



June 2019

Must be winter, snow is starting to appear on the ranges. The shortest day is coming fast, then we look toward longer days (and often colder) and a new marching season. But first we have Annual Meetings to attend, the remits to discuss at the MNZ Annual Meeting in Wellington at the end of the month and your Association Annual Meeting to be held before the end of July. I am looking forward to catching up with you all in Wellington but before we pack our bags some of the tasks/reminders this month include –

- ◆ **Admin Workshop** reminder, to be held at the Brentwood Hotel on Saturday 22nd June 10-4 pm and will cover Conviction Check Policy, Volunteers, Coach Development Programme, Financial Management, Incentives and planning for the Future.
- ◆ **MNZ Annual Meeting** will be held at the Brentwood Hotel in Wellington commencing 10 am and concluding at 4 pm on Sunday 23rd June. All but two Associations have registered Delegates and along with Life Members and Observers 48 people will be in attendance. Late registrations can be received up to the 15th June (late registration fee is \$115). There is one nomination for Board Member, Ms Amy Alcock and there are 54 remits to make changes to the MNZ Constitution, one new Policy (Conviction Check Policy) and 10 topics for General Business discussion. There are no remits for changes to the Rules of Participation this year, as per Rule 7.1 (they are every second year).
- ◆ **MNZ Annual Meeting Agenda** has been sent for each registered member attending from your Association and the Remits and General Business topics have been emailed for convenience of sharing in readiness for your Association 'Remit' Meeting. Be sure to brief your Delegates of the full input and decision of your members from the Association 'Remit' Meeting to ensure what and why they are contributing to discussion and voting on. All proposed Notice of Motions presented by the Board to make changes to the Constitution are recommended from the Group for Change 'Rules Review' that was tasked to review and recommend change that would condense and simplify our Rules. Some changes will require some renumbering that will be done at the time of submitting rules to Incorporated Societies for approval in June.
- ◆ **Association Annual Meeting** will be next and must be held by the 31st July as per Rule 16.5.1.1 so planning will be well under-way and date, time and venue confirmed, and meeting notice sent under the terms of the association structure your association will operate under next year as defined in Rule 16.4.2, Association Committee Composition. Encourage all members to attend and follow up on who have shown some interest in taking on positions and answer any queries they may have, and remember to thank members stepping down.
- ◆ **Association Rules** must be approved by the Board before enacted by your Association as per MNZ Rule 16.6.4. Remember if your Association has found a need for 'local rules' they must not be in conflict to MNZ Policies and Rules of Participation.
- ◆ **Financial compliance** rules are very clear within our Rules of Participation. They include
 - 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. *This applies to any group who raises funds in the name of marching, including your Judging Panels.*

- 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:
- keeping and maintaining appropriate records and books of account.
 - receive all monies and bank same to the credit of the organisation's bank account/s.
 - pay all accounts or advances as directed by the organisation.
 - upon resignation, have records and books of account balanced and audited before obtaining a written clearance from the Association, Club or Team.
 - 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.
 - 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.
 - 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

- ◆ **Members with liabilities** to the Sport (Team or Association) must be advised to the Association by the 30th April otherwise all members are declared 'clear' of any liabilities.. Keep a watchful eye on the list that you have received from Team Treasurers and keep reminding the Treasurer's to inform the Association immediately these members have cleared their liabilities. Be aware of Teams/Members that may 'be taking a year off' next season. 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 next 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 uniforms, boots, unsold chocolates or trophies and can also be unaudited Bank Accounts or Judges Manuals. Anything they have that belongs to the Team or the Association is considered a liability until returned or paid for.
- ◆ **Recess Team**, a Team in a second year of having a year off and deciding not to register again, 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, the Association Committee shall use the assets and funding 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 '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** can register now for the coming season and should be registered before they start any fundraising in the name of marching or the new Team. Membership for new Teams with new Members will thus be for more than 12 months – it will be from 1 April to 30 September 2019. NOTE this is for NEW Members. Refer to Rule 4.4.4.
- ◆ **National Coach/Judge Workshop** for all Coaches and Judges is being held 27/28/29 September in Christchurch and more information will be coming direct to you from the Technical Manager. Help Coaches and Judges with fundraising activities, perhaps the Association could host an event (a Movie Night, Quiz Evening or a Mid-Winter Dinner even) to help out with the costs of travel, registration and accommodation.

- ◆ **Shared Subscription** incentive to 'introduce a friend' to marching will be available again this season. To encourage not only new membership but also retention, where an existing Marching NZ member introduces someone new in to the Sport of Marching, and that that person is a full paying member, that Marching NZ, through the Association Registrars, refund 50% of their Marching NZ 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.
- ◆ **Coach Incentive** for Coaches who after coaching for three consecutive years after first registering as a Coach will receive a \$50 voucher. The Board have made a minor change to the criteria, in that it applies for the three years after first registering as a coach.
- ◆ **Chief Judge Incentive** has been introduced for the coming season. For Chief Judges who progress a Trainee Judge to a Qualified Judge (and full membership) they will receive a \$50 voucher. A pro-active and successful Association Chief Judge can receive more than one Gift Voucher.
- ◆ **Volunteer of the Month** – please, please keep sending in your Volunteer of the Month for MNZ to recognise in the Newsletter and please continue to acknowledge your volunteers too, a card or quick email is all that is required sometimes. This month is National Volunteer Awareness Week (16-22 June), and what better time to thank your local Association volunteers and take time out and enjoy some social time. Organise a mid 'Winter Christmas Dinner' or perhaps just a simple all contribute 'Pot Luck Tea'. Say THANKS to all the many, many volunteers who helped the Association over the past season. Thank your hardworking Committee, Judging Panel, Coaches and their support Chaperones, Managers, Treasurers, the Competition Day volunteers on the field - Marshalls, Plan Layers or off the field - Announcer, Music Person and the Recording Room staff. Relax and have some fun and the great ideas that can come from these types of gatherings are amazing, be they Association fund-raising ideas, fun activities for competition days, the names of potential marchers, coaches or judges and even new Committee Members.
- ◆ **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 Technical Working Party and attached when filing for keepsake as per ROP A20.2.
- ◆ **Admin 'stuff'** needs a good tidy and filing away occasionally including of the emails etc. It is essential if you are vacating the position of Secretary to have a tidy up, making sure that everything is in order and easy to follow for your successor.
- ◆ **THANK YOU** to you all for your efforts as the front person of the Association and if you are 'retiring' I trust that you will not be lost to the sport, hopefully taking on another career option within.

If you find time to organise a mid Winter Christmas for your Committee, have an awesome evening.

Diane

Diane Gardiner
Chief Executive Officer, Marching New Zealand

Telephone 03 5463330,
Email ceo@marching.co.nz

www.marching.co.nz

