

# MARCHING

NEW ZEALAND

# Recording Handbook

## **STAFFING & PROCEDURES OF RECORDING ROOM**

Unless otherwise approved by the Secretary of the Day, the staffing / procedures of the Recording Room shall consist of –

- (a) The Association Secretary or Secretary of the Day who is in sole control of the Recording Office and the Chief Recorder shall supervise the operations of the Recording Office.
- (b) The use of two Master Sheets is recommended, either manual sheets or computer programme to cross-reference and thus alleviate possible errors.
- (c) Staffing of the Recording Office
  - (i) Chief Recorder to be preferably free of any specific clerical duty to allow appropriate supervision of operations.
  - (ii) Two persons to individually sight each Judging Sheet and enter points separately on to an individual Master Sheet each, either manual sheets or computer programme.
  - (iii) Three or more persons to add, check and recheck Judging Sheets, providing that no one person may conduct more than one of these functions in respect of an individual Judging Sheet.
  - (iv) One person to handle clerical aspects such as photocopying of Master Sheets, sheet collection into Team blocks, preparation of Judging Sheets for distribution at end of contest etc. This could be handled by the Chief Recorder.
  - (v) One person to act as Runner to the Chief Judge where clarification of markings are required, this could be handled by the Chief Recorder
- (d) The person checking the Judging Sheets must initial each sheet and the person re-checking the Judging Sheets must also initial each sheet.
- (e) The Chief Recorder will inspect the Master Sheets prior to the Awards being announced and confirm the placings entered by the officials as correct.

- (f) The Recording Office should be located well clear of the competition area, not near the music and with due regard to the weather.
- (g) No persons other than those directly connected with the recording shall be permitted in or near the Recording Office. The Secretary of the Day and the Chief Judge of the Day shall be permitted to visit the Recording Office in the furtherance of their duties.
- (h) Recorders must not disclose any information relating to the Judging Sheets remarks or points to any person other than the Secretary and Chief Judge of the Day.
- (i) No Judge who has participated in judging at a competition is permitted to join the recording staff during that competition, excepting that during the luncheon adjournment, recording staff may join judges and officials for lunch.
- (j) Runners who bring the sheets to the Recording Room will be positioned on the field - one to cover the Review & Inspection Judge on the left of the field, three to cover the three Technical Judges at the rear of the field and two for the two Display Judges at the front of the field. However, dependent on the capabilities one runner may cover the rear of the field, one to the side and one for the front. Runners to be of an age-group who know exactly what they are doing, do not require constant supervision and can be as unobtrusive as possible - preferably not Introductory Marchers for NZ Championships.

# JUDGES SEATED POSITIONS

Compliance Judge  
(Discs)  
Technical Judge B    Technical Judge D    Technical Judge C  
○                      ○                      ○

(as applicable at  
Contest Event)

Technical  
Judge A  
○

○  
Display  
Judge B

○  
Display  
Judge A

# **A GUIDE TO RECORDING ROOM PROCEDURES**

## **Entry Forms / Registration Cards**

Check Entry Forms with Team Registration Cards

Each Team must provide an appropriate Entry Form detailing Team Name and Grade, names of Coaches, Chaperons and Manager along with the names of every Team member.

These entry forms must be checked against the Team Registration Card ensuring all members are registered.

Only registered members are eligible to participate in a competition and only marchers listed on the entry form are entitled to receive awards.

It is suggested that Entry Forms be kept on file, keep a copy of the Master Sheet & Award List with the entry forms until all trophies are returned. Makes for easier tracking of missing trophies – a condition of entry is abiding by the rules to return trophies.

## **Judges Score Sheets**

As Judges Score Sheets arrive in the Recording Room, have them checked for signature of the Judge and for any glaring anomalies like missing awards, empty boxes

All Judges marks and figures are written in red biro.

All Judges sheets are to be signed by the Judge and also have their name printed clearly on the sheet

Disregard all markings on the reverse of the judge's sheet – these are notes for the Judge ONLY. The reverse of the sheet needs to be photocopied as well.

If unsure of the mark or figure give the sheet to the Chief Recorder who will have a Runner return the sheet to the Chief Judge to be clarified with the Judge concerned.

If a section has been crossed out, make sure that ALL sheets from this Judge are the same

**Technical A,B,C and D Judges** will mark the scoring ladder for each movement/phase. Recorders are to transfer all marks circled on the scoring ladder and enter into the Award box, they will then add down the Awards column to get the Total Award for each sheet.

**On the Technical A** sheet the award for the Inspection shall be entered under the total Inspection Value box. This award will then be added to the Award Value of the Review and Inspection to obtain the final TOTAL AWARD. The Award for Tempo will be included in the total Award by adding it into the Award Column.

**On the Technical C** sheet the Award for Tempo in each movement will be totaled down the sheet and entered into the Tempo value box. This total value of Tempo shall be added to the total of the Movement Awards to become the final TOTAL AWARD.

**The Display Judges** will where applicable enter the award in the applicable boxes on their sheets and recorders will add all the sub-headings and enter the total into the applicable Award box. The Recorders will then add down the Awards column to get the Total Award for each sheet.

**The Compliance Judge** will enter the award for each movement into the applicable box and the recorders will then add down the awards column to get the Total Award for the sheet.

**Technical A,B, D and Display** Judges each have Compliance headings at the top of the sheet which will indicate whether or not an RAC12.1 penalty should be applied. The Judge will circle either Y = Yes a penalty is required or N = No there is no penalty applicable. If a Team has a Y (Yes) circled, the sheet must be returned to the Chief judge to apply the RAC12.1 as applicable and this will be recorded on the Master sheet in the appropriate space. Teams will still be compliant and will be eligible for either Awards or Master Sheets.

**Technical A & D** Sheets have a heading at the top of their sheet to indicate the number of marchers taking part. If the number is less than 7 marchers the team will be deemed to have defaulted themselves from the Quickstep/Compliment/Movements Contest and will not be eligible for either Awards or master Sheets.

**Technical A** sheet has a section for the Judges Inspection of the team. The Judge will **mark each incorrect** element with a stroke in the appropriate box. Each **blank box** will be totalled across and those totals added together to find total award for the Inspection.

**The Display B** Sheet also has a heading to indicate the number of marchers taking part. If the number is less than 7 or more than 14 the team will be deemed to have defaulted themselves from the Display Contest and will not be eligible for either Awards or Master Sheets.

**The Display B** Sheet has provision for a penalty to be deducted where the minimum/maximum time has not been performed. The Judge will enter the applicable penalty in the sub-heading box on the sheet and the recorders will deduct the time penalty from the total award on the score sheet. The final total award will then be entered on the Master Sheet.

Be alert to "Re-march" written on the top of the Judges sheet – this is as stated – a re-march by the team and the first sheet (if it has reached the Recording Room should be returned to the Chief Judge immediately with no adding being done). Also be alert to "1<sup>st</sup> March" and "2<sup>nd</sup> March" Judging sheets when a 2-march competition is being held on the same day and make sure that sheets are collated accordingly – 1<sup>st</sup> march or 2<sup>nd</sup> march. Collate sheets for each Team and have Totals added. Using pencils enter totals and have each Recorder that has checked the sheet initial at foot of page.

The Chief Judge may ask for Judges Sheets to be copied and forwarded to the Director of Judging or to **Group Advisors** – you will be advised of this when required. Both sides of A/B/C Sheets are to be copied as well.

## **Master Sheets**

Chief Recorder and Assistant Recorder to collate judge's sheets, then transfer sheet totals onto separate Master Sheets (either manual sheets or computer programme). Master Sheets record the competitive judges scores for Masters, Senior, Under 16 and Under 12 Grade. Open **Free Choice** and **Introductory** Grade DO NOT have Master Sheets.

When preparing Master Sheets before entering Team names be aware of the number of columns required for the number of marches for the competition – one for Championships and 2 or 3 or 4 or ... for aggregated competitions.

Before entering totals check Technical A, Technical B, Technical D, Display A and Display B sheets that the Team has not incurred a RAC12.1 penalty. If the Team has had a Y (yes) circled the sheet must be returned to the Chief Judge to apply the RAC12.1 as applicable and this should be recorded on the Master Sheet.

Try to enter judges sheets in order of draw, in TEAM lots, collated in order of Master Sheet ie. Technical Drill Judge A, Technical Drill Judge B etc ....

At completion of all sheets being entered, total columns and check and cross check with second Master Sheet. Enter placings for awards.

Rule of Participation RAC12.1 – should any Team receive a RAC 12.1 penalty, this will be given to the Chief Recorder to enter direct to the Master Sheets. The penalty is entered onto the Master Sheet and **DEDUCTED** – remember it is a penalty not an award.

Calculation of multiple marches - transfer 1<sup>st</sup> March Totals, add totals from first march to second march totals. Always allow for double column on Master Sheet when preparing first march.

If awarding for Achievement, enter totals from current awards and previous awards, subtract totals to get improvement totals. Please Note – there can still be an improvement with a negative total – the achievement is the most improved.

When all totals have been transferred to the Master Sheet, Judges Score Sheets are handed to the Secretary of the Day or Chief Judge to deliver to the Team Coaches.

Photocopy Master Sheets. Team Coaches will receive a copy of the Master Sheet for their grade showing both marks and placings, at the conclusion of any Judges interviews. Officiating Judges will also receive a set of the competition Master Sheets. Where aggregated competitions are held over more than one day, Team Coaches are to be provided with a copy showing marks only (no placings) for the earlier day/s march.

A copy of the Master Sheet (as per Rule of Participation RAC 23.1) is also forwarded, within one week of the march to the Technical Working Party.

**This can also be sent electronically.**

*Director of Judging*  
Marching New Zealand  
Mrs Jan Hoad  
26 Salmond Street  
Halfway Bush  
**DUNEDIN 9010**

*Director of Coaching*  
Marching New Zealand  
Colleen Brooking  
17 Lord Street  
Stokes Valley  
**WELLINGTON 5019**

*Technical Manager*  
Marching New Zealand  
Mrs Barbara Newman  
31 Monaghan Street  
Northwood  
**CHRISTCHURCH 8051**

### **Award Lists**

Prepare Award List for Announcer and Publicity Officer. A copy also for the Trophy Custodian will assist with records of trophy winners.

### **Registration Cards**

Registration Cards along with any written dispensations or medical certificates are returned to the Team Coach (usually with CD at the end of the competition).

**Always be conscious of time but  
DO NOT PANIC,  
do it right the first time**



# **SAMPLE MASTER SHEET**

<b>MARCHING NEW ZEALAND</b>		<b>TEAM NAMES</b>																				
Association Name																						
CHAMPIONSHIP/COMPETITION																						
Date																						
Grade																						
	<i>Name of Judge</i>																					
Technical Drill Judge A																						
Technical Drill Judge B																						
Technical Drill Judge C																						
Technical Drill Judge D																						
Compliance Judge (Discs)																						
Rule of Participation RAC12.1																						
<b>Technical Drill Totals</b>																						
<b>CHAMPION Technical Drill Placings</b>																						
Calculations for multiple March aggregation																						
March No 1 - Date																						
March No 2 - Date																						
March No 3 -Date																						
March No 4 -Date																						
<b>Aggregated Technical Drill Totals</b>																						
<b>CHAMPION Technical Drill Placings</b>																						
Calculations for multiple March aggregation																						
Display Judge A																						
Display Judge B																						
Rule of Participation RAC12.1																						
<b>Display Totals</b>																						
<b>CHAMPION Display Placings</b>																						
Calculations for multiple March aggregation																						
March No 1 - Date																						
March No 2 - Date																						
March No 3 - Date																						
March No 4 - Date																						
<b>Aggregated Display Totals</b>																						
<b>CHAMPION Display Placings</b>																						
Technical Drill Achievement - Current Awards																						
Technical Drill Achievement - Previous Award																						
<b>Technical Drill Achievement Totals</b>																						
<b>Technical Drill Achievement Placings</b>																						
Calculations for multiple March aggregation																						
Display Achievement - Current Awards																						
Display Achievement - Previous Award																						
<b>Display Achievement Totals</b>																						
<b>Display Achievement Placings</b>																						

.....  
Secretary

.....  
Chief Judge

.....  
Chief Recorder

## A GUIDE TO AWARD LISTS

- Awards, Trophies and Medals/Badges/Bars (or similar) can be presented on one-march occasions such as at Island or Association Championships. All other competition awards MUST be aggregated over 2 or more competition marches. (Rule of Participation-RAC 19-1)
  - To present awards there MUST be at least 2 teams eligible, however for Island or Association Championships where only one Team competes in a grade, the Championship Trophy may be presented to that Team. (Rule of Participation – RAC19-2)
  - Introductory and Open Free Choice Grades DO NOT receive cups or medals, but can be presented with something appropriate (certificates, rosettes) for participating at the event. (Rule of Participation – RAC19-6)
  - Check with the Secretary of the Day for the awards for the competition prior to the start of the marching.
  - Have an Awards List prepared for the Announcer and a copy for the Publicity Officer to distribute immediately following the competition to the media for publishing the results. Even the spectators may like to take a copy home.
  - When a competition does not attract large entries Associations are encouraged to be creative with their competition amongst all team grades. Be mindful to be equal with your awards
1. Or Achievement (most improved) – subtract today's competition awards totals from previous awards to get improvement totals. Please note: there can still be improvement with a negative total – the achievement is the most improved.

# **SAMPLE AWARD LIST**

Competition .....

.....Date

<b>Introductory Grade</b>			
<b>Open Free Choice Grade</b>			
<b>Under 12 Grade</b>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Technical Team			
Display Team			
Achievement			
<b>Under 16 Grade</b>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Technical Team			
Display Team			
Achievement			
<b>Senior Grade</b>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Technical Team			
Display Team			
Achievement			
<b>Masters Grade</b>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Technical Team			
Display Team			
Achievement			

# JUDGING SHEETS

## **PUBLIC ADDRESS QUICKSTEP SHEET**

- Public address Quickstep Sheet for Under 12, Under 16, Senior and Masters Grade only
- This sheet is the same for Under 12, Under 16, Senior and Masters Grades and the applicable grade will be circled at the top right of the sheet.
- This sheet is completed by the Technical Judge C; the number of paces taken is entered into the square.
- This is for announcement ONLY and does not get recorded on the Master Sheets
- This sheet SHOULD NOT appear in the Recording Room – if so, have it returned to the Announcer immediately.
- Sheets (if handed back from Announcer) can be attached to Judging Sheets to be given to Team Coaches

## **PUBLIC ADDRESS CALIPER SHEET**

- Public address Caliper Sheet for Under 12, Under 16 and Senior Grade only
- This sheet is the same for Under 12, Under 16 and Senior Grades and the applicable grade will be circled at the top right of the sheet.
- This sheet is completed by Technical Judge A; the caliper awad is entered into the box.
- This is for announcement ONLY and does not get recorded on the Master Sheets
- This sheet SHOULD NOT appear in the Recording Room; if so have it returned to the Announcer immediately
- Sheets (if handed back from Announcer) can be attached to Judging Sheets to be given to Team Coaches or disposed of

## **TECHNICAL JUDGE A**

- Masters Grade do not have a Technical A Judge sheet
- The Judge will mark “marchers in the correct position” If the Team has had a Y (Yes) circled, the sheet must be returned to the Chief Judge to apply the RAC12.1 as applicable and this should be recorded on the Master Sheet.
- The Judge will enter the “number of marchers” during the Review & Inspection. If there are less than 7 marchers recorded on the sheet the team will be deemed to have defaulted themselves from the contest. Do not add awards nor add to the Master Sheets – they will not be eligible for awards and will not receive Master Sheets.
- The Judge has a section on the sheet for the Judges Inspection of the team. The Judge will mark **each incorrect element** with a stroke in the appropriate box. Each **blank box** will be totalled across and those totals added together to find total award for the Inspection.
- The Judge will enter an award on the scoring ladder. Recorders are to transfer this number to the Award Box.
- Add down awards column to get TOTAL AWARD. The Award for Tempo is to be included when adding down the column to get the Final Total Award.
- DISREGARD any marks not within the smaller boxes or on the reverse side of the sheet: these are the judges notes when assessing the award
- If the Team has had a Y (Yes) circled, the sheet must be returned to the Chief Judge to apply the RAC12.1 as applicable and this should be recorded on the Master Sheet.
- Any RAC12.1 penalty applied will be deducted from the total for the Technical Section on the Master Sheet.

## **TECHNICAL JUDGE B**

- The Judge will mark “Uniform Compliance” on the sheet by a circle either Y (Yes) or N (No). If the Team has had a Y (Yes) circled, the sheet must be returned to the Chief Judge to apply the RAC12.1 as applicable and this should be recorded on the Master Sheet.

- The Judge will enter an award on the scoring ladder. Recorders are to transfer this number to the Award Box.
- Add down awards column to get TOTAL AWARD
- DISREGARD any marks not within the smaller boxes or on the reverse side of the sheet: these are the judges notes when assessing the award
- If the Team has had a Y (Yes) circled, the sheet must be returned to the Chief Judge to apply the RAC12.1 as applicable and this should be recorded on the Master Sheet.

### **TECHNICAL JUDGE C**

- The Judge will enter an award on the scoring ladder. Recorders are to transfer this number to the Award Box.
- Add down awards column to get TOTAL AWARD
- Awards for Tempo are to be totalled separate to the main Awards and the total placed in the Tempo Value box – they then get added to the main award to determine the Total Award.
- DISREGARD any marks not within the smaller boxes or on the reverse side of the sheet: these are the judges notes when assessing the award
- If the Team has had a Y (Yes) circled, the sheet must be returned to the Chief Judge to apply the RAC12.1 as applicable and this should be recorded on the Master Sheet.

### **TECHNICAL JUDGE D**

- The Judge will mark "Marchers in Correct Position" on the sheet by a circle either Y (Yes) C or N (No). If the Team has had a Y (Yes) circled, the sheet must be returned to the Chief Judge to apply the RAC12.1 as applicable and this should be recorded on the Master Sheet.
- The Judge will enter the number of marchers on the field in the appropriate place on the score sheet. If there are less than 7 marchers recorded on the sheet the team will be deemed to have defaulted themselves from the contest. Do not add awards nor add to the Master Sheets- they will not be eligible for awards and will not receive Master Sheets.

- The Judge will enter an award on the scoring ladder. Recorders are to transfer this number to the Award box.
- Add down awards column to get TOTAL AWARD
- DISREGARD any marks not within the smaller boxes or on the reverse side of the sheet: these are the judges notes when assessing the award
- If the Team has had a Y (Yes) circled, the sheet must be returned to the Chief Judge to apply the RAC12.1 as applicable and this should be recorded on the Master Sheet.

### **COMPLIANCE JUDGE (DISCS)**

- The Judge will enter an award in the award box
- Where there is no award the judge will enter a stroke/cross in the Award Box
- Add down awards column to get TOTAL AWARD

### **DISPLAY JUDGE A**

This sheet is the same for Under 12, Under 16, Senior and Masters Grades and the applicable grade will be entered at the top right of the sheet.

The Judge will mark "compliance" by a circle either Y (Yes) C or N (No). If the Team has had a Y (Yes) circled, the sheet must be returned to the Chief Judge to apply the RAC12.1 as applicable and this should be recorded on the Master Sheet.

The Judge will enter the award in the box next to the aspect being judged. Recorders are to add sub heading boxes to get an AWARD - the award WILL NOT exceed value

Add down awards column to get TOTAL AWARD

DISREGARD any marks not within the smaller boxes or on the reverse side of the sheet: these are the judges notes when assessing the award

If the Team has had a Y (Yes) circled, the sheet must be returned to the Chief Judge to apply the RAC12.1 as applicable and this should be recorded on the Master Sheet.

## **DISPLAY JUDGE B**

This sheet is the same for Under 12, Under 16, Senior and Masters Grades and the applicable grade will be entered at the top right of the sheet.

Under the Heading Time Compliance there is provision for a penalty to be applied if the team do not perform under the minimum or over the maximum time allowed for the Grade. The judge will enter the penalty in the appropriate box and the Recorders will deduct that penalty from the Total Value of the Award to find the Final Total Value of the award to be entered on the Master Sheet.

The Judge will enter an award in the appropriate boxes on their sheets. Recorders are to add boxes to get an AWARD - the award WILL NOT exceed value.

Add down awards column to get TOTAL AWARD

DISREGARD any marks not within the smaller boxes or on the reverse side of the sheet: these are the judges notes when assessing the award

If the Team has had a Y (Yes) circled, the sheet must be returned to the Chief Judge to apply the RAC12.1 as applicable and this should be recorded on the Master Sheet.

## **INTRODUCTORY GRADE – TECHNICAL JUDGE A**

- The Judge will enter an award in the appropriate boxes on their sheets. Recorders are to add boxes to get an AWARD - the award WILL NOT exceed value.
- Add down awards column to get TOTAL AWARD
- DISREGARD any marks not within the smaller boxes or on the reverse side of the sheet: these are the judges notes when assessing the award
- NO Master Sheet for Introductory Grade

## **INTRODUCTORY GRADE – TECHNICAL JUDGE B**

- The Judge will enter an award in the appropriate boxes on their sheets. Recorders are to add boxes to get an AWARD - the award WILL NOT exceed value.



- Add down awards column to get TOTAL AWARD
- DISREGARD any marks not within the smaller boxes or on the reverse side of the sheet: these are the judges notes when assessing the award
- NO Master Sheet for Introductory Grade.

### **INTRODUCTORY GRADE – TECHNICAL JUDGE C**

- The Judge will enter an award in the appropriate boxes on their sheets. Recorders are to add boxes to get an AWARD - the award WILL NOT exceed value.
- Add down awards column to get TOTAL AWARD
- DISREGARD any marks not within the smaller boxes or on the reverse side of the sheet: these are the judges notes when assessing the award
- NO Master Sheet for Introductory Grade

### **INTRODUCTORY GRADE – TECHNICAL JUDGE D**

- The Judge will enter an award in the smaller box next to the aspect being judged. Recorders are to add boxes to get an AWARD - the award WILL NOT exceed value
- Add down awards column to get TOTAL AWARD
- DISREGARD any marks to the left of award column or on the reverse side of sheet: these are the Judges notes when assessing the award
- NO Master Sheet for Introductory Grade

### **INTRODUCTORY GRADE – DISPLAY JUDGE A**

- The Judge will enter an award in the smaller box next to the aspect being judged. Recorders are to add boxes to get an AWARD - the award WILL NOT exceed value
- Add down awards column to get TOTAL AWARD

- DISREGARD any marks to the left of award column or on the reverse side of sheet: these are the Judges notes when assessing the award
- NO Master Sheet for Introductory Grade

### **INTRODUCTORY GRADE – DISPLAY JUDGE B**

- The Judge will enter the award in AWARD column - the award WILL NOT exceed value
- Add down awards column to get TOTAL AWARD
- DISREGARD any marks to the left of award column or on the reverse side of sheet: these are the Judges notes when assessing the award
- NO Master Sheet for Introductory Grade.

### **OPEN FREE CHOICE GRADE - JUDGE**

- Open Free Choice Grade is NOT judged under the judging system.
- However, Associations are encouraged to have the Open Free Choice Grade judged utilizing Senior Marchers, Parents and Trainee judges.
- There will be various Sheets for this section, all different from each other, as there is NO designed Judging Sheet.
- Judges marks and comments will be of an encouraging nature.
- Open Free Choice Grade Teams DO NOT get entered onto a Master Sheet. Collate any sheets and hand back to Team Coach (same procedure as for all grades).
- NO Master Sheet for Open Free Choice Grade

### **OPEN FREE CHOICE GRADE - JUDGE**

- Open Free Choice grades are not judged, however Comment Sheets may be requested by Team Coaches.
- There will be various Sheets for this section, all different from each other, as there is NO designed Judging Sheet.
- Judges marks and comments will be of an encouraging nature.

- Open Free Choice Grade Teams DO NOT get entered onto a Master Sheet. Collate any sheets and hand back to Team Coach (same procedure as for all grades).
- NO Master Sheet for Open Free Choice Grade.

## **TIPS for Competition Days in the Recording Room**

- Remember to add a copy of each Judges sheet to your Recording Handbook for the Recorders to peruse and become familiar with prior to the seasons first competition and a back up copy in case more sheets are needed by the Chief Judge on the day.
- Stock up the Recording Room 'Tool Kit' with plenty of paper clips for when collating the sheets, pencils and rubbers for marking the sheets, staplers (and staples) to staple completed sheets ready for returning to the Team Coaches
- Include enough stamped addressed envelopes for every competition, ready for sending to the Technical Working Party the Master Sheet (you may even pass a Post Box on your way home from the competition or maybe one of the Recording Staff will be and could post for you). Emails to the Technical Working Party are an acceptable method of relaying the Master Sheets.  
[technical@marching.co.nz](mailto:technical@marching.co.nz)  
[judge@marching.co.nz](mailto:judge@marching.co.nz)  
[coach@marching.co.nz](mailto:coach@marching.co.nz)
- Have a briefing with your Recording Staff to outline what is required of them. This could be undertaken on a field day when all competition day officials and volunteers "get a run through" of the season. If not, at least prior to the first competition commencing.
- Make sure you get an awards list early from the Secretary of the Day and always look for "ties" in placings when completing the awards list – a second equal will then make the next placing fourth. A good idea to get someone to "double check" before they are announced.
- Ask your Recording Staff to count the number of participants at the competition and complete the sheet. This sheet to be given to the Secretary at the end of every competition. These statistics are a requirement from Sport NZ who want to know numbers of participants at competitions and events and the number of competitions and events

- Offer the Recording Staff refreshments, tea & coffee and on those hot summer days iced water will be appreciated
- And ALWAYS thank your recording staff at the end of every competition; even consider a small 'thank you' card and a chocolate given as they leave .....

Association	
Competition Date	
Masters Grade (# of marchers)	
Senior Grade (# of marchers)	
Under 16 Grade (# of marchers)	
Under 12 Grade (# of marchers)	
Introductory Grade (# of marchers)	
Open Free Choice Grade (# of marchers)	
Recording Room Staff (list names)	
Volunteers on the day (list names)	