



RULES OF PARTICIPATION

JUNE 2016

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ADMINISTRATION (A)

A1 SPORT OF MARCHING

(Updated July 2003)

1. The Sport of Marching is an activity designed as a healthy, skilful, sporting and recreational exercise, where participants can take part in both competitive and non-competitive roles and activities.

A2 HEADQUARTERS

(Updated July 2003)

1. The Registered Office and Headquarters of Marching New Zealand will be situated at such place as determined from time to time by the Board.

A3 ASSOCIATION AREAS

(Updated July 2003)

1. Geographic areas in which Associations will promote, encourage, administer and control the Sport of Marching are:

Northland:	From Te Hana inclusive to North Cape inclusive
Auckland:	From Mercer exclusive to Te Hana exclusive
Waikato:	From Te Kuiti, Tokoroa and Putaruru inclusive to Waihi exclusive, to Mercer inclusive.
Bay of Plenty:	From Waihi inclusive to Opotiki inclusive, including Kawerau.
Central North Island:	From Rotorua inclusive to Turangi inclusive, including Murupara.
East Coast North Island:	From Tutira inclusive to Opotiki exclusive
Hawke's Bay:	From Dannevirke exclusive to Tutira exclusive.
Taranaki:	From Patea inclusive to Mokau inclusive
Wanganui-Rangitikei:	From Marton inclusive to Patea exclusive to Waiohuru and Ohakune inclusive and Bulls exclusive
Manawatu:	From Waikanae exclusive to Bulls, Woodville and Dannevirke inclusive
Wairarapa:	From Featherston inclusive to Woodville exclusive
Wellington:	From Wellington inclusive to Upper Hutt inclusive to Waikane inclusive.
Nelson:	From Rai Valley exclusive to Karamea exclusive, including Murchison
Marlborough:	From Rai Valley inclusive to Kaikoura inclusive
West Coast South Island:	From the Glaciers to Karamea inclusive, including Otira
Canterbury:	From Kaikoura exclusive to Rakaia River exclusive, including Springfield
Central South Island:	From Rakaia River inclusive to Hampden inclusive.
Otago:	From Hampden exclusive to Balclutha inclusive, including Cromwell
Southland:	From Balclutha exclusive to Bluff, including Queenstown.

A4 POLICIES/RULES OF PARTICIPATION

(Updated July 2003)

1. The Board and an Association may propose to rescind or amend an existing Policy or Rule of Participation, or add a new Policy or Rule of Participation, at each Annual Meeting of Marching New Zealand.

A5 BOARD

(Updated July 2003)

1. The Board will formulate, and review on a regular basis, how the Board is to operate according to a set of Board Organisational Policies, that it may add to, amend or rescind, and these will be printed as an addendum to the Rules of Participation (by way of information).
2. The Board will formulate, and review on a regular basis, Job Profiles in respect of every member of the Board, that it may add to, amend or rescind, and these will be printed as an addendum to the Rules of Participation (by way of information).

A6 STANDING WORKING PARTIES

(Updated July 2003)

1. The Board will formulate, and review on a regular basis, Terms of Reference prepared in accordance with the Board Organisational Policies, that it may add to, amend or rescind, and these will be printed as an addendum to the Rules of Participation (by way of information).

A7 BOARD APPOINTMENTS

(Updated June 2016)

1. The Board will formulate, and review on a regular basis, Job Profiles in respect of every Board appointment (appointments usually, but not necessarily, made at the May meeting of the Board each year, to take effect from the following 1 July), that it may add to, amend or rescind, and these will be printed as an addendum to the Rules of Participation (by way of information).

Appointment for the Technical Manager, Director of Coaching and Director Judging, will be for a three year term for each position, with the ability for re-appointment for a further consecutive three year terms(s)

2. These appointments may include the following and any others deemed appropriate by the Board:

Technical Manager.	Director of Coaching
Director of Judging	Judging Accreditors
Marketing Co-ordinator.	Membership/Privacy Officer
Trophy Custodian/s	Publications and Merchandising Co-ordinator
Risk Management Officer.	Social Media Administrator

3. The Chief Executive Officer to provide all current Board Appointees with a form round late February/early March each year, in which the incumbents are to indicate preparedness or not to carry on in the position if re-appointed for the year commencing the following 1 July, and to comment on any difficulties experienced in the role in the past year, together with presenting suggestions for the Board to consider in regard to application of the role in the forthcoming year.
4. Any Member may apply in writing for any one of the positions; such application to be presented to the Chief Executive Officer by 30 April, in respect of the appointments which come into effect the following 1 July.

A8 STRATEGIC PLAN

(Updated July 2003)

1. The Board will formulate, and review on a regular basis, a three or four yearly Strategic Plan, in compliance with the Constitution, Policies, and Rules of Participation and ensure that it is followed as a basic guiding document for the operation of Marching New Zealand, that it may add to, amend or rescind, and this Plan will be printed as an addendum to the Rules of Participation (by way of information).

A9 STAFF

(Updated July 2003)

1. The Board will ensure that all Staff are employed under an individual Employment Agreement incorporating a Job Description.

A10 ANNUAL MEETING

(Updated July 2003)

1. The Chief Executive Officer, in providing Associations, Life Members and members of the Board with the Notice of Annual Meeting, will request that Associations nominating in respect of the Board ensure that a précis of a person's marching and employment/business achievements in respect to their nominee is made available by the closing date of such nominations.
2. The Board will issue to Associations, Life Members and members of the Board, a set of Standing Orders to apply for the management of the Annual and Special Meetings of Marching New Zealand.

A11 COACHING & JUDGING ACCREDITATION

(Updated June 2016)

1. There will be Accreditation Programmes for Coaches and Judges.

A12 FUNCTIONING OF ASSOCIATION

(Updated July 2003)

1. Where, in the view of the Board, an Association is not functioning in appropriate manner in meeting its Objects, the Board will deem that the constitutionally elected and appointed Association Committee will not operate for a period of time, and the Board will appoint a Committee to meet the Objects and Powers of the Association.
2. The Board will formulate, and review on a regular basis, Job Profiles in respect of every member of an Association Committee, that it may add to, amend or rescind, and these will be printed as an addendum to the Rules of Participation (by way of information).
3. An Association Committee, in managing the affairs of the Association, will meet on a regular basis, at least once monthly.

A13 CONTINUATION IN OFFICE

(Updated July 2003)

1. Members elected or appointed to a position on or by the Board, an Association Committee or a Club Committee will continue in that position, unless having resigned earlier, until the conclusion of the meeting where an election or appointment to that position is made.

A14 RESIGNATION

(Updated June 2007)

1. A member of the Board, an Association Committee or Club Committee may resign from their respective position by giving notice in writing to the Chief Executive Officer (Board) or Secretary (Association or Club Committee) indicating the effective date of resignation which will be no later than thirty (30) days after the date of the letter of resignation.

A15 TECHNICAL APPOINTMENTS AS JUDGES AT NEW ZEALAND CHAMPIONSHIPS

(Updated July 2003)

1. The Technical Manager and Director of Coaching are not to be appointed to New Zealand Championships Judging Panels, unless the Board considers, on the recommendation of the Director of Judging, that there are no other alternatives to such appointments.

A16 MEMBERSHIP & REGISTRATIONS

(Updated July 2010)

1. The Board will, prior to 1 September each year, issue to Associations, details of and forms applicable to new applications and renewal applications for Membership, together with details and forms applicable to the Registrations of Teams and Clearances/Transfers, as well as any other details necessary in respect of the Membership Registration process.
2. Members, (other than Marchers, and Individual (Associate) Members if a parent/guardian of a Team (Competitive) Member who has not reached the age of sixteen (16) years of age), are to be a member (other than as an Individual – Associate Member) of the Association in whose area they reside, and may also additionally be a member of any other Association.
3. A person must be a member of Marching New Zealand (other than an Individual – Associate Member), in order to participate at a Meeting of Marching New Zealand or of an Association, or participate as a Team Official, Marcher, Secretary or an appropriately Qualified Judge, in any Championship, Competition, Display or Gathering organised by Marching New Zealand or by an Association. Individual – Associate membership will be required for a Chief Marshal, Chief Recorder, or Trainee Judges, who have not yet qualified. An Individual - Associate Member who is a Parent or Guardian (who has no other membership status) of a Team (Competitive) Member under the age of sixteen at the time of an Association Annual or Special Meeting may however, in accordance with Rule 4.1.5 of the Constitution, take part in that Association Annual or Special Meeting on behalf of the Team (Competitive) Member.

4. Marching New Zealand and Associations may use the voluntary services of any person, not being a member of Marching New Zealand, in the conduct of any Championship, Competition, Display, Gathering, or other similar activity.
5. The Board will prepare criteria to assist in deciding the merits of persons being considered for either Life Membership or for the granting of a Service Award in respect to their service to the Sport.
6. The Board may grant honorary membership, for a specific limited period of time, to any Australian Marching or other Overseas Marching or Drill Team wishing to take part in any Championship, Competition, Display or Gathering organised by Marching New Zealand or an Association.

A17 EXPULSION FROM TEAM

(Updated July 2003)

1. A Club may not expel a member or disband a Team, without first discussing the matter with the Association Committee.
2. A Coach may not expel a member of the Team, or disband the Team, without first discussing the matter with the Team's Club (if applicable) and the Association Committee.

A18 RECESSED ASSOCIATIONS/CLUBS/TEAMS

(Updated July 2003)

1. Where, in the view of the Board, an Association is unable to function in accordance with its Objects, Powers and Committee structure, it will be declared to be in recess by the Board and its assets passed over to the Board to be administered, with the funds held in a separate trust account in the name of the Association, for the future benefit of the Sport in the area previously administered by that Association.
2. In such instance, the Board will determine the allocation of the geographic area covered by the Recessed Association, to another Association for the purposes of promoting, encouraging, administering and controlling the Sport of Marching, where possible.
3. Where, in the view of an Association Committee, a Club or Team is unable to function in accordance with the required Committee structure (in the case of a Club) or Composition (in the case of Teams), unless the Association Committee is satisfied that it is merely not registering for one season, it will be declared to be in recess by the Association Committee and its assets passed over to the Association Committee to be administered, with the funds held in a separate trust account, for the future benefit of the Club or Team for a period of two years. If during this two year period the Association Committee approves an application from a Coach/s together with a Chaperon/s, Manager and Treasurer and have sufficient Marchers to meet the minimum numbers requirements of participation in the phase/s to use the Club or Team name for the purpose of re-activating the Club or Team concerned, then the Association shall provide the assets and funding held in the trust account for the purpose of that Club or Team re-forming. Should the Club or Team not re-form within the two-year period, then the Association Committee shall use the assets and funding for the furtherance of the Sport in the Association's area of administration.

A19 COMMUNICATIONS

(Updated June 2007)

1. Media releases or statements regarding National Policy or Administration to be issued or made only with the prior approval of the President and/or Chief Executive Officer.
2. An official magazine of Marching New Zealand may be published on a subscription basis, as determined from time to time by the Board.
3. Minutes of meetings of the Board will be issued to members of the Board, Board Appointees, Life Members and Associations.
4. Associations are to forward to the Chief Executive Officer, a copy of the minutes of each Association Committee meeting, as soon as practicable, but no later than one (1) month after the date of the meeting, with an extract of the minutes by way of reportage from the Coaching Co-ordinator being forwarded to the Technical Manager and Director of Coaching and from the Chief Judge being forwarded to the Technical Manager and Director of Judging.

5. A similar procedure is to be followed for Association Annual and Special Meetings and quarterly Meetings convened by the Association Committee with a wider Association membership.
6. Minutes of meetings of the Association Committee will be issued, as soon as practicable, but no later than one (1) month after the date of the meeting, to Clubs, Teams, Life Members and members of the Association Committee.
7. Clubs are to forward to their Association, a copy of the minutes of each Club Committee meeting, as soon as practicable, but no later than one (1) month after the date of the meeting.
8. All communications to the Board shall come via the Association Secretary (and in reverse also), with the following exceptions:
 - a. If it can be proven that an Association Committee has not dealt with a subject matter within a reasonable time, and this is accepted as such by the Board;
 - b. Matters concerning the participation of a Team in a New Zealand Championship or International Challenge other than in respect to matters associated with the completion of Judging Sheets, subsequent to the submission of an entry form;
 - c. Contact between Association elected/appointed personnel and their counterpart Board Member or Appointee, e.g. Treasurer to/from Director of Finance, Coaching Co-ordinator to/from Director of Coaching, Chief Judge to/from Director of Judging, Registrar/Privacy Officer to/from Membership/Privacy Officer, Promotions/Publicity Officer to/from Marketing Co-ordinator.
9. Teams are to submit a written report to their Association monthly, by a date determined by the Association Committee, briefly outlining their marching, fund-raising and social activities undertaken in the previous month and those they plan in the subsequent month.
10. Association Committees are to invite, on a quarterly basis each year, up to two representatives of each Team, together with Association Life Members and any other Members considered by the Association Committee to be appropriate, to meet with them at an Association Quarterly Forum to be advised of the Associations forthcoming plans, to be consulted on any matter for which the Association Committee may require input, and to hear from the Team representatives, Life Members and other invited Members of any suggestions they may have for the consideration of the Association Committee at the latter's monthly meetings.

A20	FINANCES & RECORDS
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(Updated June 2015)

1. A membership fee will include coverage of:
 - a. 90% of travelling expenses of Association delegates to attend the Annual Meeting of Marching New Zealand.
 - b. travel and accommodation expenses for judges appointed to officiate at New Zealand Championships.
2. The Board and Associations are to retain records in compliance with any Act of Parliament, e.g. financial records for seven (7) years and to retain its constitution and minutes of annual, special or committee meetings indefinitely. Other correspondence and records including master sheets of its championships (as distinct from competitions) for a period of two (2) years
3. An Association, Club or Team will not be entitled to pledge the credit of Marching New Zealand, nor will Marching New Zealand be in any way responsible for the debts or liabilities of an Association, Club or Team.
4. A Club or Team will not be entitled to pledge the credit of an Association, nor will an Association be in any way responsible for the debts or liabilities of a Club or Team.
5. Associations, Clubs and/or Teams are to keep and maintain appropriate records and books of account. An audited copy of the annual income and expenditure account/balance sheet is to be filed with Marching New Zealand (for Associations) and the Associations (for Clubs / Teams) shortly after the Annual Meeting (for Associations) or by 30 June (for Clubs / Teams). The Audit or Review is to be conducted by someone independent and considered capable of doing so, whilst not necessarily qualified. If non-qualified, a statement of experience is to be attached.

6. The Board (on behalf of Marching New Zealand), Associations, Clubs and/or Teams are to operate a bank account. All outgoing payments including cheque and online banking require a second check and approval process. The approval not being of a husband and wife/partner, nor two people living at the same household.
7. Any Group/s of Association members, with a common interest in the Sport, who may choose to raise finance for the purpose of assisting their support service activity to the Sport, are to obtain the prior approval of their Association Committee to do so and then must keep and maintain appropriate records and books of account. An Audited or Review copy of the annual income and expenditure account/balance sheet is to be filed with the Association by 30 June. Such Groups are to operate a *bank* account. All outgoing payments including cheque and online banking require a second check and approval process. The approval not being of a husband and wife/partner, nor two people living at the same household.
8. Association, Club and Team Treasurers, in addition to any other duties, which may from time to time be allocated, are to be responsible for the following:
 - a. keeping and maintaining appropriate records and books of account.
 - b. receive all monies and bank same to the credit of the organisation's bank account/s.
 - c. pay all accounts or advances as directed by the organisation.
 - d. upon resignation, have records and books of account balanced and audited before obtaining a written clearance from the Association, Club or Team.
 - e. in the case of Club/Team Treasurers file monthly, a copy of the statements of the bank account/s, and summary of outstanding accounts, and file annually by 30 June, an audited copy of the income and expenditure account/balance sheet, with the Association to which the Club/Team is affiliated.
 - f. in the case of Club/Team Treasurers, present individually a monthly written, and itemised detailed account to any individual team member with outstanding amounts owed to the Team/Club.
 - g. in the case of Club/Team Treasurers, present to all Team members by 30 June, a copy of the audited income and expenditure account/balance sheet.
9. Clubs and Teams Treasurers will forward to their Association, by 30 April each year, a list of their members with liabilities to the Sport, giving details of same, in respect to liabilities incurred in the previous twelve (12) months and which are still owing. Each member being notified in writing of this occurrence and the details of the liabilities incurred.
10. All funds raised by Clubs, Teams and Individuals are to be used for the particular marching purpose or venture for which they were raised. If that marching purpose or venture is not to occur, then the funds are to be used for some other legitimate marching purpose within the Club or Team, and, failing that, be directed to the local Association or Marching New Zealand for use in the Sport.

A21	TEAM STRUCTURES
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(Updated June 2011)

1. The appointment of Team Officials of a Team not being part of a Club will be the sole right of the Coach/s of the Team, with all subsequent decision making, (other than that covered by Rules of Participation A20-9, A21-2/3/4, A21-5/6 and A21-7/8) being in the collective hands of the Team Officials.
2. A Team Coach will not be a Team Chaperon and will hold no more than two (2) official titles within a team. All Coaches must have the approval of an Association and from 1st July 2010 have completed the Introduction to Coaching Course before commencing to coach a Team.
3. The Coach is responsible for the training of the Team. The Coach selects the Team, arranges the formation/s, and decides where and when the Team is to participate, while taking account of the welfare and well being of Team members.
4. In order to obtain membership as a competitive Team Coach, a person must be a holder of the MNZ Level One accreditation within twelve months of registering as a Team Coach.

5. A Team Chaperon is to apply the following duties:
 - a. be responsible for the welfare and control the behaviour of the Team at all times, except when the Team is in the hands of the Coach or is on the Contest field or on a Display area.
 - b. see that the Team is ready, neatly and correctly dressed when required by the Coach.
 - c. take up the required position for a Team Chaperon at all phases of a contest. Such position must be maintained by at least one Team Chaperon.
6. If, due to unforeseen circumstances, at least one Team Chaperon is unable to attend a contest or gathering that the Team is attending, or due to ill health at a Contest, at least one Team Chaperon is unable to take up the required position at a contest, the Secretary of the conducting authority, is to be informed of the name of another member of Marching New Zealand (who is at least 20 years of age), who will deputise.
7. A Team Manager, will be responsible for making all Team travel and accommodation arrangements as required by the Coach, including applications for Marching Overseas, and assisting with any other Team matters of a non-coaching nature, except those concerning the welfare and control of the behaviour of Team members.
8. The Team Manager will oversee, and/or be responsible for organising the Team's fund-raising activities, as agreed by way of consensus majority, after consultation, between the Team's Coach/s, Chaperon/s, Manager and Treasurer, or in the case of a Club, by the Club Committee.

A22 TEAM APPEARANCES

(Updated July 2003)

1. Teams wishing to accept an invitation to take part at any gathering not held under the auspices of their Association, other than for a Championship or Competition, are to apply to their Association for permission to do so.
2. In the case where travel and/or accommodation expenses are involved, the Association is to be satisfied that the Team has sufficient funds in order to meet such commitments.

A23 SERVICE AWARDS

(Updated July 2003)

1. The Board will acknowledge the valuable and lengthy service of persons in helping to promote, encourage, administer or control the Sport in some way, by making presentations of Service Certificates and Badges each year. The Board will consider written suggestions from Associations (need to be with the Chief Executive Officer by 30 April) at its May meeting and will be guided by the need for evidence of service in one or more roles at the local and/or national levels. Service to mean at least ten years in a role/s other than as a Marcher.

MARCHING GRADES (MG)

MG1 COMPETITIVE:

(Updated June 2015)

1. **Masters Grade:**

Age for Marchers:	Minimum thirty (30) years of age, an exemption is allowed for up to 2 marchers to be aged between 25-30 who were registered Master Grade marchers between 1 October 2007 – 31 March 2009 to remain. New marchers must be at least 30 years of age.
Team Officials:	One or two Coaches (not less than 16 years of age) A Manager (not less than 20 years of age) A Treasurer (not less than 20 years of age) Optional: One or two Chaperons (not less than 20 years of age)
Competition Criteria:	As per detail approved and released by the Board.
Judging:	Awarding System

2. **Senior Grade:**

Age for Marchers:	Minimum, twelve (12) years of age
Team Officials:	One or two Coaches (not less than 16 years of age) One or two Chaperons (not less than 20 years of age) A Manager (not less than 20 years of age) A Treasurer (not less than 20 years of age)
Competition Criteria:	As per detail approved and released by the Board.
Judging:	Awarding system

3. **Under 16 Grade:**

Age for Marchers:	Minimum, ten (10) years of age or School Year 5 Maximum, under sixteen (16) years of age, or if still attending school, up to and including School Year 12 as at 1 October. The Board may grant an age variation to the maximum age for a person disadvantaged whose participation is limited by a disability which affects the person's everyday functioning.
Team Officials:	One or two Coaches (not less than 16 years of age) One or two Chaperons (not less than 20 years of age) A Manager (not less than 20 years of age) A Treasurer (not less than 20 years of age)
Competition Criteria:	As per detail approved and released by the Board.
Judging:	Awarding System

4. **Under 12 Grade:**

Age for Marchers:	Minimum, seven (7) years of age or School Year 3 Maximum, under twelve (12) years of age or if still attending school, up to and including School Year 8 as at 1 October. The Board may grant an age variation to the maximum age for a person disadvantaged, whose participation is limited by a disability which affects the person's everyday functioning.
Team Officials:	One or two Coaches (not less than 16 years of age) One or two Chaperons (not less than 20 years of age) A Manager (not less than 20 years of age) A Treasurer (not less than 20 years of age)
Competition Criteria:	As per detail approved and released by the Board.
Judging:	Awarding system

1. Open Free Choice Grade:

Age for Marchers:	Minimum four (4) years of age. Maximum no limit
Team Officials	One or more Coaches, one of whom must be not less than 16 years of age, who will be responsible for the training of the Team. At least one person, who must be not less than 20 years of age, who will be responsible for the welfare and control the behaviour of the Team, who will be responsible for making all Team travel and accommodation arrangements, assisting with any other Team matters of a non-coaching nature and organising the Team's fund-raising activities
Performance Criteria:	Non competitive – Own choice format and music.
Judging:	Not judged. No Master Sheet

2. Introductory Grade:

Age for Marchers:	Minimum, five (5) years of age. Maximum, under twelve (12) years of age or if still attending school, up to and including School Year 8 as at 1 October
Team Officials:	One or more Coaches, one of whom must be not less than 16 years of age, who will be responsible for the training of the Team One Chaperon, who must be not less than 20 years of age, who will be responsible for the welfare and control the behaviour of the Team One Manager/Treasurer, who must be not less than 20 years of age, who will be responsible for making all Team travel and accommodation arrangements, assisting with any other Team matters of a non-coaching nature and organising the Team's fund-raising activities
Performance Criteria:	Non competitive - format as per detail approved and released by the Board.
Judging:	Awarding system, with encouraging comments. No Master Sheet

NEW ZEALAND CHAMPIONSHIPS (NZC)

NZC1 APPLICATIONS TO HOST

(Updated July 2003)

1. The Board will conduct New Zealand Championships each season, for both the Technical Drill and Display phases for Teams of each of the Masters, Senior, Under 16 and Under 12 Competitive Grades, and will invite Associations, approximately two years in advance, to apply to host the organising arrangements.
2. In considering applications, the Board is to take into account the suitability of the venue/s, administrative and organisational ability of Association personnel.

NZC2 DATES

(Updated July 2007)

1. The New Zealand Championships will be held encompassing part or all of the second or third complete weekend in March, unless determined otherwise by the Board.

NZC3 ELIGIBILITY AND PARTICIPATION

(Updated June 2015)

1. For Teams to be eligible for entry into the New Zealand Championships in either the Technical Drill or Display phases or both, they must:

Senior, Under 16, Under 12 and Masters Grade
 - Be registered with Marching New Zealand (apart from any Team affiliated to the Australian Marching Association).
 - Compete in the phase/s they intend entering on at least two days of Championships and/or Competitions conducted by their own Association in their geographic area during the season up to 31 December. A Team will be deemed to have competed if, after submitting a written entry, the final scheduled Association day/s is/are cancelled, or if only one Team enters in a Grade and takes part.
 - Compete in their own Island Championship in the period 1 November to 15 February immediately ahead of the New Zealand Championship. A Team will be deemed to have competed if, after submitting a written entry, the Island Championship is cancelled, or if only one Team enters in a Grade and takes part.
 - Submit MNZ entry form and fee to Marching New Zealand by the closing date.
 - Have registered the required number of marchers as set down in the criteria both at the time of submitting entry form, and in order to compete.
2. Indication as to intention to compete in either the Technical Drill or Display phases or both will be provided on the entry form submitted by the Team.
3. Each Masters, Senior, Under 16 and Under 12 Grade Team will be required to march over its entered phase/s (Technical Drill and Display each being a separate phase) on two occasions, with the first march being a Qualifying March to determine a "streaming" of Teams according to their skill level, and the second march being the one for the determination of Awards. The Qualifying March will be on the "march and go" principle, although at least one Team Official will be required to be in attendance to hear the announcement of "streaming" according to the Timetable of Events.
4. "Streaming" from the Qualifying March will be allocated as follows for the second march, with each phase being treated separately:

Championship March	1 st to 6 th
Plate March	7 th to 14 th
Bowl March	15 th to 22 nd
Vase March	23 rd to Final Placing

5. The final “streaming” grouping must have at least three teams for the Plate to participate separately and five teams for the subsequent grades to participate separately, otherwise those, one and two teams for the Plate and one, two, three or four teams for subsequent grades will join the next higher “streaming” level for their second march.
6. Late entries will not be accepted unless the Board deems it appropriate to do so in exceptional circumstances.

NZC4 APPROVAL OF ASSOCIATION OFFICIALS

(Updated June 2008)

1. Approximately six months before the New Zealand Championships, Associations concerned will forward to the Board, the names of the proposed Announcer, Sound and Music Co-ordinator, Chief Recorder and Chief Marshal, together with details of their experience and suitability for the roles, on the understanding that should any of these nominations be declined by the Board, then the Association will firstly be invited to nominate another person but should both Association nominees for that position not be acceptable to the Board, then the latter will exercise its prerogative and appoint a person for whom the travelling and accommodation expenses will be met by the host organising Association.

NZC5 WORKING DOCUMENT

(Updated June 2016)

1. Approximately 30 April the preceding calendar year before the New Zealand Championships, the Chief Executive Officer will forward each host organising Association a Working Document to be completed, which will then form the basis of organising arrangements required by the Board.

NZC6 SPONSORSHIP

(Updated July 2003)

1. Where the naming rights for New Zealand Championships are provided to an outside company or organisation under a Sponsorship arrangement entered into with Marching New Zealand, then Teams must provide appropriate support to that company or organisation and its products or services, as part of the conditions relating to their entry, unless authorised otherwise by the Board.

NZC7 ASSOCIATION FEES

(Updated June 2014)

1. Associations, prior to 31 October will forward to the host organising Association to be used for advertising the event, a fee of three hundred and fifty dollars (\$350) in respect of the New Zealand Championship, irrespective of whether or not any of their Teams are entering.

NZC8 APPLICATION OF OTHER RULES OF PARTICIPATION

(June 2011)

1. Rules of Participation appropriate to New Zealand Championships, as detailed under the “Island and Association Championships and Competitions”, are to be encompassed in the conducting of New Zealand Championships, where applicable.

NZC9 CHIEF EXECUTIVE OFFICER

(Updated June 2011)

1. The administration of a New Zealand Championship will be in the hands of the Chief Executive Officer who will assume any of the responsibilities outlined in these Rules of Participation in respect of Island and Association Championships and Competitions, for the Secretary, where appropriate and applicable.

NZC10 DIRECTORS OF COACHING & JUDGING

(Updated June 2011)

1. The Director of Coaching and Director of Judging at New Zealand Championships will assume any of the responsibilities outlined in these Rules of Participation in respect of Island and Association Championships and Competitions, for the Coaching Co-ordinator and Chief Judge, where appropriate and applicable.

NZC11 PRESENTATION OF AWARDS

(Updated June 2016)

1. The Board will administer appropriate presentations of Awards (open and closed) in respect of the New Zealand Championships, as follows:

NZ Champion Team & Coach	Trophy and Badges
2 nd & 3 rd Champion Teams & Coaches	Badges/Bars

The NZ Champion Masters, Senior, Under 16 and Under 12 Team shall be decided by an aggregation of the final total points of Technical Drill and the Display March of the Championship March

- a. Masters, Senior, Under 16 and Under 12 Grades – Championship March

Champion Technical Drill & Display Teams	Trophy and Badges/Bars
2 nd & 3 rd Technical Drill and Display Teams	Badges/Bars
4 th , 5 th & 6th Technical Drill and Display Teams	Badges/Bars
Coaches of Champion, 2 nd & 3 rd Technical Drill & Display Teams	Badge/Bar
Coaches of 4 th , 5 th & 6th Technical Drill & Display Teams	Badge/Bar

- b. Masters, Senior, Under 16 and Under 12 Grades – Plate March

1 st Technical Drill & Display Teams	Plate and Bars
2 nd & 3 rd Technical Drill & Display Teams	Bars
Coaches of 1 st , 2 nd & 3 rd Technical Drill & Display Teams	Bar

- c. Masters, Senior, Under 16 and Under 12 Grades – Bowl March

1 st Technical Drill & Display Teams	Bowl and Bars
2 nd & 3 rd Technical Drill & Display Teams	Bars
Coaches of 1 st , 2 nd & 3 rd Technical Drill & Display Teams	Bar

- d. Masters, Senior, Under 16 and Under 12 Grades – Vase March

1 st Technical Drill & Display Teams	Vase and Bars
2 nd & 3 rd Technical Drill & Display Teams	Bars
Coaches of 1 st , 2 nd & 3 rd Technical Drill & Display Teams	Bar

- e. Masters, Senior, Under 16 and Under 12 Grades – Open Awards

1 st Technical Drill & Display Teams	Trophy
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Only to be awarded when there are any teams from other than New Zealand competing.

2. Above are based on there being the maximum number of Teams in a “streaming”. If less than the maximum, then the maximum number of Awards to be presented in that “streaming” will be 50% of the number of Teams.
3. In addition, there will be North Island versus South Island Challenge, adjudged on the best average Team placings achieved in the Technical Drill phase and the Display phase, competed for collectively by each of the Teams in each of the Grade/s competing over the weekend. These placings will be taken from the Qualifying March.
4. As well, there will be a New Zealand versus Overseas Challenge trophy made available for the Masters Grade, where there are any Teams from other than New Zealand competing, adjudged on the best average Team placings achieved in the Technical Drill and Display phases, competed for collectively by each of the Teams competing. These placings will be taken from the Qualifying March.

NZC12 WEATHER CONDITIONS

(Updated July 2003)

1. Should inclement weather prevail in respect of a New Zealand Championship, the President, Chief Executive Officer, Director of Coaching, Director of Judging and host Association Secretary will confer and decide on an appropriate action. Should such conferral result in an inconclusive decision (equal number of opinion for and against), then the Chief Executive Officer will make the decision.

NZC13 COACH/JUDGE INTERVIEWS & CORRESPONDENCE ON JUDGING SHEETS

(Updated June 2016)

1. At New Zealand Championships, Judging Sheets will be available at the conclusion of each competition march. There will be Coach/Judge interviews to ask clarifying questions only at the conclusion of the Qualifying March to be held at the conclusion of the morning and afternoon sessions.
2. If a Team Coach subsequently feels it necessary to question or comment on the completion of a Judging Sheet/s, then the Coach will write to the Director of Coaching (with a copy to their own Association Coaching Co-ordinator). The Director of Coaching will reply, after consulting with the Director of Judging and Technical Manager if considered necessary. If the Team Coach is still not satisfied after receiving the reply from the Director of Coaching, then a letter may be forwarded to the Board to consider the matter.

NZC14 HOST ASSOCIATION FINANCE REPORT

(Updated July 2015)

1. Associations hosting New Zealand Championships are to forward to the Board, a statement of receipts and payments relating to the event, no later than three (3) months after the Championships are held. When a profit level exceeds \$12,500 the excess be refunded to the Teams to a maximum of the amount they paid for venue entry/pass.

NZC15 TROPHIES

(Updated July 2003)

1. New Zealand Championship trophies are to be returned to the Custodian of Trophies by the 30 November following their presentation.

OVERSEAS MARCHING (OM)

OM1 INTERNATIONAL CHALLENGE

(Updated July 2004)

1. The administration and conduct of any International Challenge contest or gathering between Teams of New Zealand and any other Country, where a Marching or Drill Team may be able to meet the conditions of participation, will be covered by an Agreement between Marching New Zealand and any other National Marching Association representing the Sport of Marching in their Country.
2. That an International Challenge contest or gathering, when conducted in New Zealand, be controlled by the Board, with an Association co-opted for organisation purposes in accordance with conditions laid down by the Board.

OM2 OVERSEAS TOURS

(Updated July 2004)

1. Teams wishing to travel overseas will advise their Association of this intention at least (4) months before the proposed travel. The Association will obtain from the Chief Executive Officer an application form approved by the Board, for the Team to complete and submit to the Board no later than three (3) months before the proposed travel.
2. Upon receipt of the application form, the Board will consider the application and advise the Team concerned, through their Association, of the outcome of their application, and if successful, of any conditions under which the tour has been approved.
3. Notwithstanding the above time-frames, the Board may accept and approve applications outside these, if considered appropriate.

ISLAND/ASSOCIATION CHAMPIONSHIPS AND COMPETITIONS (RAC)

RAC1 ISLAND CHAMPIONSHIPS

(Updated June 2016)

1. Associations will combine to organise a North Island and South Island Championship each season, for both the Technical Drill and Display phases for Teams of each of the Competitive Grades
2. Associations will communicate with one another in respect to date, venue and arrangements for the Island Championship each season, ensuring that the events in any one season are not held over both Islands during the one weekend.
3. Rules of Participation appropriate to Association Championships and Competitions, as detailed under the balance of "Island and Association Championships and Competitions", are to be encompassed in the conducting of Island Championships, where applicable.

RAC2 CONDUCTING OF CHAMPIONSHIPS & COMPETITIONS

(June 2015)

1. Associations are to conduct an Association Championship each season, for both the Technical Drill and Display phases for all Teams.
2. Associations are to, where practicable conduct Competitions for Teams of all Grade throughout a season.
3. Associations are to conduct Competitions, whether of either Technical Drill or Display phases or both, or of other Marching related activities as provided in a Guide to Competitive and Associated Formats provided by the Board, on a regular basis throughout the period 1 October to the following 31 March (mid-December to mid-January is excluded from this requirement).
4. Associations are to conduct at least two Competitions for each of the Technical Drill and Display phases, between 1 October and the following 31 December.
5. Competitions are to be held under the jurisdiction of an Association, although hosting arrangements may be conducted by a Club or Team/s or Judges.
6. Marching Championships and Competitions are a competitive exercise between Teams, involving Set Drills and Routines (being the Technical Drills phase), Team devised Drills and Routines (being the Display phase) and Uniform Wearing, such conditions and the judging thereof being approved each season by the Board at the Board's May meeting, and promulgated to Associations by 1 July for application from that date.
7. Where only one Team takes part in a Competition, it will be regarded as having competed.
8. Championships and Competitions will be adjudicated upon by a Panel of Judges recommended by either the Director of Judging with the approval of the Board (for New Zealand Championships and Island Championships) or by the Association Chief Judge with the approval of the Association Committee (for Association Championships and Competitions) on the basis of each Team being correctly judged, in a fair and equitable manner, in accordance with the various Drill and Routines Requirements and the Judging Criteria and Judging Sheets issued by the Board.

RAC3 ENTRIES & ENTRY FEES

(Updated July 2003)

1. Entries, with an entry fee, for Association Championships and Competitions will close fourteen (14) days prior to the date thereof. Associations are entitled, but are not compelled to accept late entries for which an appropriate late entry fee may be charged providing this information is promulgated through Marching New Zealand's circularisation of a Calendar of Events near the commencement of a season.

RAC4 ADDITIONAL TEAM

(Updated July 2003)

1. A Team may enter a second ('additional') Team in either the Technical Drill, or Display, or both phases at a Championship or Competition providing:
 - a. Both Teams have sufficient Marchers to meet the minimum numbers requirement of participation in the phase/s;
 - b. A Marcher marches once only in each of the Technical Drill and Display phases, although may march in one phase for one Team and in the other phase for the other Team;
 - c. When entering, the 'additional' Team must present one additional word to the registered Team name and must pay the appropriate entry fee for the phase/s entered.

RAC5 TEAMS TRAVELLING

(Updated July 2004)

1. Teams wishing to travel and take part in Championships and Competitions outside their own Association area to apply to their Association for permission to do so.
2. In the case where travel and/or accommodation expenses are involved, the Association is to be satisfied that the Team has sufficient funds in order to meet such commitments.

RAC6 CONTEST INFORMATION

(Updated July 2003)

1. Seven (7) days after the closing date of entries for Association Championships and Competitions, each Team Coach, the Association Coaching Co-ordinator and the Association Chief Judge (with sufficient for appointed Judges) will be supplied with a copy of the Contest Order of Draw, Timetable of Events and possibly other information relating to the contest. In preparing the Timetable of Events, the Secretary will contact the Chief Judge and be guided by any comments which may affect judging of the contest

RAC7 SECRETARY

(Updated July 2003)

1. The administration of an Association Championship or Competition will be in the hands of the Secretary, who will not act as Chief Judge or a Judge at that event.
2. If necessary, an Association Committee may appoint an Acting Secretary to carry out the duties, and take responsibility, of a Secretary, at an Association Championship or Competition.

RAC8 TEAM OFFICIALS/MARCHERS – JUDGING

(Updated June 2011)

1. A Team Official (Coach, Manager or Treasurer) or Marcher is permitted to judge a Grade in which that person's Team is not competing at that Championship or Competition, with the exception of Island Championships, with other competing teams permission, or at a Championship or Competition when the said Team is not competing. A Team Chaperon is permitted to judge at a Championship or Competition when the said Team is not competing.

RAC9 DURATION

(Updated July 2003)

1. The duration of a Championship or Competition will be from the commencement of a meeting of the Secretary, Coaching Co-ordinator and Chief Judge with Team Coaches (and possibly Judges also), as determined on the Timetable of Events or other information forwarded to competing Teams in advance of the event, until the conclusion of the Presentation of Awards. However, in the case of aggregated Competitions, for other than the final of these competitions, the conclusion will be at the completion of the final grade/s march or Massed item according to the Timetable of Events or other information forwarded to competing Teams in advance of the event.
2. If a meeting as outlined above is not scheduled, then the commencement of a Championship or Competition will be from the start of the first phase by the first competing Team.

3. The Secretary may, upon application, release a Team or Team member, prior to the conclusion of a Championship or Competition.

RAC10 HEALTH AND SAFETY

(Updated June 2015)

1. First aid facilities will be provided at all Association Championships and Competitions.
2. The Team Chaperon and First Aid Officials are to be given immediate access to any Marcher who requires medical assistance during any marching phase.
3. Confirmation of the approved competition/championship 'First Aid' official will be advised to the Chief Judge, Chief Marshall and Team Coaches at the commencement of each competition/championship

RAC11 CHIEF JUDGE

(Updated June 2014)

1. The Chief Judge of a Championship or Competition will be responsible for the judging and for all aspects such as marshals, marshalling, false starts, re-marches, music timing, replacements, complaints, dispensations etc, to ensure that all Teams compete on a fair and equitable basis.

RAC12 CONDITIONS OF CONTEST

(Updated July 2003)

1. If a Team does not comply with a requirement detailed in Drills and Routines published by the Board, or subsequent direction or ruling by the Technical Manager or Championship/Competition Secretary, and such non-compliance causes an unfair advantage to a Team, or causes disruption to a competitive phase, then the Chief Judge will recommend a penalty relative to the offence. Such penalty will not exceed twenty-five (25) points and will be endorsed or otherwise by the Coaching Co-ordinator, or in the case of New Zealand Championships by the Director of Coaching, such penalty to be included in the Judging System prior to the completion of the Master Sheet. Should the Coaching Co-ordinator also be a Coach of a Team competing in the particular Grade, another Association Committee member will act as a third party. The same procedure will be adopted should an impasse occur but in the case of New Zealand Championships, the third party will be a member of the Board.
2. Marching Championships and Competitions will be conducted in a manner that is fair and equitable to all Teams, and in no way should conditions (other than those of weather) favour or prejudice any one Team.
3. It is the responsibility of all Championship and Competition Officials to ensure that the technical requirements and decisions of Marching New Zealand are capable of being and are adhered to.
4. If any condition arises which would adversely affect any Team in so far as it competing fairly and equitably with other competing Teams is concerned, the Team Coach/s should immediately report such occurrence to either the Coaching Co-ordinator or Chief Judge.
5. Upon receipt of a complaint from a Team Coach/s, and after consultation with the Coaching Co-ordinator unless that person is also a Team Coach of a Team competing in the particular Grade, and having received all the relevant information, the Chief Judge will take whatever action may be considered necessary in the interest of all concerned. The decision of the Chief Judge on complaints of this nature will be final.
6. The Chief Judge must report the circumstance of a complaint to the Committee of the conducting authority.
7. It will be the responsibility of each Team Coach to check that all the figures on Judging Sheets are correct, and correspond with the Master Sheet. Should there be an anomaly the Conducting Authority will be notified by 8 pm on the day following the Championship or Competition. After checking the Judging Sheets and Master Sheet, the conducting authority will take such steps as are necessary to rectify any alteration in the Presentation of Awards.
8. Teams will compete in either the Technical Drill or Display phases or both, of a Championship or Competition, according to which phase/s they have entered, in the order in which they appear on the Contest Order of Draw and according to the Timetable of Events, and any Team which fails

to take part or which fails to report in the order of appearance without having negotiated for a re-arrangement with the Secretary, will be deemed to have defaulted from the contest.

RAC13 RECORDING

(Updated July 2003)

1. The Board will, prior to 1 October each year, issue to Associations, details relating to the management and operation of the Recording Room to be set up at all Championships and Competitions to produce a Master Sheet from the various Judges markings on Judging Sheets to a Results Sheet for the Presentation of Awards.

RAC14 REPLACEMENTS

(Updated June 2008)

1. Criteria in respect to Replacements will be laid down in the Drills and Routines.

RAC15 DISPENSATIONS

(Updated July 2003)

1. Provision will be made in the conduct of Championships and Competitions for a waiver of the requirements that cannot be reasonably achieved by a marcher because of accident or health factors that would prevent participation on a fair and equitable basis.
2. Two dispensation categories are available for consideration as follows:

- a. Dispensations for a Permanent Disability:

These are applicable to marchers who through reasons of birth, accident or acquisition have a permanent disability and are unable to execute drills as per requirements.

These dispensations cannot be requested on the day of a contest. Such dispensations of a permanent nature are to be applied for annually on registration (membership application) to the Director of Judging, supported by an original signed professional statement on official letterhead (e.g. medical practitioner for health factors) detailing specific effects of that factor. The following procedure will apply:

- Application for a permanent dispensation is to be made in writing by the Team Coach to the Director of Coaching supported by the appropriate medical certificate/s and details as stated above.
- The Director of Coaching will consider the application and if in agreement, will forward to the Director of Judging.
- The Director of Judging will consider the application, taking into account any supporting documentation and either approve, decline, or request further clarification, advising the Team Coach appropriately.

If the application is approved, the Team Coach will be provided with a copy of the letter of Approval from the Director of Judging, which is to be attached to the Team Card, where it will remain for the rest of that season.

The Team Coach will record on the Team Entry Form for each Championship and Competition that the permanent dispensation is attached to the Team Card. It will be the responsibility of the Team Coach to attach a note to the entry form, indicating the position of the marcher in the team, in respect of the relevant phases. Entry Forms to the New Zealand Championships must have attached a copy of the Dispensation Letter from the Director of Judging.

Conducting Championship and Competition Secretaries will notify the Chief Judge of the Day of such permanent dispensation. The Chief Judge of the Day will need to sight the letter of approval attached to the Team Card and notify the relevant Judges.

- b. Emergency Dispensations:

The Chief Judge will be authorised to grant or decline a dispensation of an emergency nature in respect of a health factor that may arise within 14 days prior to, during the course of, or at the commencement of a Championship or Competition.

Emergency dispensations must be accompanied by a medical certificate containing explanation as to the injury incurred and defined effects. Further clarification may be requested.

Emergency Dispensations can only be applied for once, unless (as in the case of a broken arm) a time-frame of healing is indicated by the medical practitioner.

The decision of the Chief Judge will be final.

RAC16 MARCH TIMING

(Updated July 2003)

1. A Team is only permitted to march at timing within the range of 118-122 beats per minute during the Technical Drills phase of a Championship or Competition.

RAC17 INTRODUCTORY/OPEN FREE CHOICE GRADES

(Updated June 2014)

1. Marchers who have taken part in a Masters, Senior, Under 16 or Under 12 Grade activity at a Championship or Competition, may not also take part in the Introductory or Open Free Choice Grades at that Contest.

RAC18 MASCOTS

(Updated July 2003)

1. Teams with a human mascot will only be permitted to parade the mascot during non-competitive aspects of an Association Championship or Competition with the authority of the Secretary (this will not be allowable in any case at New Zealand Championships).

RAC19 TROPHIES/MEDALS/BADGES

(Updated June 2014)

1. Trophies, Medals, Badges and Bars (or similar), or any other tangible item may be presented to Teams or Leaders at a New Zealand, Island or Association Championship, and also at Association Competitions where Trophies may be awarded for one-off marches, and Medals, Badges and Bars (or similar) may only be awarded where two or more marches (on the same or separate days) are aggregated for the purpose of making Awards.
2. Trophies, Medals, Badges and Bars (or similar), or any other tangible item may be presented in respect of only the Technical Drill Team and Display Team phases together with Achievement. There must be at least two Teams eligible for an Award before an Award can be presented. However, for an Island or Association Championship, where only one Team competes in a Grade, the Championship trophy may be presented to that Team.
3. Trophies won by a Team, are to be returned to the respective Associations by 31 August each year, in excellent condition and well cleaned.
4. Medals, Badges and Bars (or similar), or any other tangible item presented to Teams will be up to twelve (12) in number, except for the Display phase when up to fourteen (14) medals, badges and bars will be presented. Additional medals, badges and bars for further Team members attending the Championship or Competition in uniform, can be obtained free of charge from the Secretary of the conducting Association.
5. Medals, Badges and Bars (or similar), may only be worn during the non-competitive parts of a Championship or Competition, and gatherings not under the auspices of Marching New Zealand. The only medals/badges to be worn are those won during the current season, and those won at previous Interdominion Championships, International Challenges or Island and New Zealand Championships.
6. Open Free Choice and Introductory Grade Teams may be given a participation certificate or an appropriate presentation for participation, except Trophies (or similar such as cups, plates, shields, rosebowls etc) or medals and badges (or similar).

RAC20 DISQUALIFICATION

(Updated July 2003)

1. No one person shall have the authority to disqualify a Team.

RAC21 WEATHER CONDITIONS

(Updated July 2003)

1. Should inclement weather prevail in respect of an Association Championship or Competition, the President, Secretary, Coaching Co-ordinator, Chief Judge and Chief Marshal will confer and decide on appropriate action. Should such conferral result in an inconclusive decision (equal number of opinion for and against) then the Secretary will make the decision.

RAC22 AWARDS CRITERIA

(Updated June 2010)

1. The Champion Technical Drill Team at a Championship or Competition will be decided by an aggregation of the total points of all Judges during the Technical Drill phase.
2. The Champion Display Team at a Championship or Competition will be decided by an aggregation of the total points of all Judges of the Team during the Display phase.
3. Provided that there is more than one Team eligible in a Grade after other Team Championship or aggregated Competition awards have been decided, there will be an Achievement Award at each Championship and aggregated Competition as follows:
 - a. The Achievement Award winner will be the Team whose Technical Drill Team points have increased to the greatest extent from their Technical Drill Team points at the previous Championship/average of aggregated Competition conducted by the Association where the Technical Drill phase formed part thereof. If none of the eligible Teams have had a increase in points, the Achievement Award winner will be the Team whose points have decreased the least.
 - b. If a Team did not attend the previous Championship/aggregated Competition where the Technical Drill phase was held or did not take part in the Technical Drill phase forming part of that Championship/Competition, conducted by the Association, it will not be eligible for the Achievement Award.
 - c. Teams receiving Awards for placings in the Technical Drill Team, Open, Local or Visitors Technical Drill Team phase of a Championship or Competition will not be eligible for the Achievement Award.
 - d. The Achievement award will also apply to the Display phase with the same criteria as in the three preceding paragraphs.

RAC23 MASTER SHEETS

(Updated July 2003)

1. Associations will forward to the Technical Manager, Director of Coaching and Director of Judging, a copy each of the Master Sheet of every Championship and Competition conducted under their auspices, within one week of the contest being held.
2. Team Coaches and officiating Judges will be provided with a Master Sheet showing the markings from each Judge and the Team placings for each phase of the Championship or Competition. On request, where aggregated Competitions are held over more than one day, Team Coaches will be provided with a Master Sheet showing markings only for the earlier day/s.