



October 2019

Daylight Saving has begun and so too has the marching season in Southland and this month Field Days and Opening Days are scheduled for almost all Associations. That extra hour in the evening is 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 practices can now move outdoors.

As we step onto the field Teams, Judges, Competition Day Officials and Volunteers will be prepared and have everything 'sorted' for a great season. All that planning and upskilling in the off season will finally be rewarded and worth those extra meetings and the added hours preparing for the on-field season.

To the new Secretaries settling into your role, this 'To Do List' is just a reminder of some tasks you and your Association should be undertaking during the month. The October list is long and includes -

- ◆ **Conviction Check Policy** applies this season and a suitable Conviction Check outcome **MUST** be provided for all Team Management Personnel and Association Committee Members when completing registration forms. Application for membership will not be processed without this information so ensure the Association Membership Privacy Officer is not accepting incomplete registration forms.
- ◆ **Registration of the Association** have been received from Marching Waikato, Wellington, Nelson and Canterbury, thank you for your prompt attention to this. 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) and all Committee Members **MUST** provide a Conviction Check to formally be appointed to the Association Committee. All Membership registration renewals are due 1 October and must be completed prior to 1 November.
- ◆ **Team Registrations** will be next, and all Team Officials and Marchers must be registered before the Team can participate in marching activities e.g. Field Day and before your Opening Day (ROP A16.3). Birth Certificates must be sighted by the Membership/Privacy Officer and signatures are required for new membership applications and a School Report or letter from the school for verifying age variance for Under 16, Under 12 and Introductory Grade marchers (ROP MG1.3/4 and MG2.2)
- ◆ **Competition Day Officials**; Chief Marshall, Chief Recorder, Trainee Judges require at least Associate Membership. When a Trainee Judge attains Qualified Judge status they need individual membership.
- ◆ **Association Life Members**; please complete and submit the Association Life Member form, there is no fee for this registration. However, if they are active e.g. Association Committee, Judge etc they will pay the MNZ portion of registration, remember the Association made them Life Members, so the Association pays their Association registration fee. Tip for Membership/Privacy Officer is to copy from last year's form adding new Life Members and sadly removing any who are no longer with you.
- ◆ **School/Community Form** only requires participant names, other details can be completed if available. 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**, members with liabilities to the sport. Follow up with 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 completed if they are moving to another Association, the clearance is given by the Association not the Team and only then if the member has no liability outstanding. It is very important to ensure that any member who maybe taking a year off is aware if they have outstanding liabilities and they are not clear to register until the liabilities have been cleared. Even though they have no intention of being a member 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 or fundraising, it can be for un-returned uniforms, boots, unsold chocolates or trophies and can also be unaudited Bank Accounts or Judge uniforms or manuals.

- ◆ **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. 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** - if a Team is not registering for the second consecutive year, they have deemed themselves in 'recess' and the teams' assets and funds 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 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 been held in trust (ROP A18.3). If the Team does not re-form within the two-years, the Association shall use the assets and funds for the furtherance of the Sport in the region.
- ◆ **Shared Subscription** is still available so 'spread the word' and encourage members to 'introduce a member' to Marching. How it works - 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 Registrar, refund 50% of their MNZ subscription in the following year. This is conditional upon both the existing and new member renewing after one year. A full paying member is represented by way of an individual registration (not 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 for a Coach after coaching for three consecutive years' after first registering as a Coach who will receive a \$50 gift voucher. Spread the word, the Coaches who 'retired' at the end of last season may reconsider and continue Coaching perhaps even as a second coach for a Team.
- ◆ **Chief Judge Incentive** is new this season and is 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
- ◆ **Introduction to Coaching Accreditation** as per ROP A21 all new Coaches are required to complete the Introduction to Coaching accreditation before commencing to Coach. A new coach cannot be registered until they have completed Introduction to Coaching and must have the approval of the Association. Remind your Coaching Co-ordinator to forward names of new Coaches who have completed the accreditation to the Director of Coaching coach@marching.co.nz who will send the new coach their Certificate. Introduction to Coaching resources are available from the website.
- ◆ **Level One Accreditation** must be completed by a competitive Team Coach within 12-months of registering as a Team Coach, ROP A21.4. Level One is available online via the website, comprising two modules with workbook's and each workbook takes 1 hour approx. to complete. When completed it is submitted direct and assessed for understanding and responded to by the Director of Coaching.
- ◆ **National Directory** of Key Personnel is updated monthly so a reminder 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. Teams **MUST** compete at two competitions (on two different days) to be eligible to enter the NZ Championships (ROP NZC3), so to avoid the risk (and the stress) of Teams not being eligible and add another competition to the calendar 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, even the Coaches, Chaperons, Judges and Competition Day Officials will then enjoy the day, even if for only three teams. Have a specific time allocated in the timetable for 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 to assist you run smooth efficient competitions. If not part of the Field Day, consider holding an Induction Day for these Volunteers, this should only take 1-hour and the Volunteers will really appreciate having the role and expectations explained. Including a simple check list of the competition day task on a laminated card or in a clear folder that can remain with the equipment to be picked up by the Volunteer on the day would be appreciated; there is nothing more frustrating to a Volunteer than not being told what they are to do.
- ◆ **First Aid at Competitions** is an Association responsibility, ROP RAC10.1 as is to provide the name of an approved First Aid Official to the Competition Day Officials and Team Coaches at the commencement of the day (ROP RAC10.3).
- ◆ **Annual Meeting Minutes** are to be forwarded to MNZ and copies of your Financial Statements are to be sent to MNZ Director of Finance.
- ◆ **Incorporated Societies** also receive a copy of your 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 and also update contact details for the Association.
- ◆ **Judging Panels** are submitted to the Association Committee for approval by the Chief Judge (ROP RAC2.8). Teams are entitled to a full panel at each competition so work together to recruit new Judges and fill vacant 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 used for 'flying in and out' a judging panel, the budget could include a token petrol voucher for local judges. Funds can also be used for Workshops or sending a local judge to 'shadow judge' and up-skill at a nearby Association.
- ◆ **Judge Sheets** 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 and the expectations of the Secretary of the Day, so include them in the Induction Day of Competition Officials. Check that they are well equipped with pencils, staples, calculators etc. Do you have a laptop/printer for the Recording Room? Submit a funding application to purchase one to assist your Recording Staff to be more efficient and project professionalism of your Association with neat, tidy, accurate Master Sheets. Remind the Chief Recorder to send (or arrange to have sent by you) the Master Sheets of every competition to the Technical Manager, Director of Coaching and Director of Judging. They can be scanned and emailed direct to technical@marching.co.nz, coach@marching.co.nz, judge@marching.co.nz
- ◆ **Recording Handbook** is being updated by the Technical Manager and when completed it will be uploaded to the website Association page with other Competition Day Resources.
- ◆ **Volunteer of the Month** – please keep sending in your volunteer profiles for inclusion in the Newsletter, volunteers are very important to our sport and deserve recognition.
- ◆ **Island Championships** in December are being hosted by Marching Marlborough and Marching Hawke's Bay. We all extend to them a big thank you for all the planning and organising they have undertaken to ensure participants have an enjoyable experience. Host Associations please send through Entry Forms, Souvenirs List etc that will be added to the MNZ website. Island Championships are for competitive teams only, ROP RAC1.1, no Introductory or Open Free Choice Teams.
- ◆ **Association Meeting Minutes** are to be forwarded as soon as practicable, but no later than one (1) month after the date of the meeting (ROP A19.4) and remember to attach the reportage not included in the Minutes and referred to 'as attached'.

September may have been a busy month, October is just as busy, have a good month everyone.

Diane

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