



November 2017

The on-field season of marching activities is well underway now and hope that you were all organised and ready, even able to celebrate perhaps with some fireworks! A twilight event, BBQ, some social time followed by a presented display of fireworks to create a 'family' environment within your Association.

I trust all went well with Opening Day, the weather was fine and you didn't experience too many teething problems. All that planning and checking of equipment will have been worthwhile and you will be quickly into the routines you have established for an efficient competition. Time spent training your competition Volunteers will have been worthwhile and now that the first competition is over they will be more relaxed and confidently prepared for the next competition

A reminder that for your teams to be eligible for entry to the NZ Champs they must march at two local competitions and these competitions must be on two separate days – not a morning then afternoon comp on the same day. (Rule of Participation NZC3 1a).

BUT, to provide competitions or any marching activities requires registered members including **Competition Day Officials** – Chief Marshall, Chief Recorder and Trainee Judges who are required to be at least Associate Members and your Association Committee.

Now to the November to do list, remember it is just a gentle reminder of some tasks you and your Association should be undertaking during the month and delegation is permitted, so don't be afraid to allocate out to someone else on your committee some of the tasks if appropriate. One of the perks of being the Secretary 'chief administrator' is to allocate and often your committee members, if asked, are keen to help out.

This month tasks -

- ◆ **Association Personnel**, remember to notify any changes in contact details and in positions. The National Directory is sent out at the beginning of every month, the words LAST UPDATE will allude to a change and the month at the top of the page will indicate when last changed, so no need to print the entire document- just the updated page if you hold a hard copy file. For privacy reasons, this document is NOT available via the website.
- ◆ **Competition Dates** included on the National Calendar of Events is also sent out at the beginning of every month so any changes, additions or deletions to competition dates or venues get them in so that the Calendar is current and the list published in the Newsletter is always correct. You may have seen on the website and on our facebook page the list of marching events for the current week, so if your dates in the Directory are incorrect then the dates on the website and facebook will be also. This document IS available via the website on the Association page. Continue looking for opportunities to add events/competitions to your calendar, maybe a competition could be held at the local A&P Show, School Gala or other community events e.g. at the conclusion of the Santa Parade perhaps.
- ◆ **Volunteers** are valuable members of your Association. There is no registration fee for Volunteer Members and all Volunteer Members will be added to your association membership numbers. They maybe your competition day helpers (recorders, BBQ Chef, Marshals) or parent/caregiver 'volunteers' to Team Management (drivers to competitions, fundraisers, dressmaker). Complete the Volunteer Form which, along with all registration forms, is available via the website on the Association page. Start with one form and each month rule a line under the last entry and send off, then start adding new Volunteers on the same form. How many forms can your Association complete by the end of the season – one, two or more?
- ◆ **Volunteer of the Month** from your Association will be thanked in the MNZ Newsletter. Now that we are 'on the field' your parent help Volunteers will be ideal candidates – competition day officials like Marshals, Announcer, Recorder etc even the person who is to organise the Christmas Party!
- ◆ **Life Member Registration Form**. All Life Members of your Association should be listed on the form, even if they are registering as Individuals or in Team Management positions. There is no fee for Life Members on this form, there is if they have taken a higher membership registration e.g. Coach, Judge, Committee Member or Chief Recorder. Copy from your last years' Life Member form and add

those members who have been made Life Members since and sadly removed those no longer with us. Thanks to Associations who have completed and returned this form.

- ◆ **Association Life Members** appreciate being informed, and even more, invited to your events so please continue to communicate with them, remember the work and commitment they have given to your Association and the sport in your region and acknowledge them whenever possible. They could be called upon to take the salute for a March Past or to present the awards at the end of the competition. Host a special luncheon at one of your competitions and invite the Life Members to join your Committee you may even entice some back to the next event, or even back as an active member. They may become a Marshall or a Judge
- ◆ **Member liabilities to the sport** should be updated regularly so follow up with Club and Team Treasurers who have filed members with liabilities and remind them again to contact the Association immediately the member has been cleared. Remember if the liability has not been cleared they cannot be registered.
- ◆ **New Coaches** must have the approval of an Association and have completed the Introduction to Coaching Course before commencing to coach a Team (Rule of Participation A21.2). Your Membership Privacy Officer will need to confirm with the Coaching Co-ordinator that all new Coaches have completed the Course prior to approving their registrations. Coaches will be forwarded their Introduction Coaching Certificate from the Director of Coaching when she has been advised they have completed this accreditation module.
- ◆ **MNZ Level One** must have been completed to continue to coach as a competitive Team Coach, (Rule of Participation A21.4). Level One is an online course of two modules that will take approximately 1 hour to complete each module. Completed workbooks are sent to the Director of Coaching who assesses them and will advise when a satisfactory understanding of both modules has been achieved.
- ◆ **Shared Subscriptions** have already been claimed by 14 members and will receive their 'refund' direct from the Director of Finance. A member's discount is limited to 50% only regardless of the number of new members introduced. Last year 27 members in Auckland, Waikato, Hawke's Bay, Wellington and Canterbury introduced 34 new members and already this year 44 members (from the same Associations) have introduced new members. Thanks to those Associations for sharing and supporting (and now reaping the benefits of) the shared subscription initiative.
- ◆ **Coach Incentive** is designed to assist Associations retain coaches as well as recognise the contribution and commitment the Coach gives the sport. Eligible Coaches will be sent a \$50 gift voucher next month. It is not too late to spread the word amongst the Coaches, those Coaches who 'retired' at the end of last season may reconsider and continue Coaching perhaps just as an 'assistant' coach to a new Coach or even a second Coach to an existing Team and therefore maintain the pathway to three consecutive years and the reward.
- ◆ **Association Meeting in December** with a Christmas theme – hold the meeting as per normal and send out invites to your Life Members, Competition Day helpers, Team Managers etc to join you afterwards for some Christmas 'cheer' and have a fun and festive function, even Santa could make an appearance. Someone in the association may be happy to organise the 'Christmas party' side of the meeting allowing you to focus on the business of the association. A small tree and \$2 gifts contributed by all can be lots of fun and a great team building exercise.
- ◆ **Marketing and Advertising** opportunities abound now that we are in the on-field season. Encourage and help your PRO to get some media profile, start with the Competition Day draw and follow up with the results and always include articles of interest. For example, Mother and Daughter marching at same event, Judges from out of Town visiting, your Judges traveling elsewhere... Foster a relationship with your media contacts and invite them to every activity you hold (perhaps you could send them an invite to your Christmas Party too).
- ◆ **Out 'n about** opportunities in December will Santa Parades and this could be the biggest audience marching will get in your region, unless you are hosting an Island or National Championship event. Get everyone involved: picture the parade with all your teams and officials in uniform all marching in the parade. Maybe the Association Committee can join in too wearing your association 'team' uniforms and afterwards would be an ideal time to have an Association 'Christmas Party' with festive fun for all.
- ◆ **Judging Panels** for all competitions are recommended to the Association Committee by your Chief Judge for approval (Rule of Participation RAC2.8). Teams are entitled to a full panel at each competition so work together to recruit new Judges and fill positions, thus avoiding the expense of

importing Judges. Do you have a budget allocated to the Chief Judge for Judging Panels? Not necessarily to be all used for 'flying' in and out a judging panel, the budget could include a token petrol voucher for local judges and funds can also be used for workshops or sending a local judge to shadow and up-skill at a nearby association.

- ◆ **Judges Sheets** have required some amendments this season and have all been circulated by the Technical Manager. They are also available in printable format on the website and those on the website are current (referenced by date of update)
- ◆ **Recording Handbook** required several changes to align with the new format Judging Sheets and once completed by the TWP will be circulated immediately and will also be available from the website on the Association page. Check that your Chief Recorder still has the 'yellow folder' ready to add the changed pages and remember to add one of each Judges Sheet to the folder for familiarisation by the Recording Staff.
- ◆ **Chief Recorder** should be reminded to send a copy of the Master Sheets, from all competitions hosted in the Association, to the Technical Manager, Director of Coaching and Director of Judging immediately after the competition. Either in the post or scanned and emailed to [technical@marching.co.nz](mailto:technical@marching.co.nz), [coach@marching.co.nz](mailto:coach@marching.co.nz) [judge@marching.co.nz](mailto:judge@marching.co.nz)
- ◆ **Association Minutes** to be sent to MNZ and either the minutes or at least the reports from the Chief Judge and Coaching Co-ordinator to the Technical Manager, Director of Coaching and Director of Judging. If any reportage is not included in the context of the Minutes then it **MUST** be attached when circulated, including when forwarded to MNZ and the TWP, and attached when filing for keepsake as per ROP A20.2. It is a requirement of the Chief Judge and Coaching Co-ordinator to send these reports, but it can be arranged for you to do it, work this out with your elected people. The procedure for sending Minutes is covered under ROP A 19.4/5/6/7
- ◆ **Island Championships** are fast approaching and thank you to the Host Associations, Marching Southland and Marching Wellington for hosting this event for the marchers. I trust that your Association Committee or Planning Committee has everything coming together and remember that the Island Championships are for competitive teams only - Rule of Participation RAC1.1, no Introductory or Open Free Choice Teams on the Draw. Please send me a copy of the draw and timetable and any other information that can be uploaded onto the MNZ website and please, please send in the results so that they can be uploaded also
- ◆ **NZ Championships** will be next and you should have already paid the Association fee of \$350 to Marching Waikato prior to the 31<sup>st</sup> October as per Rule of Participation NZC7. The payment is to assist in the marketing of the event.
- ◆ **Marching New Zealand Trophies** should be returned by 30<sup>th</sup> November, so follow up with your teams to return them to the Marching New Zealand Trophy Custodian, Mrs Sherryn Wells, C/o 80 Stoddard Road, Mt Roskill, AUCKLAND 1041. Remind Teams that failing to return trophies may jeopardise their team entry to the NZ Championships

Have a great a month, and hopefully you can take some time to sit back and enjoy the marching



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