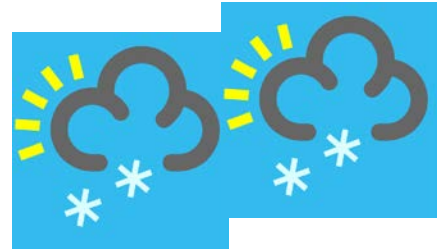


July 2019



Guess they are snow showers, sun then clouds then some rain, then some sun.... but they are weather conditions for indoor activities, and we have lots to keep us busy indoors. Annual Meetings to attend, competition dates to confirm, new season to organise and pages to update in the Technical Manual now that the 1<sup>st</sup> July release is available.

It was great to see so many of you at the Admin Workshop in Wellington and thank you for your input. The Survey will be emailed direct to attendees by the end of the week and the presentations given to the Workshop will be circulated to Association Secretaries later today.

My apologies for missing the Annual Meeting, and sincere thanks to Jess Wilson from Marching Canterbury for stepping in taking the Minutes which was much appreciated by both myself and President John. The Minutes will be completed and circulated later this week and emailed to your Association email. Changes to the Constitution are almost complete and will then be sent to Incorporated Societies for approval. The new Conviction Check Policy approved by the Annual Meeting becomes effective immediately and no changes to the Rules of Participation (remits for changes to the ROP's are not presented to a one-day Annual Meeting).

To Association Secretaries who are retiring many, many thanks for your great efforts administering marching at the local level for your members and all the best for whatever holds for your retirement. Often your efforts are not recognised; but be assured from me you have all done a sterling job and I am confident that you will provide a smooth transition to your successor and offer your continued assistance until they are 'up-and-running'. To any new Association Secretaries, a BIG welcome and welcome back those continuing in the role for the coming season.

A reminder of some of the compliance issues and tasks you should be undertaking in July, which is perhaps our busiest month on our administrative calendar as we prepare again for the busy 'on-field' marching season.

- ◆ **MNZ Annual Meeting Minutes** will be completed this week and will then be circulated.
- ◆ **Constitution** changes will also be completed this week and submitted to Incorporated Societies for approval.
- ◆ **MNZ Service Awards** not presented at the MNZ Annual Meeting, will be made at suitable events throughout the coming season, either by the MNZ President or a Board Member.
- ◆ **Association email** addresses are the line of communication to the Association and as highlighted in General Business at the Annual Meeting it is important that all Associations use the email. If your Association owns the 'secretaries' computer and it moves with all the other Secretary stuff to the incoming Secretary no change will be required. The Association email will continue to receive and the only change in settings will be for outgoing emails. If the Association does not own the computer (I suggest you apply for funding to get one) the retiring' Secretary will need to disconnect from their personal computer before a new login computer can be set up and accessed. Go into Tools, Email Accounts and DELETE the email set up and then the new secretary can set up the email on their personal computer. If you need any help just phone or email me. BUT remember to do a back-up first because all emails will be deleted if not saved and restored to the new computer, just like documents.
- ◆ **Contact details** for CEO at MNZ remain the same email [ceo@marching.co.nz](mailto:ceo@marching.co.nz) and the office is located at Sports House, 142 Saxton Road East, Stoke, Nelson 7011. Postal address PO Box 3197, Richmond, Nelson 7050 and Phone 03 5463330. If you are lucky to have a holiday in sunny Nelson, please call in to the office, would love to see you.
- ◆ **Email contact for the TWP** – Technical Manager [technical@marching.co.nz](mailto:technical@marching.co.nz), Director of Coaching [coach@marching.co.nz](mailto:coach@marching.co.nz), Director of Judging [judge@marching.co.nz](mailto:judge@marching.co.nz)
- ◆ **Association Annual Meetings** (which must be held before the end of July - Rule 16.5.1.1) will be all organised but please remember to thank everyone for their efforts over the past year and welcome everyone to another exciting year in your Association. Remember any non-member nominated for an Association Committee position will be required to become a member prior to the next Association Committee meeting. (Rule 16.4.2)

- ◆ **New Committee Induction** at the first meeting is opportune to reiterate the role Committee Members have in managing the Association, sometimes a little reminder to the longer serving members does not go amiss also. A simple 'induction process' that outlines the expectations of members sets good standards for the coming year and volunteers do want to know what is expected of them. Sometimes we are so excited at getting someone into a position that we often forget to give them all the information they need.
- ◆ **Any vacant positions** on the Committee can be filled at the first Committee Meeting by appointment of the Committee. They are 'appointed' and not 'elected' onto the Committee as they would have been at the Annual Meeting.
- ◆ **National Directory of Key Personnel** will be circulated to Association Secretaires at the beginning of August, please complete the contact details form and return to allow a speedy compilation of the Directory.
- ◆ **National Calendar of Events** will be circulated at the beginning of August and in the monthly Newsletter and each week on the website. When your competition and championship dates have been confirmed please send them through to me for compiling the Calendar for the season.
- ◆ **Minutes** of your Annual Meeting (including all reportage referred to within the minutes) are to be forwarded to me at MNZ shortly after the Annual Meeting.
- ◆ **Financial Statements** are to be forwarded to the MNZ Director of Finance shortly after the Annual Meeting. Send a copy of your audited accounts direct to Director of Finance, Craig Rhodes at PO Box 4160 Christchurch 8140 or email [crhodes@nexiachch.co.nz](mailto:crhodes@nexiachch.co.nz)
- ◆ **Incorporated Societies** also require a copy of the Financial Statements, send direct to the Registrar of, Ministry of Economic Development, Private Bag 92061, Auckland Mail Centre 1020 or via the website [www.societies.govt.nz](http://www.societies.govt.nz) and remember to update any changes to contact details for the Association.
- ◆ **Lines of communication** as per the Rule of Participation A19.8 and remind your Coaches and Judges of these too – they first communicate with their Coaching Co-ordinator and Chief Judge who will then communicate with their counterparts the Director of Director of Coaching and Judging. If Team Coaches and Judging Panels seek an affiliation letter from MNZ it **MUST** first go through you as Association Secretary, you can then forward the request to me if required. It is important that the Association Committee is aware of what and from where Teams and Judging Panels are seeking funding – this will avoid any embarrassment (and any double dipping) should the Association too be seeking funding for the same project, for example Workshops.
- ◆ **Technical Details released 1<sup>st</sup> July** are available via the MNZ website for ease of access by Coaches and Judges to either store and use from their own technical device; PC, phone or tablet or have a printed version. This will save you time in copying, though you may still need to provide some copies as not all Coaches or Judges have ready access to printing facilities. New copies of the Policy & Operations (Technical) Manual or The Manual can be purchased from the Merchandise page on the website.
- ◆ **Introduction to Coaching** by the Association Tutor or Coaching Co-ordinator must be provided as soon as interest is shown by any new Coach, so it may be opportune to remind your appointed Association Tutor or Coaching Co-ordinator of this in readiness. The Introduction to Coaching is designed as a one-on-one learning session between the new Coach and the Association Tutor or Coaching Co-ordinator and a Workbook is to be completed and will be assessed for understanding. Once completed the 'new coach' can then make an application to Coach to the Association. Contact the Director of Coaching if you require more information or have any queries about this resource.
- ◆ **Level One Accreditation** must be completed by Coaches (of competitive Teams) before registering as a Coach for the second year can be approved by the Association. Level One Accreditation consists of two on-line modules accessed via the MNZ website [www.marching.co.nz](http://www.marching.co.nz). The online resources mean Coaches will not need to travel to complete Level One, they can complete the modules online which take approximately 60minutes and once completed, sending the workbook through to the Director of Coaching who will assess for understanding.
- ◆ **Volunteer of the Month** – please keep sending in your volunteer profiles for inclusion in the Newsletter. Did you acknowledge your Volunteers last month during National Volunteer Awareness Week, I hope you did, if not diary a note now for June 2020 when National Volunteer Awareness Week will again be held to recognise the contributions of Volunteers.
- ◆ **Members with Liabilities** need to be followed up with Teams Treasurers who have filed with the Association members with liabilities to the sport. Remind them to contact the Association as soon as the

members have been cleared and remember these members cannot register until cleared. The Association must have received the names of members with liabilities by the 30<sup>th</sup> April otherwise all members are declared cleared.

- ◆ **Registrations** 'on-line' is still being investigated and until a user-friendly process can be established, the registration process for this season will be sent out early next month.
- ◆ **Conviction Check Policy** was approved at the Annual Meeting and this season all Team Officials and Association Committee Members are to be Conviction Checked upon initial membership registration and 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. 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 the Association Membership/Privacy Officer. 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.
- ◆ **Shared Subscription**, the incentive for members to 'introduce a friend' to marching is continuing. To encourage not only new membership but also retention, where an existing Marching New Zealand member introduces someone new in to the Sport of Marching and that that person is a full paying member, MNZ through the Association Registrars, refund 50% of their Marching New Zealand subscription in the following year. This is to be conditional upon both the existing and new member renewing after one year. A full paying member is represented by way of an individual registration other than as an Associate Member, and the 50% discount is to apply to the type of membership paid in year one. A member's discount is limited to 50% only, regardless of the number of new members introduced. Members who 'introduced a member' last season will be eligible for a 50% refund in their subscription if both they and the introduced member re-register this season.
- ◆ **Coach Incentive** also continues this season. An incentive scheme for Coaches, to recruit new Coaches and more importantly retain existing Coaches by acknowledging their contribution and commitment to the Sport, will continue next season. For Coaches coaching for three consecutive years after first registering as a Coach they receive a \$50 VOUCHER.
- ◆ **Chief Judge Incentive** is new, introduced by the Board in May 2019 for Association Chief Judges who, through applied training and ongoing support, progress a Trainee Judge to Qualified Judge status and full membership of Marching New Zealand will receive a \$50 Gift Voucher. A pro-active and successful Association Chief Judge can receive more than one Gift Voucher
- ◆ **Competition Day Equipment** needs a check prior to the beginning of the new on-field season so delegate someone this task. The music system will need a check, do you need new music media for the new season? Are your coloured march plan disks in need of some new paint (Masters Blue, Seniors White, Under 16 Red, Under 12 Yellow and Introductory Grade Hot Pink)? Do the corner flags need repairing or replacing? Does the music caravan or equipment trailer need some attention before the new season begins, WOF and registration maybe? Judges stands, are they safe and easily secured when in use?
- ◆ **Financial compliance** issues from the Rules of Participation that you need to be aware of as we march from one season to the next.

A20.5. 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

A20.6 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.

A20.7 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.

PLEASE NOTE, this applies to any group who raises funds in the name of marching, including your Judging Panel.

- A20.8 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.
- A20.9 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.
- A20.10 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.
- ◆ **Teams/Members that may 'be taking a year off'** this coming season need to be noted. It is very important to ensure that any member who maybe taking a year off is aware if they have outstanding liabilities, that they are not clear to register until the liabilities have been cleared. Even though they have no intention of marching this season but one or two years later they still cannot register - the liability is still there. Still there until it is cleared. Liabilities are not necessarily outstanding monies for subs, raffles or fundraising, it can be for un-returned uniforms, boots, unsold chocolates or trophies and can also be unaudited Bank Accounts or Judges Uniforms or Manuals. Anything they have that belongs to the Team or the Association is considered a liability until returned or paid for.
  - ◆ **Recess** applies to a Team be in a second year of having a year off or deciding not to register again; they have deemed themselves in 'recess' and the team's assets are to be passed over to the Association Committee. The assets and funds (held in a separate trust account) are held for a period of two years. If during this two-year period the Association Committee approves the Team (Coach, Chaperon/s, Manager, Treasurer and Marchers) to use the Team name for the purpose of re-activating the Team concerned, the Association shall provide the assets and funding held in the trust. Refer Rule of Participation A18.3. If the Team does not re-form within the two-years, then the Association Committee shall use the assets and funds for the furtherance of the Sport in the Association. Note that a team is not in recess if they are only 'having a year off' and of course if 'only having a year off' there will be no movement in bank account balances during this time and Bank Statements are still to be forwarded to the Association until the team is either active again or deemed in recess.
  - ◆ **New Teams** will be forming and when your Association 'hears' about any new Team in the area or 'sees' a face book comment about a new team forming the Association Secretary and Committee Members need to be alert and **MUST** ensure all 'interest' is followed through. New Teams can register now for the coming season and should register now before they start any fundraising in the name of marching or the new Team. For a NEW Team with NEW Members, membership will thus be for more than 12 months – it will be from 1 April to 30 September 2020. NOTE - this is for NEW Members. Refer to Rule 4.4.4.
  - ◆ **Association Minutes** will include reportage from your Treasurer, Chief Judge and Coaching Co-ordinator and if not included in the text of the minutes and referred to 'as attached', then the reports **MUST** be attached when circulated including when forwarded to MNZ and the TWP and attached when filing for keepsake as per ROP A20.2.

- ♦ **The MNZ website** [www.marching.co.nz](http://www.marching.co.nz) is the go to for marching information, so regularly check the website and encourage Committee Members, Coaches and Judges to regularly check also.

A very busy month to get us started for the new season, this list is just a reminder to help you become more efficient in your role. Have a great month and stay safe and warm.

*Diane*

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