



# **POLICIES**

**JUNE 2019**

## **TABLE OF CONTENTS MNZ POLICIES**

<b>ALCOHOL POLICY (AP)</b> .....	<b>2</b>
<b>ANTI-DOPING POLICY (A-DP)</b> .....	<b>3</b>
<b>CONVICTION CHECK POLICY (CCP)</b> .....	<b>4</b>
<b>FAIR PLAY, CONDUCT &amp; BEHAVIOUR POLICY (FRP)</b> .....	<b>6</b>
<b>FRAUD/WHISTLE BLOWER POLICY (F/WBP)</b> .....	<b>8</b>
<b>FUND-RAISING POLICY (F-RP)</b> .....	<b>9</b>
<b>HARASSMENT-FREE POLICY (H-FP)</b> .....	<b>10</b>
<b>JUNIOR SPORT POLICY (JSP)</b> .....	<b>11</b>
<b>MATCH-FIXING POLICY (M-FP)</b> .....	<b>12</b>
<b>RISK MANAGEMENT POLICY (RMP)</b> .....	<b>13</b>
<b>SOCIAL MEDIA POLICY (SMP)</b> .....	<b>14</b>
<b>TRAVEL ALLOWANCE POLICY (TAP)</b> .....	<b>16</b>

# ALCOHOL POLICY (AP)

(Updated July 2012)

## **Position Statement**

Marching New Zealand in pursuing its main object to promote, encourage, administer and control the Sport of Marching aims to improve the quality of life for New Zealander's wishing to participate and achieve in Marching, and condemns the partaking of Alcohol in Marching as being contrary to the ethics of sport and potentially harmful to the health of participants.

## **Marchers**

Alcohol is not to be partaken on the day a Marcher is competing or taking part in any Championship, Competition, Display or Gathering conducted under the auspices of Marching New Zealand or one of its Associations, until the conclusion of that event.

## **Team Coaches and Chaperons**

Alcohol is not to be partaken on the day a Team Coach or Chaperon in that capacity has a Team competing or taking part in any Championship, Competition, Display or Gathering conducted under the auspices of Marching New Zealand or one of its Associations, until the conclusion of that event.

## **Team Managers and Treasurers**

Utmost discretion is expected in the partaking of alcohol on the day a Team Manager or Treasurer in that capacity has a Team competing or taking part in any Championship, Competition, Display or Gathering conducted under the auspices of Marching New Zealand or one of its Associations, until the conclusion of that event.

## **Championship and Competition Administrators and Officials**

Alcohol is not to be partaken on the day a person is involved in any way in the administration of or in acting as an official at any Championship, Competition, Display or Gathering conducted under the auspices of Marching New Zealand or one of its Associations, until the conclusion of that event.

## **Team Supporters**

Utmost discretion is expected in the partaking of alcohol on the day a Team Supporter is attending any Championship, Competition, Display or Gathering conducted under the auspices of Marching New Zealand or one of its Associations, until the conclusion of that event.

## **General**

All persons attending a Marching Championship, Competition or Display conducted under the auspices of Marching New Zealand and its Associations, are expected not to portray themselves as being unduly under the influence of alcohol to the extent of becoming a nuisance or hindrance to either organisers or officials, marchers or team officials, team supporters or general spectators.

## **Meetings**

Utmost discretion is expected in the partaking of alcohol by any person attending a Meeting conducted by Marching New Zealand, the Board, an Association, the Association Committee, a Club or Team or any other meeting under the auspices of Marching New Zealand.

## **Disciplines**

The organisation conducting the Championship, Competition, Display or Gathering held under the auspices of Marching New Zealand, may remove any person from the area of and immediately surrounding the said event, who is displaying a contravention of the general principles and expectations contained in this Policy.

Marching New Zealand (Incorporated) will refer to its Constitution as providing the powers to discipline members for committing a contravention of this Policy. In this regard, an Association on receiving a complaint from a Club, Team or Member, will in the first instance gather details relating to the complaint, and make whatever inquiries are felt necessary, before communicating with the Board. The Board on receiving advice from an Association relating to a complaint received by the Association will investigate the matter and take appropriate disciplinary action, as provided in the Constitution, if considered necessary.

The Board in respect of a New Zealand Championship or International Challenge, or an Association in respect of an Association (or Island) Championship, Competition, Display or Gathering, may initiate an inquiry without necessarily waiting to receive a complaint, if the suggested contravention of this Policy relates to one of their own conducted events.

# **ANTI-DOPING POLICY (A-DP)**

(Updated June 2007)

1. The Anti-Doping Policy of Marching New Zealand shall be the Sports Anti-Doping Rules made by Drug Free Sport New Zealand as amended from time to time.
2. For avoidance of doubt, the Sports Anti-Doping Rules referred to in rule 1, shall replace all existing Anti-Doping Rules, Policies, By-Laws or regulations of Marching New Zealand
3. To the extent of any inconsistency between the Sports Anti-Doping Rules and any rule in the Constitution or any Policy, Regulation or By-Law of Marching New Zealand, the Sports Anti-Doping Rules shall apply

# CONVICTION CHECK POLICY (CCP)

(New Policy June 2019)

Marching New Zealand and its affiliated Associations wish to provide a safe environment for children. To minimise the risk of child abuse occurring a Conviction Check is to be used for all Team Officials and Association Committee members. Conviction Checks will provide security for junior marchers.

## Policy Statement/s

1. All Team Officials and Association Committee Members are to be Conviction Checked upon their initial membership registration with Marching New Zealand. Following three years continuous registration, Conviction Checks are to be renewed. Should membership lapse, then a Conviction Check would be required immediately upon re registering.

Upon the initial introduction of the policy, all existing Marching New Zealand Board Members, Team Officials, and Association Committee members are expected to be Conviction checked.

2. Team Officials and Association Committee Members are not deemed formally appointed to a position with the Team or Association until a suitable Conviction Check outcome has been received by Association Membership/Privacy Officer.
3. Team Officials and Association Committee Members should take all reasonable steps to ensure that marchers are not placed in a position where they are by themselves and in the supervision of someone that has not been Conviction Checked.

## Policy Implementation and Procedures

1. Prior to, or on registration of a team, officials who are to be registered with the team and Association Committee members must provide evidence of their criminal record or lack thereof. This is to be obtained by completing a 'request for your own criminal history' or by completing the 'third party request for criminal history' to enable the relevant Association of the member to obtain this history <sup>(1)</sup>. This process must be completed, and evidence provided on date of registration.
2. The following convictions will automatically exclude a person from registration as a team official:
  - a) Dishonesty offending (for example but not limited to: theft, fraud, burglary, shoplifting).
  - b) Violent offending (for example but not limited to: assault, aggravated robbery)
  - c) Sexual offending (for example but not limited to: indecent assault, unlawful sexual connection)
  - d) Driving offending in the aggravated form (for example: excess breath/blood alcohol third or subsequent, driving whilst disqualified third or subsequent. *Consideration will be given if the length of time between offending is significant.*)
  - e)
3. All other convictions will be considered on a case by case basis (for example, amount of time passed since conviction.)
4. The Criminal Records (Clean Slate) Act 2004 will apply.
  - (1). These forms can be obtained from [www.justice.govt.nz/criminal-records](http://www.justice.govt.nz/criminal-records) and take approximately 10 working days.
5. Team Management must at all times be mindful of the need to not put someone that has not been Conviction Checked by the Association in a position of responsibility for the supervision of marchers. This is especially true of situations where a single marcher must leave the Team for any reason (e.g. to seek medical attention). In such instances it is recommended that the Team Chaperon remains with the single marcher and a second Team Chaperon or another individual assists the Coach with management of the larger group of marchers.

6. The cost of the compliance is to be met by the individual.
7. Privacy is of paramount concern. A three-person Sub Committee requires appointing from the Association and is to be drawn solely from existing Association Committee members and must include the Membership Privacy Officer. This Sub Committee has the absolute power of consent.

The responsibility of the Conviction Check process is to be that of the Individual registering and will be monitored through the Membership Privacy Officer in conjunction with the Association Sub Committee

# FAIR PLAY, CONDUCT & BEHAVIOUR POLICY (FRP)

(Updated June 2012)

## **Position Statement**

Marching New Zealand in pursuing its main object to promote, encourage, administer and control the Sport of Marching aims to improve the quality of life for New Zealander's wishing to participate and achieve in Marching, and regards exemplary conduct and behaviour, and the principles of fair play, as tantamount to the attainment of maximum enjoyment from participation in the Sport

## **Marchers**

- March to enjoy the involvement.
- March by the various rules and requirements.
- Train hard for yourself and your Team.
- Co-operate with your Coach, Chaperon, Manager, Treasurer and other Marchers of your Team.
- Treat Marchers of your own and other Teams as you would like to be treated.
- Be a good sport. Congratulate the winners from other Teams.
- Respect your opponents.
- Never dispute a result or marking with a Judge or Official.

## **Coaches**

- Coach to enjoy the involvement.
- Coach by the various rules and requirements
- Be reasonable in your demands on Marchers' time, energy and enthusiasm.
- Endeavour to balance the time given to Marchers, especially those of just average ability.
- Remember that Marchers take part to enjoy the Sport and that winning is only part of their motivation.
- Never ridicule or publicly admonish a Marcher for an error.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of your Marchers.
- The scheduling and duration of training should take into account the maturity of the Marchers.
- Develop Team respect for the ability of opponents as well as for the judgement of Judges.
- Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of Marchers.
- Recognise demands on the time, energy and enthusiasm of Parents and Caregivers.

## **Administrators, Officials, Judges and Team Chaperons, Managers and Treasurers**

- Involve as wide a cross section of the membership as possible in planning, leadership, evaluation and decision making related to the activity in question.
- Ensure that equal opportunities for participation are made available to Marchers, regardless of ability, size, shape, sex, age, disability or ethnic origin.
- Equipment and facilities must be safe and appropriate to the ability level of participating Marchers.
- Rules, requirements, equipment, lengths of competitive and non-competitive activity and training schedules should take into consideration the age, ability and maturity level of the participating Marchers.
- Ensure that adequate and appropriate supervision is provided by Coaches and Chaperons capable of developing appropriate sports behaviour and skill technique.
- Downplay the importance of rewards such as medals and encourage the Marcher's participation to be primarily for enjoyment and personal achievements.
- Avoid programmes to become primarily spectator entertainment. Focus on the needs of the participants rather than the enjoyment of spectators.
- Provide seminars and workshops aimed at improving the standards of coaching and judging, with the emphasis on appropriate sports behaviour and skill technique.
- Ensure that parents, coaches, chaperons, managers, treasurers, sponsors, administrators, officials, judges and marchers understand their responsibilities regarding fair play in Marching.
- Modify rules and requirements to match the skill level of Marchers and their needs.
- Compliment all Marchers and their Teams on their efforts.
- Be consistent, objective and courteous in calling all infractions.
- Promote fair play and appropriate sports behaviours.
- Use common sense to ensure that the "spirit of Marching" for Marchers is not lost, by overcalling violations.
- Publicly encourage rule and requirements changes which will reinforce the principles of participation for fun and enjoyment.
- Ensure that behaviour is consistent with the principles of good sportsmanship, both on and off the field.
- Make personal commitment to keep yourself informed of sound officiating principles and the principles of growth and development of Marchers, both in a physical and psychological sense.

### **Supporters**

- Give Marchers and their Teams, positive support.
- Accept Officials decisions
- Condemn ugly behaviour, and the breaking of rules.
- Respect the opposition and their supporters.
- Enjoy each Championship and Competition for that is what Sport is all about.

### **Disciplines**

Marching New Zealand will refer to its Constitution as providing the powers to discipline members for committing a contravention of this Policy.

In this regard, an Association on receiving a complaint from a Club, Team or Member, will in the first instance gather details relating to the complaint, and make whatever inquiries are felt necessary, before communicating with the Board.

The Board on receiving advice from an Association relating to a complaint received by the Association will investigate the matter and take appropriate disciplinary action, as provided in the Constitution, if considered necessary.

The Board in respect of a New Zealand Championship or International Challenge, or an Association in respect of an Association (or Island) Championship, Competition, Display or Gathering, may initiate an inquiry without necessarily waiting to receive a complaint, if the suggested contravention of this Policy relates to one of their own conducted events.



# FRAUD/WHISTLE BLOWER POLICY (F/WBP)

(Added June 2012)

## **Position Statement**

Marching New Zealand is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, members or volunteers.

## **Process**

This policy outlines a procedure for employees, members and volunteers to report actions that they believe violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to Marching New Zealand's business and does not relate to private acts of an individual not connected to the Marching New Zealand.

If an employee, member or volunteer has a reasonable belief that a member or Marching New Zealand has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the member is expected to immediately report such information to the Chief Executive Officer. If the employee, member or volunteer does not feel comfortable reporting the information to the Chief Executive Officer, he or she is expected to report the information to the President.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, Marching New Zealand will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

Marching New Zealand will not retaliate against an employee, member or volunteer in the terms and conditions of employment because that person:

- (a) reports to the Chief Executive Officer, the Marching New Zealand Board or to a local law enforcement agency what the employee, member or volunteer believes in good faith to be a violation of the law; or
- (b) participates in good faith in any resulting investigation or proceeding, or
- (c) exercises his or her rights under any law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's, member's or volunteer's rights.

Marching New Zealand may take disciplinary action (up to and including termination) against an employee who in the board's assessment has engaged in retaliatory conduct in violation of this policy.

In addition, Marching New Zealand will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the conviction by Marching New Zealand or any of its employees of a violation of any applicable law or regulation.

# FUND-RAISING POLICY (F-RP)

(Updated July 2003)

## **Position Statement**

Marching New Zealand in pursuing its main object to promote, encourage, administer and control the Sport of Marching aims to see that its interests and that of its Members are paramount at any such times as either - Marching New Zealand, its Associations, Clubs, Teams or Members embark on any fund-raising programme. The level of exposure to risk shall be kept to a minimum.

## **Marching New Zealand**

The Board Organisational Policies determine a Fund-Raising Policy, which is to be implemented by the Board, and is to be compatible with this overall Policy.

## **Associations, Clubs, Teams & Members**

Shall not pursue or in any other way support any fund-raising activity or process which:

- Could in any way be considered unethical or illegal or which directly contravenes Marching New Zealand's Constitution, Policies, Rules of Participation, stated values and beliefs.
- In any way involves any person, either as a staff member or as an agent of an outside organisation, when that person is known to have been associated with embezzlement or has been prosecuted for any form of this.
- Could result in Marching New Zealand's, its Associations, Clubs, Teams or Members good name being compromised, brought into ill repute or in its being associated in any way with another organisation or individual of ill repute.
- Involves Marching New Zealand its Associations, Clubs, Teams or Members laying out large sums of money in order to match a similar investment by an outside agency/organisation or utilises financial reserves or current account to float a fund-raising venture.
- Permits any one person to have complete authority over the financial transactions involved in any fund-raising venture.
- Involves Marching New Zealand its Associations, Clubs, Teams or Members in any fund-raising ventures which entail high risk unless the Board (for Marching New Zealand) or an Association Committee (for an Association, Club, Team or Member) has given its explicit approval.

## **Reportage**

For Associations, Clubs and Team, the respective Treasurer will report to the Association or Club Committee indicating in general terms the financial position of any such programme accompanied by brief comments about issues current and relevant to all such programmes.

## **Disciplines**

Marching New Zealand (Incorporated) will refer to its Constitution as providing the powers to discipline members for committing a contravention of this Policy.

In this regard, an Association on receiving a complaint from a Club, Team or Member, will in the first instance gather details relating to the complaint, and make whatever inquiries are felt necessary, before communicating with the Board.

The Board on receiving advice from an Association relating to a complaint received by the Association will investigate the matter and take appropriate disciplinary action, as provided in the Constitution, if considered necessary.

# HARASSMENT-FREE POLICY (H-FP)

(Update July 2003)

## **Position Statement**

Marching New Zealand in pursuing its main object to promote, encourage, administer and control the Sport of Marching, is committed to providing a Harassment-Free environment where all personnel involved in the Sport are treated with respect and dignity, and can contribute and participate to their full potential.

## **Benefit**

A Harassment-Free Policy benefits Marchers, Coaches, Judges, Officials, Administrators, Staff, Marching New Zealand and the Sport of Marching.

## **Prevention**

Harassment will be prevented by:

- ensuring that this Policy is drawn to the attention of all Marchers, Coaches, Judges, Officials, Administrators, Staff and Parents/Caregivers, and
- responding promptly, appropriately and fairly to any complaints that are brought to attention; ensuring that the Chief Executive Officer and Board can be approached for information and advice, and;
- regularly reviewing the Policy.

## **Who and What the Policy**

The Policy and Procedures covers all personnel and situations connected with Marching.

## **Definition**

- Harassment is any unwelcome comment, conduct or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive, and is either repeated or of such a significant nature, that it adversely affects someone's performance, contribution or sports environment.
- Harassment may be focused on an individual's or group's race, colour, gender, physical characteristic, sexual orientation, disability or any other distinguishing characteristic.
- Sexual harassment is any unwelcome behaviour of a sexual nature.
- In most cases, harassment (including sexual harassment) is an attempt by one person to inappropriately exert power over another person. Harassment ranges from mild conduct such as gestures or comments to conduct which may be physical, forceful and violent.

## **Responsibilities**

Marching New Zealand is responsible for taking all reasonable steps to prevent harassment in the Organisation and for ensuring the Policy and Procedures are well known throughout the Organisation.

## **Legality**

Harassment is a form of discrimination. Sexual and racial harassment is illegal under the Human Rights Act 1993.

## **Disciplines**

Marching New Zealand will refer to its Constitution as providing the power to discipline members for committing a contravention of this Policy.

In this regard, an Association on receiving a complaint from a Club, Team or Member, will in the first instance gather details relating to the complaint, and make whatever inquiries are felt necessary, before communicating with the Board.

The Board, on receiving advice from an Association relating to a complaint received by the Association, will investigate the matter and take appropriate disciplinary action provided in the Constitution if considered necessary.

The Board in respect of a New Zealand Championship or International Challenge or Annual Meeting or any other Meeting/Conference conducted by Marching New Zealand, or an Association in respect of an Association (or Regional) Championship, Competition, Display or Gathering or Annual Meeting or any other Meeting/Conference conducted by the Association, may initiate an inquiry without necessarily waiting to receive a complaint, if the suggested contravention of this Policy relates to one of their own Events/Meetings.

# JUNIOR SPORT POLICY (JSP)

(Updated July 2004)

## **Position Statement**

Marching New Zealand in pursuing its main object to promote, encourage, administer and control the Sport of Marching aims to establish a framework for the progressive development of Marching skills in children and young people based on the belief, that all children and young people can participate in Marching at a level appropriate to their interests and abilities as part of programmes and activities of differing levels of skill requirements and challenges in a planned and sequential manner.

## **Marching New Zealand as Provider -**

Marching New Zealand will:

- Provide educated adult leadership which is capable of inspiring social, emotional, intellectual and physical growth.
- Present Marching to children and young people in a way which maximises participation to ensure their fun and enjoyment, security and satisfaction.
- Provide frequent opportunities for children and young people to experience personal and group achievement and success in Marching.
- Encourage children and young people to make informed decisions about their own involvement and development in Sport.
- Be aware of and promote the positive contribution Sport can make to the lives and learning of children and young people.
- Provide appropriate facilities and resources for the safe and effective delivery of Marching for children and young people.
- Encourage children and young people to respect and care for the environment, facilities and equipment.
- Cater for the varied needs of all children and young people, from beginners to the most proficient, at whatever stage they are in their Marching development. Special provision may be required for children and young people who are disadvantaged or whose participation is limited for any reason.
- Ensure that the leadership personnel that offer Marching to children and young people are given the opportunity and the encouragement to keep up to date regarding the effective delivery of Marching.

## **Marchers -**

Marchers should:

- Enjoy marching activities and be treated with respect.
- Be given an opportunity to experience a wide range of physical activities and Sports.
- Be prepared properly for Marching.
- Participate actively at the level of their interest, maturity and ability.
- Participate according to rules and values appropriate to their level of development.
- Participate in a positive environment which is secure and healthy - physically, emotionally, socially and culturally
- Enjoy the satisfactions of achievement and belonging.
- Experience skilled, qualified and sensitive leadership through their coaches, chaperons, managers, administrators and officials.
- Use suitable good quality equipment and facilities.
- Contribute to the decisions and the leadership and decision-making roles relating to their Marching activities, where appropriate.

## **Administrators, Officials, Team Coaches and Chaperons -**

All levels of Adult Leadership will:

- Offer positive well-informed leadership.
- Provide opportunities for all children and young people to be involved.
- Make Marching fun and enjoyable.
- Make sure every young person achieves and feels success.
- Encourage children and young people to make their own Sporting decisions.
- Promote Marching, and indeed all Sport, as being good for health and fitness.
- Provide facilities and equipment which suit the age, size and ability of participants.
- Make Marching safe for children and young people.
- Encourage young people to respect the environment, facilities and equipment.
- Offer modified and increasing skill level activities so the move to adult Marching is safe and gradual.
- Encourage children and young people to live healthy lives and to say "no" to practices which place health at risk.
- Help young Marchers keep up with academic work in conjunction with their participation in Marching.

## **MATCH-FIXING POLICY (M-FP)**

(Added June 2015)

- 1 The Match-Fixing policy of Marching New Zealand shall be the New Zealand Policy on Sports Match-Fixing and Related Corruption made by Sport New Zealand as amended from time to time.
- 2 For avoidance of doubt, the New Zealand Policy on Sports Match-Fixing and Related Corruption referred to in rule 1, shall replace all existing sports match-fixing rules, policies, by-laws or regulations of Marching New Zealand.
- 3 To the extent of any inconsistency between the New Zealand Policy on Sports Match-Fixing and Related Corruption and any rule in this Constitution or any policy, regulation or by-law of Marching New Zealand, the New Zealand Policy on Sports Match-Fixing and Related Corruption shall apply

# RISK MANAGEMENT POLICY (RMP)

(Added July 2003)

## **Position Statement**

Marching New Zealand in pursuing its main object to promote, encourage, administer and control the Sport of Marching aims to use the world's best practice in risk management to support and enhance its activities in all areas of its organisation.

## **Marching New Zealand**

Will:

- Ensure risk management is an integral part of the decision-making processes;
- Use a structured risk management programme to minimise reasonably foreseeable disruption to operations, harm to people, and damage to the environment or property;
- Identify and take advantage of opportunities as well as minimising adverse effects; and
- Train members to implement risk management effectively.

## **Responsibilities**

The Chief Executive Officer is accountable to the Board for the implementation of the risk management process and is ultimately responsible for the management of risks in the organisation.

All members are responsible for managing risk in their areas of responsibility.

## **Process**

A systematic risk management process will be established, based on the Standard AS/NZ 4360:1999. Everyone involved with the application of risk management should use this process for guidance.

## **Monitoring and Review**

The Board will monitor and review the implementation of the risk management programme.

The Chief Executive Officer will facilitate the development of a common risk management approach across the organisation by:

- Implementing the risk management programme;
- Sharing information with broad applicability across all areas; and
- Reporting on the progress of implementing the risk management programme.

# SOCIAL MEDIA POLICY (SMP)

(Added June 2016)

## **Introduction**

Social Media, such as Facebook, MySpace, Twitter, Flickr, LinkedIn, YouTube, as well as forums and blogs are powerful tools and exciting avenues through which to express creativity and share interests and knowledge. Participation in these online forums is, therefore, supported. However, over a number of years there have been repeated incidents where online discussions and posting of online content have caused distress to individuals or groups of members and has detracted from the community's overall enjoyment of Marching as a sport.

These guidelines are designed to provide helpful, practical advice to members of Marching New Zealand on using social media to effectively support and grow the sport of Marching. The guidelines aim to complement the Fair Play, Conduct and Behaviour Policy and Harassment-Free Policy adopted by Marching New Zealand by which all of its Members are bound.

## **Guiding Principles**

Marching New Zealand promotes responsible use of social media and asks its Members, when posting about Marching general or about Marching New Zealand, any Association, Club or Member forming part of Marching New Zealand or about events or activities hosted by Marching New Zealand or any Association, to observe the following guidelines for responsible social media use:

- 1 Before making a social media post, remember the following general principles:
  - Information shared on social media appears in public, so careful consideration should be given to content before it is posted.
  - Information shared with online communities could have implications for the Sport of Marching and those associated with it.
  - Information shared online can be difficult to retract. A comment may be able to be removed, but the very nature of social media encourages a person to share information which makes it difficult to know where the information may finish up.
  - You should assume that all posts and information shared via social media can be traced back to you.
  - People will make assumptions about what you are like based on what you write and say.
  - When sharing information online, remember that in certain circumstances you may be considered as holding yourself out as a spokesperson for Marching or Marching New Zealand.
- 2 Do not make defamatory, disrespectful or hateful comments about Members, Clubs, Teams, and Associations or about Marching New Zealand. Do not insult or say anything that might be considered offensive.
- 3 You should not bring Marching New Zealand or the Sport of Marching into disrepute. The use of obscene language and threatening comments targeted at any Member, Club, Team or Association or about Marching New Zealand itself will not be tolerated. Comments which are contrary to the spirit and integrity of the sport will not be tolerated.
- 4 Any comments made on social media should bear in mind Marching New Zealand policies relating to Fair Play, Conduct and Behaviour and Marching New Zealand's Harassment-Free Policy, specifically:
  - Respect the rights, dignity and worth of others.
  - Treat all personal information as confidential.
  - Refrain from any sort of harassment.
- 5 Do not share personal, confidential or sensitive information about Members or Marching New Zealand.
- 6 Personal sites, blogs and accounts that have a "Marching New Zealand" look and feel could be perceived as being Marching New Zealand or one of the organisations forming part of Marching New Zealand. Do not use the Marching New Zealand logo or any other trademarked marks or images on personal social media sites.
- 7 Don't post anything online that you are not prepared to say in person.
- 8 Think before posting - If you have any doubts about what you are posting, don't post it! Members should recognise that even if posting to a private section of social media comments can appear in

public areas through a variety of means and can easily be found. Members should avoid posting something they will regret now or later.

- 9 Marching New Zealand encourages members to connect privately before posting publicly. If members encounter conflicts or misrepresentation in social media sites, we encourage them to make every effort to talk privately and directly to the person involved before publishing any posts or comments about the issue. Marching New Zealand encourages the use of its disciplinary and grievance procedures to resolve issues.

**Consequences of failing to adhere to this policy**

If members fail to adhere to these guidelines, Marching New Zealand will refer to its Constitution as providing the powers to discipline such members.

Marching New Zealand has the right to issue members with a take-down notice. Non-compliance with such a notice may result in disciplinary action. Repeated breaches of these guidelines could lead to disciplinary action in accordance with the Marching New Zealand Constitution.

An Association, on receiving a complaint from a Club, Team or Member, will in the first instance gather details relating to the complaint, and make whatever enquiries that are considered necessary, before communicating with the Board. The Board on receiving advice from an Association relating to a complaint received by the Association will investigate the matter and take appropriate disciplinary action, as provided in the Constitution, if considered necessary.



# TRAVEL ALLOWANCE POLICY (TAP)

(Update July 2004)

## **Position Statement**

To appropriately reimburse persons in respect of travel undertaken or activities participated in, in the interests of Marching New Zealand, its Associations and its members, as authorised by the Board or an Association Committee, while at the same time taking into account the financial controls necessary in order to maintain subscriptions and levies on members to a minimum.

## **Mode of Travel**

To be the most practical and cost effective according to the time available to each member, authorisation to be by the Board or the Association Committee, as appropriate.

## **Travel by Air**

Reimbursement for air travel will be to a maximum level of 30% discount off the standard economy class fare. Every endeavour is to be made to obtain an even greater discounted fare. Travel Agents service fees will not be reimbursed. It is to be recognised, that particularly for air travel at peak times, any discounted fare may be difficult to obtain. In such instances, it may be necessary to travel at a slightly less convenient time of the day.

## **Association Reimbursement**

Before committing to travel, the member concerned, or the member of the Association Committee responsible for arranging the travel need (such as a Chief Judge in the case of wishing to import a Judge from another Association), will obtain the approval of their Association Committee, both as to travel and the mode thereof. In seeking such approval, the member is to note that in general, motor vehicle travel of 50 kilometres or more is not normally as economic as public transport.

Reimbursement for travel by other public transport, such as, bus, train or rental car will be on presentation to the Association Treasurer of either the tickets (or photocopy thereof) or a tax invoice/receipt relating thereto. Reimbursement for travel by private motor vehicle, will be as per below under "Motor Vehicle Allowance".

## **Marching New Zealand Reimbursement**

Before committing to travel, the member concerned, or the member of the Board responsible for arranging the travel need, will obtain the approval of the Director of Finance, both as to travel and the mode thereof. In seeking such approval, the member is to note that in general, motor vehicle travel of 50 kilometres or more is not normally as economic as public transport.

Reimbursement for travel by other public transport; such as bus, train or rental car will be on presentation to the Director of Finance of either the tickets (or photocopy thereof) or a tax invoice/receipt relating thereto. Reimbursement for travel by private motor vehicle, will be as per below under "Motor Vehicle Allowance".

Notwithstanding the details in this section and the preceding and subsequent sections of the Travel Allowance Policy, reimbursement to Judges appointed to officiate on New Zealand Championship Judging Panels (that is those extending their own participation opportunity in their chosen area of the Sport, as distinct from members of the Board, Technical Working Party etc who are required to travel around the country on Marching New Zealand business on numerous occasions in a year), will be in accordance with a Travel Allowance Schedule (Judges appointed to New Zealand Championship Judging Panel) issued by the Board to the Director of Judging around July each year.

## **Motor Vehicle Mileage Allowance**

Reimbursement for travel by private motor vehicle will be at the rate of 35 cents per kilometre, or any other level as updated by the Board from time to time. A claim for reimbursement for travel by private motor vehicle is not to exceed the equivalent 30% discount off the standard economy class fare for air travel between the same destinations.

## **Special Circumstances**

If extenuating circumstances prevail in respect to travel under this Policy, then the member or the person responsible for arranging/authorising the travel will, if practicable, contact the Director of Finance or Association Secretary and Treasurer, as appropriate, prior to arranging the travel, otherwise as soon as possible thereafter.

