

The logo features the word "MARCHING" in large, dark blue, sans-serif capital letters. Below it, the words "NEW ZEALAND" are written in white, sans-serif capital letters on a solid orange rectangular background. The entire logo is set against a light purple, trapezoidal shape that tapers from left to right.

MARCHING
NEW ZEALAND

NEW COACHES HANDBOOK

August 2012

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WHAT IS EXPECTED OF A COACH?

Consistency – Keep training times and venues regular
Respect – Show respect to others in order to receive it
Positive – Give Praise on what they CAN do, not what they CAN'T
Fairness – Demonstrate a sense of fair play and sportsmanship
Maturity – Act as an adult role model
Willingness – To listen and to admit mistakes
Coolness – Keeping your cool under any pressure
Support – Build a genuine caring relationship with the girls
Self Discipline – Be on time, finish what you start and keep your word.
Safety – Ensure your training and competing environment is safe

COACHING IS:

90% ATTITUDE AND 10% TECHNIQUE

BUILDING GOOD RELATIONSHIPS:

It is important that as a coach you do all you can to develop good relationships with the parents of the children you coach.

Here are some tips that might help you -

1. Make and circulate a list of parent's names, addresses and telephone numbers.
2. Write to them, inviting them to a meeting to discuss your goals for the season and fundraising ideas.
3. Discuss with them what it is they (and you) wish the members to get out of marching. It would pay to talk to your marchers beforehand about what they want out of marching.
4. Generate a list of team rules and guidelines for trainings and competitions (Ask each girl to come up with a rule for the list)
5. Ask for help from parents if you need it – with transport, setting up your support group – chaperon, manager, treasurer etc. However don't expect too much from any one parent.
6. Keep parents up to date with what you're doing and how the team is going
7. Encourage parents to come to competitions and public displays.

FIRST TRAINING:

Your first training should be fun. Don't mark down a pace ladder and have marchers marching up and down while you correct basic faults. For a newcomer, and for some that are unsure if they want to return, this could be extremely boring and a real turn-off. There is time for that later on – once they are hooked and understand that need to improve their basic drill. So make it enjoyable, have some games that help develop the skills of the sport, have time for getting to know team members and forming friendships.

Team Tag – Use a Netball/Basketball Court

- Marking time (walking on the spot)
- Pivoting (turning corners to get away from a tagger)
- Keeping in time with music (have music playing and make a rule that you have to keep in time with the music)
- Regulated paces (make a rule that any curved lines on the court have to be done with shorter paces i.e. moving mark times)

Memory Challenge

- Listening to and following instructions
- Side Paces (March to the tree and side pace around it and March back to Base)
- Marking Time (March to the nearest fence and mark time 6 beats, turn around to face opposite direction by marking time 6 beats and March back to Base)

PLANNING A TRAINING SESSION:

Components of a training session should be:

- **Warm up and Stretches** – (approx. 10 mins) Start each training with 2 games, they are fun and will help develop the simple skills. (Mark time swinging your arms is a quick way to warm up)
- **Simple Skills** - Development of all simple skills, revise all simple skills learned and teach new ones.
- **Complex Skills** – Incorporate simple skills into a Technical Drill Movement. E.g. If a halt mark time 10 is a movement in the Technical Drill Routine, then train this count while training mark times.
- **Training Stations** – Set up different stations around the training area, Mark times, Arm swings, Side Paces
- **Display** – Each Training session should include display as it is only with repetition that your team will be proficient at performing it. Start with a basic display and keep adding to it as your team improves.
- **Warm down and Stretches** – Stretch and Shake it all out (approx. 4 mins) put on warm clothing.
- **Feedback** – Always end your training with positive feedback from you, the coach, and ask for feedback from your marchers as to how they interpreted the training.

IMPORTANT – Children can only remember up to three instructions at one time (Adults up to seven)

- e.g. Halt, Mark time 2, Step out

SIMPLE AND COMPLEX SKILLS:

Simple Skills

- A simple skill is a skill that requires only one action
- Simple skills should be always be taught first
- Simple skills should be performed well to enable the progression to complex skills.
- Marching in time with the music
- Step out
- How to halt
- Pivot
- Side paces
- Moving to attention
- Standing at ease
- Mark Times
- Regulated Pace

Complex Skills:

- A Complex skills is a series of simple skills connected together, e.g. a left turn
- In a left turn the step out, pacing, pivot and halt would have already been learned.
- Therefore these simple skills have only to be joined together in conjunction with the step out

THE SEQUENCE OF TEACHING A SIMPLE AND COMPLEX SKILL:

- **Model** - Show the marchers the correct picture of the skill you wish them to learn
- **Cues** - Give the marchers clear short coaching cues or counts that they can count while performing each part of the skill
- **Space** – Once the marchers have grasped the skill in its simplest form send them off to practice in their own space
- **Feedback** – Stand where you can watch all the marchers and give them feedback on their performance
- **Team** – Once the marchers seem confident enough place them in a block and perform the skill as a team, reinforcing the coaching cues or counts you have taught them
- **Ranks** – Then work individually in ranks, pairs or groups of differing abilities
- **Reinforcement** – If possible reinforce three times within three days so that the marchers retain learning.

Always give positive feedback and praise the way they have performed the skill, even if they have not quite mastered the skill, they have attempted it and it will get better with praise and positive training.

COMPETITIONS:

Entry:

Entry forms should be sent to you upon registration of your team, if you don't receive any, then contact your Co-ordinator or Association Secretary.

Most Associations require entry forms at least 2 weeks prior to the competition to enable them to create the competition draw, remember to send a cheque with your entry form. Some Associations have late entry penalties.

Competition Draw:

You should expect to receive the competition draw 7 days prior to the competition date. The draw will tell you what time the competition starts, the reporting time, the format and where your team is placed in the draw.

Reporting Time:

This is usually around 30 minutes prior to the competition start time. You will need to bring with you your Team Registration card and your Display Music CD.

Any requests for an emergency dispensation need to be given to your Chief Judge at the end of the reporting meeting.

Tip:

Try to arrive at the competition in plenty of time to allow your marchers have time for a proper warm-up and to allow chaperons time to dress the girls and get them ready for the competition.

REMEMBER, the warm up is just a run through not a training.

JUDGES INTERVIEWS:

At the end of the competition you will be given an opportunity to discuss your sheets with the judges. Once you have finished interviewing you can then collect your Master Sheets along with your Team Registration card and Display Music.

Look through your sheets and decide what it is you wish to work on for that week's trainings and ask questions on the lowest score.

Feet – Regulated Paces and Slow March or

Arms – Arm Directions and Arm Drops.

When given opportunity to talk to Judges:

First of all introduce yourself and let them know which team you are associated with. You could perhaps ask "What do think I should work on to improve my team the most on your sheet. Is it the heading I have got the least award on do you think?, which is e.g. Handgrip? Can you give me any hint at all?"

For your own benefit try to analyse the sheet and have a 'check-list'. A judge often can't help with what shows up on the sheet. They are not there to coach you - just to explain why they took off the points that they took but only if it is not clear on the sheet. They are really there to clarify the reason for your awards.

Go back to the Policy and Operations Manual (Technical) and read carefully the requirements. Ask your Coaching Co-ordinator for assistance or other coaches in your area if you really have something you do not understand.

JUDGES INTERVIEWS CONTINUED:

Don't get too caught up and think you need to fix everything in a week. Take the time to correct the basics and then the complex drills and the movement structure will improve with time.

IMPORTANT –

DO NOT collect the Master Sheets until you have finished interviewing the Judges, as once you have collected your Master Sheets with the day's results on it, you can no longer interview the judges.

SPORT SAFETY:

Keep Marchers Safe by Ensuring the Following

- Completely warm up before training
- Stretch again between drill and display, especially the neck and back muscles.
- If training on concrete switch to soft sole shoes for display
- Eliminate too much repetition of any drill especially jerky display movements
- Use flat safe training grounds
- Train indoor in extreme heat or cold
- Keep moving if cold weather
- Drink plenty of water and keep re-applying sunblock if hot weather
- Eat plenty of healthy snacks
- Shorten training times in Extreme Heat or Cold Temperatures.

ADMINISTRATION:

Team Registration:

Team Registration Forms can be obtained from your Association Registrar or Association Secretary. It is recommended that registration is paid at least two weeks prior to your first competition march.

Team Reports:

Each month you are required to email a team report to your Coaching Co-ordinator with a copy to the Association Secretary. In this report you need to outline how your team is progressing, some general information about your team, any fundraising you are undertaking. Also in your report, you need to ask permission to travel if you are planning an away trip.

These reports are submitted to the Association Committee Meetings, CEO of Marching New Zealand and the Technical Working Party (TWP).

Association Meetings:

Your Association Committee meets regularly during the year.

Team Bank Statements:

Each Team Treasurer is required to forward a team bank statement to the Association Secretary each month.

This required so the Association can ensure the team is carrying sufficient funds in order to meet its marching commitments.

TEAM STRUCTURES:

Open Free Choice: Non-Competitive

Minimum age 4

Maximum – no limit

One or more Coaches, (one who must not be less than 16 years of age)

One Chaperons (who must not be less than 20 years of age), One Manager (who must not be less than 20 years of age), One Treasurer (who must not be less than 20 years of age)

Own Choice format and music

Introductory Grade: Non-Competitive – No Masters Sheets

Minimum age 5

Maximum age 12 or if still attending school, up to and including school Year 8 as at 1 October

One or more coaches, (one who must not be less than 16 years of age)

One Chaperon (who must not be less than 20 years of age), One Manager (who must not be less than 20 years of age), One Treasurer (who must not be less than 20 years of age)

U12 Grade: Competitive

Minimum age 7 or School Year 3

Maximum age 12 or if still attending school, up to and including school Year 8 as at 1 October

One or Two coaches, (not less than 16 years of age)

One or Two chaperons (not less than 20 years of age), One Manager (not less than 20 years of age) and One Treasurer (not less than 20 years of age)

U16 Grade: Competitive

Minimum age 10 or School Year 5

Maximum age 16 or if still attending school, up to and including school Year 12 as at 1 October

One or Two coaches, (not less than 16 years of age)

One or Two Chaperons (not less than 20 years of age), One Manager (not less than 20 years of age) and One Treasurer (not less than 20 years of age)

TEAM STRUCTURES (continued):

Senior Grade: Competitive

Minimum age 12

One or Two Coaches, (not less than 16 years of age)

One or Two Chaperons (not less than 20 years of age), One Manager (not less than 20 years of age), and One Treasurer (not less than 20 years of age)

Masters Grade: Competitive

Minimum age 30. One or Two Coaches, (not less than 16 years of age)

One Manager (not less than 20 years of age) and One Treasurer (not less than 20 years of age)

OPTIONAL: One or Two Chaperons, (not less than 20 years of age)

TEAM OFFICIALS:

A Team Coach:

Can't be a Team Chaperon and can't hold more than two official titles within a team. All Coaches must have the approval of an Association and have completed the Introduction to Coaching Course before commencing to coach a team.

The Coach is responsible for the training of the team, selects the team, arranges formations and decides where and when the team is to participate.

In order to obtain a membership as a competitive Team Coach, a person must be a holder of the MNZ Level One accreditation (online) within 12 months of registering as a Team Coach.

A Team Chaperon:

Is responsible for the welfare and behaviour of the Team at all times, except when the Team is in the hands of the coach, ensures the team is ready, neatly and correctly dressed when required by the coach.

The Chaperon must take up the required seating position at all phases of a competition, such position MUST be maintained by at least one Team Chaperon. If due to some unforeseen circumstances, no Team Chaperon can take up the required seating, then you must appoint another member of Marching NZ (who is at least 20 years of age) and inform the Secretary of the conducting authority as soon as possible.

TEAM OFFICIALS CONTINUED:

A Team Manager:

Is responsible for making all Team travel and accommodation arrangements as required by the coach and will be responsible for organising the Team's fund-raising activities.

A Team Treasurer:

Is responsible for keeping and maintaining appropriate records and books of accounts, receipt and bank all incoming monies and pay all accounts.

The Treasurer must present a copy of the audited income and expenditure account/balance sheet to their Association by 30 June.

The Audit may be carried out by a person who possesses suitable skills, does not have to be a qualified accountant. This often referred to as a "Review of Accounts" as opposed to an audit.

DISPLAY REQUIREMENTS:

Time:

Introductory – Not less than ONE MINUTE THIRTY SECONDS

U12 – Not less than TWO MINUTES and not more than TWO MINUTES FORTY FIVE SECONDS

U16 – Not less than TWO MINUTES THIRTY SECONDS and not more than THREE MINUTES FIFTEEN SECONDS

Senior – Not less than TWO MINUTES FORTY FIVE SECONDS and not more than THREE MINUTES THIRTY SECONDS

Masters – Not less than TWO MINUTES FIFTEEN SECONDS and not more than THREE MINUTES

Team Members:

Under 12, Under 16, Senior & Masters

Not less than SEVEN or more than FOURTEEN members

Introductory

Not less than FOUR or more than FOURTEEN members

Music:

The CD must have the command "BY THE CENTRE - QUICK MARCH" prior to music starting and include enough music after the Finish (which must be a complete stop of music) for the team to march off the area.

QUICKSTEP/COMPLIMENTS REQUIREMENTS:

Team Requirements:

Under 12, Under 16, Senior

Not less than SEVEN or more than TEN members

Criteria for less than SEVEN marchers

Leader and No's 1 / 2 / 3 / 4 / 5 / 6

and any rear rank positions No's 7 / 8 / 9 may be filled.

The number of marchers in the Review & Inspection **MUST NOT** be less than the number of marchers in the Quickstep/Compliments/Movements.

Masters

Not less than SEVEN or more than TEN members

Criteria for less than SEVEN marchers

Leader and No's 1 / 2 / 3 / 4 / 5 / 6

and any rear rank positions No's 7 / 8 / 9 may be filled.

Introductory

Not less than FOUR or more than TEN members

Leader is optional and does not need to be out front of the team.

The number of marchers in the Review & Inspection **MUST NOT** be less than the number of marchers in the Compliments/Movements.

Key Contacts:

Association Coaching Co-ordinator

Name:

Phone:

Email:

Mentor or Team Buddy

Name:

Phone:

Email:

Association Chief Judge

Name:

Phone:

Email:

Association Secretary

Name:

Phone:

Email:

If you have exhausted all of the above options, then contact your Director of Coaching directly.

Director of Coaching

Email: coach@marching.co.nz

Marching New Zealand sincerely appreciates the people and organisations that contributed both directly and indirectly to the development of this resource, especially Trish Flanagan.