



October 2017

One week into daylight saving and is it a mindset or for real, the days already have a hint of summer. That is, when it is not raining. That extra hour in the evening will be great for our wellbeing, more time outdoors in the fresh air and an incentive to take a stroll or power-work the neighbourhood for some exercise and of course; marching practice.

Field Days and Opening Days are in our Calendar for almost all Associations this month and I hope that the rain clears for everyone to get a good start to the season. Have a great start to your season, all that planning in the off season will finally be seen to be worth those extra meetings and the added hours of work preparing for the on-field season.

This 'To Do List' is just a reminder of some tasks you and your Association should be undertaking during the month. If I have missed any or you have something that you feel will help if added, please contact me and I can share with everyone. The October list is long and includes -

- ◆ **Registrations of the Association** have been received from Marching Auckland, Canterbury and Southland. Just a reminder that any new Association Committee Members **MUST** be a registered member prior to attending the first Committee Meeting after they are elected (Rule 16.4.2). All Membership registration renewals are due 1 October and must be completed prior to 1 November.
- ◆ **Club/Team Registrations** have been received from Marching Wellington and Southland who have registered 1 and 3 teams respectively. Thank you for sending them in as they arrive and not wait until all your Teams have completed the registration paperwork. All Team Officials and Marchers **must** be registered before a team can participate in marching activities e.g. Field Day and before your Opening Day (Rule of Participation A16.3). Birth Certificates and signatures are required for **new registrations** and a School Report or letter from the school for verifying age variance for Under 16, Under 12 and Introductory Grade marchers. Rule of Participation MG1.3/4 and MG2.2
- ◆ **Competition Day Officials;** Chief Marshall, Chief Recorder and Trainee Judges are required to be at least Associate Members of the Association. Once a Trainee Judge is Qualified they are required to then become a full individual registered member.
- ◆ **Association Life Members;** please complete and submit the Association Life Member form. Remember the Association made them Life Members, so the Association pays their Association registration fee IF they are active members.
- ◆ **School Community Form** is for recording data only. There is no fee for these members. When your Association holds a marching activity at a school or within the community, record the names of the participants and send through the form.
- ◆ **Un-financial Members** or members with liabilities to the sport. Make a follow up phone call to Club and Team Treasurers who have filed members with liabilities to the sport and remind them to contact the Association immediately the member has been cleared to avoid any hassle when processing Team registrations. If the liability has not been cleared they cannot be registered. All other members can be registered without the need to complete a Clearance Form even if they are moving to another team. BUT, everyone needs a Clearance Form if they are moving to another Association and the clearance is given by the Association not the team and only if that person has no liability outstanding with the Association. 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 if they are in one or two year's 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 Manuals. Anything they have that belongs to the Team or the Association is considered a liability until returned or paid for.
- ◆ **Team taking a year off** - there is a process to follow should a Team decide not to re-register this season and be just 'taking a year off'. The team is not in recess if they are only 'taking a year off' and while in this status there will be no movement in bank account balances during this time. Bank Statements are still to be forwarded to the Association until the team is either active again or deemed in recess. For Team

members 'taking a year off' encourage them to maintain their membership as an Associate Member, this will not break their continuous length of service if your Association presents Service Awards. It is only when a Team is taking a second year off that the recess process commences.

- ◆ **Recess** or If not registering for the second consecutive year they have deemed themselves in 'recess' and the teams' 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 re-activating the Team concerned, the Association shall provide the assets and funds held in trust (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.
- ◆ **Shared Subscription**, the incentive for members to 'introduce a member' to marching continues this season and already two members have introduced two new members. Those members, who introduced new members last year, can share the subscription with that member when they both re-register this season. Shared subscription is 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 members' discount is limited to 50% only regardless of the number of new members introduced.
- ◆ **Coach Incentive** is designed to assist Associations retain coaches as well as recognise the contribution and commitment the Coach gives the sport. A Coach after three years' consecutive years as a practising Coach will receive a \$50 gift voucher. 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.
- ◆ **Coach Accreditation**, Coaches must have the approval of the Association before coaching a team and have completed Introduction to Coaching (Rule of Participation A21.2). And before a coach can renew their registration to coach a competitive grade Team they are required to have completed Level One (Rule of Participation A21.4). Level Two is still Work in Progress but will be available next season.
- ◆ **National Directory** of Key Personnel is updated monthly so remember to send in any changes of positions or contact details. The National Directory is sent out at the beginning of every month, the date at the top of the page will indicate when last changed, no need to print the entire document- just the updated page. For privacy reasons, this document is not published on the website.
- ◆ **Calendar of Events** containing Competition Dates and marching events is also updated monthly and sent out at the beginning of every month so any changes to competition dates or venues get them in so that the Calendar is always current. Always look for opportunities to add events/competitions to your calendar, a competition could be held at the local A&P Show or other Community Events or even after the Santa Parade. With such a wet spring and the start of our season commencing, has your Association Committee considered adding another one or two competitions to the calendar to mitigate against rain cancelling a competition. Teams MUST compete at two competitions (on two different days) to be eligible to enter the NZ Championships (Rule of Participation NZC3). Avoid the risk (and the stress) add another competition now
- ◆ **Competition Days** should always be a fun and enjoyable experience for everyone. Be organised and stay within your timetable. Smartness and efficiency will attract and keep more people in the sport. If you only have three teams have the competition for three teams and do not stretch the day out, most parents/caregivers and even the Coaches, Chaperons, Judges and Competition Day Officials will enjoy the day, even if for only three teams. Have a specific time allocated in the timetable for the Introductory and Open Free Choice Grades, these marchers and their supporting families, do not like having to wait around and it is known to be one reason why they do not return the next season.
- ◆ **Competition Day Officials**, your Marshals, Recorders, Plan Layers are valuable Volunteers keen to help but need to understand what their role entails. Consider hold an Induction Day for these Volunteers as part of the Field Day for Coaches and Judges. A one hour session with these Volunteers explaining expectations and providing a simple check list of their competition day task will be appreciated; there is nothing more frustrating to a Volunteer than not being told what they are to do. A laminated card or instructions in a clear folder can remain with the equipment and thus be picked up by the Volunteer on the day, be they the Marshall, Recording Staff, Ground Layer or even the BBQ Chef.

- ◆ **Association Trophies** should have been returned by 31st August, so follow up urgently on those very late returns from and to your Association. Your first competition is looming fast and you may be missing a crucial trophy. Marching New Zealand trophies need to be returned by 30 November so start reminding teams now to get them polished and ready for despatch.
- ◆ **Judging Panels** for Competitions are submitted to the Association Committee for approval by the Chief Judge (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 Sheet's** are available in printable format on the website. Your Chief Judge may print them for the Judging Panel: check with them who is printing the sheets and be ready with some spare copies on Competition Days for anyone interested in 'having a go' at judging.
- ◆ **Chief Recorder** needs to be aware of their role for the season and the expectations of the Secretary of the Day. Include them in the Induction Day of Competition Officials and check that they are well equipped with pen, pencils, staples, calculators etc. Do you have a laptop/printer for Competition Day recording? Consider a funding application to purchase one to assist your Recording Staff to be more efficient and project professionalism of your Association with neat, tidy and accurate Master Sheets. Supply enough addressed and stamped envelopes to despatch the Master Sheets off to the Technical Manager, Director of Coaching and Director of Judging immediately after each competition or scan and email the Masters Sheets direct to technical@marching.co.nz coach@marching.co.nz judge@marching.co.nz from the competition venue or as soon as possible afterwards.
- ◆ The **Recording Handbook** is being updated by the TWP to cover the changes for the new judging sheets. Once it is completed it will be uploaded to the website on the Association page with other Competition Day Resources.
- ◆ **Annual Meeting Minutes** not received from Marching Waikato, Hawke's Bay, Marlborough or Otago. Thank you to those Associations who have sent Financial Statements direct to Director of Finance, and uploaded to the Incorporated Societies.
- ◆ **Incorporated Societies** website www.societies.govt.nz must have current contact details and the audited annual accounts must be filed annually to avoid being 'struck off' the register. There is a cost to 're-register' again and it is a constitutional requirement for all Associations to be registered with Incorporated Societies. Thank you to Marching Hawke's Bay, Marlborough, Otago and Southland who have current contact details and have uploaded the 2017 Annual Accounts.
- ◆ **Association Meeting Minutes** are to be forwarded to MNZ as soon as practicable but no later than one month after the meeting date Rule of Participation A19.4/5/6/7. When sending in your Minutes remember reports if not recorded in the context of the Minutes and referred to 'as attached', MUST be attached when circulated and filing for keepsake as per Rule of Participation A20.2. Associations are to forward to the TWP, a copy of the minutes or an extract of the minutes by way of reportage from the Coaching Co-ordinator and Chief Judge
- ◆ **Island Championships** in December are being hosted by Marching Wellington and Marching Southland and we all extend to them a big thank you for all the planning and organising they have undertaken to ensure the participants have an enjoyable experience. Host Associations send through Entry Forms, Souvenirs, Information that can be added to the MNZ website. Remember that the Island Championships are for competitive teams only, Rule of Participation RAC1.1, no Introductory or Open Free Choice Teams.

September may have been a busy, October is just as busy as we step onto the field and a new marching season begins. Have a good month everyone and any queries don't hesitate to make contact.



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