consistency	<ul style="list-style-type: none"> • Maintains tasks and concentration throughout game • All protocols correctly applied 			
Accuracy	<ul style="list-style-type: none"> • Consistent protocols for umpires • Timing is accurate • Timers are operated promptly • Electronic scoreboard is maintained accurately and promptly 			

Assessed by: _____ **Date:** _____

(Print Name): _____

PROCESS FOR ASSESSMENT

Application for Assessment

New/Revalidation

Bench official candidate and Centre/Zone coordinator work together to prepare application for assessment.

Application is sent to the Zone Assessor with domestic scoresheets and match statistics sheets to be assessed.

Assessment

Zone Assessors mark the scoresheets submitted, completing the Scorer 1 Assessment Schedule.

Officials are also assessed on timekeeping and Scorer 2 duties. This is done on matches and must be observed by an assessor. This must be completed prior to submitting domestic scoresheets.

Assessment Report

Zone Assessors complete Assessors Reports and forward to the Zone Coordinator, with the marked domestic scoresheets.

Full Pass/Partial Pass

Assessment Advice to NNZ

Zone Coordinator completes Assessment Advice Report and forwards this to NNZ. (a monthly reporting process will be in place)

Full Pass only notified.

Completion of Tracking Record

Zone Coordinator completes tracking record. This is for use within the Zone.

Reimbursement of Expenses for Bench Officials

NNZ endeavours to cover as much of the expenses as is possible for Bench Officials appointed to national events.

This is subject to the total value of expense claims received for an event from Bench Officials.

The reimbursement will be a % of an individual's total expense claim.

No claims will be accepted unless they are accompanied by valid receipts i.e. gst receipts.

To ensure Bench Officials receive their expense reimbursements promptly all claims should be handed into respective Event Bench Official Coordinators at the event or sent to the National Technical Officials Manager (NTOM) within one week of the tournament's conclusion.

The Event Bench Officials Co coordinator shall forward those collected at event to the NTOM within one week also. If NTOM is at the even they can be given direct to her.

Do not hand expense claims to the Event Manager at the event.

Expense claims received after 1 week will not be guaranteed reimbursement.

Netball New Zealand will pay a percentage of each claim – this will vary from event to event.

See below for acceptable claims.

Flights

Where flying to an event is necessary, NNZ will accept a claim for flights. If a flight claim is considered unreasonable, for example beyond an average fare, the rebate will be based on a best price, at the time NNZ books flights to the event.

A receipt that shows the price of the flight must accompany your expense claim to be considered.

Accommodation

At an event it is expected that where possible Bench Officials will share rooms with others.

NNZ will accept accommodation claims up to \$100 (gst excl) single room or up to \$155 (gst excl) twin share per day.

Road Travel

Claims for road transport can include the following:

- The cost of a rental vehicle but excluding mileage or petrol.

Meals

Meals not provided at the venue cannot be claimed for.

However, Netball New Zealand will provide meals at the stadium for all Bench Officials while games are in progress. The meals provided may vary from event to event.

Uniforms

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

1 April 2016

ACCREDITED MARKERS

ZONE	ZONE AWARD	NATIONAL AWARD
Northern	Angela Newton	Sue Miller Judith Downer
Waikato BOP	Beryl Harvey Edna Brown	Beryl Harvey Edna Brown
Central	Bernice Robertson Lisa Aull	Bernice Robertson Lisa Aull
Mainland	Margaret Marsh Claire Lewis	Margaret Marsh Claire Lewis
South	Julie Erskine	Julie Erskine