



**ADMINISTRATION/
INFORMATION GUIDE
FOR TEAM COACHES**

For a first time coach, marching administration can be a bit daunting. The first thing you need to do is find out who your Association Secretary is and make contact to advise the name and grade of your team, the postal address, email address and contact phone numbers of both yourself and your co-coach (if you have one). This will put you, and your co-coach, on the mailing list for all Association correspondence. The Secretary will also forward these details to your Association Coaching Co-ordinator. These are the two people you will have the most contact with over the season.

COACHES DEVELOPMENT PLAN

Marching New Zealand recognize the value of Coaches and have implemented a Coach Development Plan to enable Coaches to pursue a career path in coaching through the sport of marching both through Coaching Accreditation Levels and by attendance at National workshops.

Introduction to Coaching

When starting to coach you must apply to your Association for permission to do so. Within one month of a new coach applying to coach for the first time he/she should receive induction (orientation) training. This will be delivered locally as required by an Association tutor nominated by the Association and approved by the Marching NZ Management Board. Completion of this training will be a pre-requisite to acceptance of **registration** as a coach.

Principles of Coaching – Level 1 (Online)

Within one year of a new coach completing Introduction to Coaching, he/she should then embark on further Marching-specific training in the form of our online Level 1 accreditation. This level should be completed and submitted to Marching New Zealand. Completion of this course will be a pre-requisite for renewal of registration as a coach for a second year, in accordance with Marching New Zealand Rule of Participation A21.4.

Rules of Participation A21.4 In order to obtain membership as a Team Coach, a person must be a holder of the MNZ Level One accreditation within twelve months of registering as a Team Coach.

Principles of Coaching – Level 2

Presently this course is under review.

TEAM REGISTRATION

Before your team can enter a competition you need to be registered. Open Free Choice teams are not required to be registered but they can if they wish to. Open Free Choice teams can enter a competition once they have paid the required entry fee although they may wish to register officials or team members as an Associate Member. If the "team" wishes to register there is a minimal set fee for this grade. Team registration forms can be obtained direct from your Association Membership Officer. If you do not know who this person is the Secretary can advise you. The Membership Officer will let you know the cost of registration and any team levies applicable. Payment from your team cheque account must accompany your team registration form. It is desirable that registrations be paid two weeks prior to your first competition march.

For Age Limits please read Rules of Participation pages 10 & 11, MG1 & MG 2.
For Info read RAC4 Additional Team.

COMPETITIONS

Entry

Generally around late July early August, it may vary from Association to Association, your Association Committee will put together a list of competition dates for the coming season. If you are already on the mailing list these will, automatically, be sent to you by your Secretary. You should also receive a small supply of entry forms or one via email. If you do not receive these, contact your Secretary who will be more than happy to get these to you. Remember to send a cheque for your entry when you forward the form to your Secretary. It is usual for Associations to require two copies of your entry form so find out what the procedure is from your Association Secretary.

Important – Do not forget to ask if there is a cut off date for entry into your local competitions and if there is a late entry charge if you do not get your entry form in on time. Last minute entry's can be a Secretary's nightmare so please make a special note to find out what guidelines are in place in your Association. It is a good idea to enter all the competitions you are intending to be at before Christmas at one time to eliminate the worry of organizing entries every week. You could do this again after Christmas for the remaining competitions.

Please read Rules of Participation RAC3 Entries & Entry Fees

National Event Entries

Entry forms for your National Event come, via your Secretary from Marching New Zealand, closer to the event. It is important that you take special note of the entry closing date and any important information attached.

Please read Rules of Participation NZC3, NZC11, NZC13 & NZC15 carefully for detail on the National Event.

Competition Draw

This will also vary from Association to Association, but you should expect to receive the competition draw 7-14 days prior to the competition date. The draw will tell you what time the competition starts, the reporting time, the format and where your team is placed in the draw. From this you will be able to work out what time to have your team at the competition ground, (taking into account time to change into your uniform, to have a run through if you wish, and to give the marchers a drink and a few encouraging words from the Coach). Note that if you are going to have a run through prior to your march you need to find out where you are allowed to train. You must not use the leader's whistle and remember to keep your music volume turned down to a minimum.

Please read - Rules of Participation RAC 6 Contest Information

Reporting Time

Reporting time will be shown on your competition draw, and is usually around 30 minutes prior to the competition start time. Normally the coaches of the team will report, but anyone can report on your behalf if you so wish. Find out from your Secretary or Coaching Co-ordinator where you go to report as this is normally in the same place at each local competition. You will need to bring with you your Team Registration card and your Display Music CD - The Secretary will collect these from you or you may be required to put your CD in a certain place e.g. a box near the sound/announcers position and this may need to be placed in programme order. You should have a second copy of your display music in case anything goes wrong with the first one. Have this in your pocket ready in case it is needed.

At reporting time, the Secretary will mark off that your team is present, advise you if there are any changes to the days draw, and also any housekeeping notices for the days competition. This is also where you ask permission to borrow a marcher if you need to. Don't forget to take a pen to make alterations to the draw if necessary.

It is important that you are present, on time, as failing to report may result in your team not being able to compete.

Any requests for an **emergency** dispensation need to be given to your Chief Judge who will be present at reporting time to receive these. For **permanent** dispensations contact your Association Coaching Co-coordinator or Secretary for the procedure to follow.

Please read Rules of Participation RAC15 Dispensations

Judges Interviews

At the end of the competition an announcement will be made when your team's judges sheets are ready to be collected. This will not include the Master Sheet. You will then be given the opportunity to discuss your sheets with the Judges. Please note that if you collect your Master Sheet with the day's results on it then you are not able to have interviews with the Judges. You must do this prior to collecting your master Sheet and your Team Registration Card from the Secretary.

If you are not sure how to read a Judge's Sheet, just ask your Coaching Co-ordinator or Chief Judge, they will be more than happy to help.

GENERAL INFORMATION

Coaches Meetings

Find out when your Coach's meeting is if these are held. It should be on the same night each month, e.g. the second Tuesday in each month (this may vary from Association to Association). It is important that you attend these meetings. This is where you find out what is happening within your Association and, although this may also vary from Association to Association as well, the meetings are also a place where Coaching Development programmes can take place.

Team Reports

Each month you are required to hand in/email a team report briefly outlining how your team is progressing, any fund-raising and social activities undertaken in the previous month and those you plan in the subsequent month, also you need to ask for permission to travel if you are planning a trip away. There may also be specific requirements within your Association that you may need to follow e.g. permission to sell raffle tickets, or permission to appear in uniform. You need to ask your Association Co-ordinator what the specific requirements are that you must obey.

Please see Rules of Participation **A19.9 Team Reports**, A22 Team Appearances, RAC5 Teams Traveling and also A17 Expulsion from Team.

Team Bank Statements

Please make sure that your Team Treasurer forwards a bank statement to the Secretary each month. You can ask your bank to forward this direct to the Association Secretary to ensure this important requirement is not missed.

Please read - Rules of Participation A20 Finances & Records.

Association Committee Meeting

Your Association Committee meets each month. You will be forwarded a copy of the minutes from this meeting. If you have any questions from these minutes you can bring this up with your Coaching Co-coordinator. The Coaching Co-coordinator can then report back to the committee on any issues raised. And please don't forget the Association Quarterly Forum Meeting where you can go and have your say.

Street Parades

Sometimes you may be asked to participate in a Street Parade (Christmas Parade, Show Day etc). This is a good opportunity to say "Thank you" to the public for their support and make others more aware of Marching. For some it is the only time they get to see marching and you may recruit some marchers just by being visible in the community.

Newsletter

Each month you will receive a newsletter from Marching New Zealand. Please read it carefully as a lot of important information is distributed through this communication. Copy it for your team officials to read also. They could pick up on something you have missed. For example in the newsletter a list of competition dates for each area will be listed. This will give you the information you need if you want to take your team away to march. This is your communication link, and a great way of keeping up to date with what is happening within the Sport as a whole

Remember

If you are unsure just ask your Association Co-coordinator who will get the answers that you require.

Rules You Need to Know About -

MNZ RULES OF PARTICIPATION - A21 TEAM STRUCTURES

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 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 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 behavior 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.

Note Rules of Participation RAC10 First Aid/Collapse of Marcher

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 deputize.

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 organizing 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.

Key Contacts

Association Coaching Co-Ordinator

Name:

Phone:

Email:

Association Chief Judge

Name:

Phone:

Email:

Association President

Name:

Phone:

Email:

Association Secretary

Name:

Phone:

Email:

Association Treasurer

Name:

Phone:

Email:

MNZ Director of Coaching

Email: coach@marching.co.nz