



## **MEMBERSHIP REGISTRATION PROCEDURES**

(In accordance with MNZ Rule of Participation A16.1)

### **MEMBERSHIP**

- A person must be a member of Marching New Zealand (other than an Individual-Associate Member) in order to participate at a Meeting of Marching New Zealand or of an Association, or participate as a Team Official, Marcher, Secretary or an appropriately Qualified Judge, in any Championship, Competition, Display or Gathering organised by Marching New Zealand or by an Association (Rule of Participation A16.3)
- Individual – Associate membership will be required for a Chief Marshal, Chief Recorder and for Trainee Judges who have not yet qualified. (Rule of Participation A16.3)

### **MEMBERSHIP TERM**

- Membership term is for one year - this shall be from 1 October in any year until 30 September in the following year. (as per Rule 4.2)
- Membership applicable to the period 1 October in any year to 30 September in the following year shall continue for one further month but shall lapse if the annual subscription is not paid within one month of that latter date (Rule 4.4.3)
- New applications for membership from 1 April and before 1 October in the same year, shall after approval, continue in membership until 30 September the following year. (Rule 4.4.4)

### **APPLICATION FOR MEMBERSHIP**

- All applications for membership are to be made on the current forms supplied by MNZ (Rule of Participation A16.1), which are available from the website and will be accompanied, where applicable, by payment to MNZ either by direct credit or cheque payment.
- All applicable sections of the forms must be completed in a neat, tidy and accurate manner
- Signatures
  - Signatures are required from everyone applying for new membership.
  - Signatures are required for renewals relating to a person registering for the first time as an Association Official or a Coach, Chaperon, Manager or Treasurer in any Grade, or a Marcher in the Senior or Masters' Grade who will be required to sign certification in respect of their age.
  - Signatures are not required for persons renewing membership from the previous season except for those detailed above.
  - Signature acknowledges the applicant shall undertake to conform to the Rules of the Constitution and Policies and/or Rules of Participation of Marching New Zealand and the Association (Rule 16.3.5).
- All new applications for membership, from a marcher, are required to complete birth date
  - Where a birth date is required, Association Membership/Privacy Officers are required to sight a statutory document (e.g. a birth certificate or passport). It is not necessary to take and keep copies or forward copies of statutory documents to MNZ, ticking or initialling the appropriate column 'as sighted' is all that is required.
  - Where verification of age variance for Under 16 Grade (Rule of Participation MG1.3), Under 12 Grade (Rule of Participation MG1.4), and Introductory Grade (Rule of Participation MG2.2)

Association Membership/Privacy Officers are required to sight a school report/letter stating the school year of the marcher. It is not necessary to take and keep copies or forward copies of a school report/letter to MNZ, ticking or initialling the appropriate column 'as sighted' is all that is required.

- At the next meeting of the Association Committee (or sub-committee appointed for this purpose) after receipt of any application for membership, such application will be reviewed and agreed or otherwise. If the application is declined, the applicant will be informed of the reason. Any applicant declined membership by the Association can appeal this decision to Marching New Zealand. The decision of Marching New Zealand will be final. (Rule 4.5)
- The Association Membership/Privacy Officer will process all applications for membership. If, due to extenuating circumstances, the Association Membership/Privacy Officer is unavailable to process membership applications, the Association Secretary will deputise.
  - The Association Membership/Privacy Officer will check that all sections of the application forms have been completed and are correct before signing off.
  - The Association Membership/Privacy Officer shall complete and issue the appropriate Team Card for each Team Registration Form processed.
  - The Association Membership/Privacy Officer on receiving a letter of notification indicating a Team Grade change, along with the Team Card, shall complete and issue the appropriate new Team Card and destroy the previous one, and immediately forward the letter of notification to MNZ with the accompanying payment if applicable.
  - The Association Membership/Privacy Officer shall forward originals of the Membership Registration Forms, and accompanying payment/s where applicable, to MNZ immediately after the meeting of the Association Committee (or Sub-Committee appointed for this purpose) ensuring that any applications relating to participation in the New Zealand Championship reach MNZ prior to the said Championship.
  - The Association Membership/Privacy Officer shall forward a Financial Summary of Registrations Form with each batch of registration forms.
  - The Association Membership/Privacy Officer shall retain a copy of the Membership Registration Forms for a period of two years (Rule of Participation A20-2).
  - PLEASE NOTE, any application for membership registration is not complete until processed by MNZ. The Board shall cause a Register to be kept in which shall be entered the full name, residential address, electronic address and category of membership of all persons admitted to membership of Marching New Zealand, the dates of their admission and all subsequent changes, and shall keep and maintain the Register in accord with the provisions of the Privacy Act 1993.

## **CLEARANCE/TRANSFER**

- Movement from one Association and/or one Team to another requires the completion of a Clearance/Transfer Form to signify the return of assets and payment of financial liabilities, and to be the transfer process if, within a season, a person has already been granted membership for that season.
- The meeting of debt obligations and the return of assets is in the hands of the Association and/or Team as applicable.
- A Marcher changing Grades within the same Team does not require a Transfer/Clearance Form.
- Team Treasurers will forward to their Association, by 30 April each year, a list of their members with liabilities to the Sport, giving details of same, in respect to liabilities incurred in the previous twelve (12) months and which are still owing. Each member being notified in writing of this occurrence and the details of the liabilities incurred. (Rule of Participation A 20.9).
- A Marcher with no liabilities recorded with their Association at the end of each season does not require a Transfer/Clearance Form unless transferring to another Association.

## **CONVICTION CHECK POLICY**

Marching New Zealand and its affiliated Associations wish to provide a safe environment for children. To minimise the risk of child abuse occurring a Conviction Check is to be used for all Team Officials and Association Committee Members. Conviction checks will provide security for junior marchers.

All Team Officials and Association Committee Members are to be conviction checked upon their initial membership registration with Marching New Zealand. Following three years of continuous registration, conviction checks are to be renewed. Should membership lapse, then a Conviction Check would be required immediately upon re registering. Team Officials and Association Committee Members are not deemed formally appointed to a position with the Team or Association until a suitable Conviction Check outcome has been received by Association Membership/Privacy Officer.

Prior to, or on registration of a Team, Officials who are to be registered with the Team and Association Committee members must provide evidence of their criminal record or lack thereof. This is to be obtained by completing a 'request for your own criminal history' or by completing the 'third party request for criminal history' to enable the relevant Association of the member to obtain this history. This process must be completed, and evidence provided on date of registration. (These forms can be obtained from [www.justice.govt.nz/criminal-records](http://www.justice.govt.nz/criminal-records) and take approximately 10 working days).

## **FORMS**

- Registration Forms are available from the MNZ website and Associations should print a 'master copy' and update/file in the Membership Registration Folder.
- The following forms will be used:

### Clearance/Transfer Form

- The Clearance/Transfer Form is in 2 sections.
  - Section 1 – Clearance/Transfer from a Team, to be completed by a Team Official
  - Section 2 – Clearance/Transfer from an Association, to be completed by an Association Official
- The Clearance/Transfer Form signifies the member is clear of any liabilities to the Team or the Association. Liabilities can include monies owed, uniforms, equipment or trophies not returned, accounts not audited.
- A Clearance/Transfer Form MUST accompany the appropriate Registration Form.
- A Clearance/Transfer Form from the Association does not require a Clearance/Transfer Form from the Team UNLESS liabilities have been advised to the Association by that Team.
- Any Clearance/Transfer request MUST be processed without delay.

### Financial Summary of Registrations

- A Financial Summary of Registrations is to be attached to every batch of registrations submitted to MNZ.
- Payment, as determined from the Financial Summary, to accompany every batch of registrations.

### Life Member Registration Form

- The Life Member Registration Form is to be completed and forwarded through the Association Membership/Privacy Officer to MNZ.
- The Life Membership Registration Form is to be used for Association Life Members and is for membership record/statistics only – there is no fee. However, if an Association Life Member is also a Team Official or the Association Chief Recorder for example, then they will pay the applicable fee for that level of registration to MNZ.
- Although an Association Life Member may also hold another membership status, for simplicity list ALL Association Life Members on the Life Member Registration Form.
- No signature is required for the Life Member Registration.

### Association Registration Form

- There are two registration forms for registering the Association Committee which is dependent on the Association composition chosen (Option A or Option B) as per Rule 16.4.2.
- The registration form has two sides. SIDE TWO has email address and a column for recording ethnicity.

- Each Association shall apply to the Board for registration annually. The Board may grant, or at its discretion, decline to grant or delay the granting of any application for registration by an association. (Rule 16.16).
- All Association Committee Members must be a registered member (Rule of Participation A16.3) and any non-member nominated and duly elected for an Association Committee position will be required to become a member prior to the next Association Committee meeting (Rule 16.4.2c).
- The Association Registration Form will be used as the application for membership by all members of the Association Committee.
- The Association Registration Form only requires signatures as outlined above under Application for Membership.

#### Team Registration Form

- The Team Registration Form is to be completed and forwarded through the Association Membership/Privacy Officer to MNZ.
- The registration form has two sides. SIDE TWO has email address and a column for recording ethnicity. The email address of a Parent/Caregiver if Member is Under 16.
- The Team Name is not to include the name of the marching grade in which the Team is registering. For example - Blue Senior Grenadiers is not accepted, Blue Grenadiers is.
- A Team Card will be completed from the names provided on the Team Registration Form by the Association Membership/Privacy Officer.
- Additional Team members applying for membership after the Team Card has been issued will also use the Team Registration Form.
- A Team wishing to change Grade may do so subject to:
  - a) a letter of notification, with the required payment covering any difference in subscription, being received by MNZ, through the Association Membership/Privacy Officer,
  - b) the Team Card being given to the Association Membership/Privacy Officer with the letter of notification.
- A Marcher can be a Marcher of only one competitive team at any one day or collective competition.
- The Team Registration Form will be used as the application for membership by all members of the Team.
- The Team Registration Form only requires signatures as outlined above under Application for Membership.

#### Open Free Choice Team Registration Form

- The Open Free Choice Team Registration Form is to be completed in the same manner as the Team Registration Form and forwarded through the Association Membership/Privacy Officer to MNZ.
- The ONLY difference is, as per the Rules of Participation, an Open Free Choice Team does not have Chaperon; they are a Person and do not require Manager or Treasurer.
- The registration form has two sides. SIDE TWO has email address and a column for recording ethnicity. The email address of a Parent/Caregiver if Member is Under 16.
- The Team Name is not to include the name of the marching grade in which the Team is registering. For example - Blue OFC Gems is not accepted, Blue Gems is.
- A Team Card will be completed from the names provided on the Team Registration Form by the Association Membership/Privacy Officer.
- Additional Team members applying for membership after the Team Card has been issued will also use the Open Free Choice Team Registration Form.
- A Team wishing to change Grade may do so subject to:
  - c) a letter of notification, with the required payment covering any difference in subscription, being received by MNZ, through the Association Membership/Privacy Officer,
  - d) the Team Card being given to the Association Membership/Privacy Officer with the letter of notification.
- A Marcher can be a Marcher of only one non-competitive team at any one day or collective competition.
- The Open Free Choice Team Registration Form will be used as the application for membership by all members of the Team.
- The Open Free Choice Team Registration Form only requires signatures as outlined above under Application for Membership.

#### Individual Registration Form

- The Individual Registration Form is to be completed and forwarded through the Association Membership/Privacy Officer to MNZ.

- The registration form has two sides. SIDE TWO has email address and a column for recording ethnicity. The email address of a Parent/Caregiver if Member is Under 16.
- The Individual Registration Form is to be used by persons applying for Individual membership e.g. Judges, and not for registering as part of a Team or Club.
- Once having applied for membership on an Association Registration and/or Team Registration Form, a person is not required to complete and submit an Individual Registration Form.
- The Individual Registration Form only requires signatures as outlined above under Application for Membership.

#### Associate Registration Form

- The Associate Registration Form is to be completed and forwarded through the Association Membership/Privacy Officer to MNZ.
- The registration form has two sides. SIDE TWO has email address and a column for recording ethnicity. The email address of a Parent/Caregiver if Member is Under 16.
- The Associate Registration Form is to be used by persons applying for Individual (Associate) membership.
- The Association Chief Marshall and Chief Recorder require at least Associate Membership status (Rule of Participation A 16.3).
- Trainee Judges require at least Associate Membership status (Rule of Participation A16.3) BUT once a Trainee Judge has Qualified, they are required to upgrade membership to Individual status.
- Other persons requiring Associate Membership could include
  - Volunteers contributing to the objects of the Association but not requiring a higher level of membership in order to assist (Rule 4.1.5).
  - Marchers/members not marching or involved for this season and still wanting to maintain a continuing membership for any Service Awards,
  - Friends/supporters of the Association who want membership of the Association.
- The Associate Registration Form only requires signatures as outlined above under Application for Membership.

#### Shared Subscription Form

- The Shared Subscription Form is in 2 sections.
  - Section 1 – Name and details of the Registered Member
  - Section 2 – Name and details of the new Member for which the shared subscription will apply next season.
- The Shared Subscription Form MUST be attached to the applicable form which the new member is applying for membership on.

#### Shared Subscription Claim Form

- The Shared Subscription Claim Form is in 2 sections.
  - Section 1 – Name and details of the Registered Member who introduced the new member last season
  - Section 2 – Name and details of the Member introduced last season for which the shared membership will apply.
- The Shared Subscription Form MUST be attached to the applicable form which the introduced Member is renewing membership on.

#### School/Community Form

- The School/Community Form is to be completed during the season when the Association holds 'School and Community activities' for example - Holiday Programmes, Learn to March Classes, Have a go Day's... when the names and contact details of the participants will be collected and recorded.
- The names and address (if known) from this form when forwarded onto MNZ by the Association Membership/Privacy Officer will be added to the MNZ Database and numbers added to your membership statistics – there is no fee. This form is optional, you may already have a register format that is working for you, but remember to copy and send it in to MNZ.

#### Volunteer Form

- The Volunteer Form it to be completed during the season with the names of your unregistered Volunteers, they will likely be for example, the BBQ Chef on Competition Day, Recording Room

staff, assistants to the Chief Marshal, Plan Layer, the parent who helps to stack away the judges chairs or the person who picked up the imported judges from the airport.

- The names and address (if known) from this form when forwarded onto MNZ by the Association Membership/Privacy Officer will be added to the MNZ Database and numbers added to your membership statistics – there is no fee.
- This form is optional, you may already have a register format that is working for you, but remember to copy and send it in to MNZ.

## **CARDS**

- Every registered Team is given a Team Card recording the Team Name and names of the Team Coach/s, Chaperon/s, Manager and Treasurer along with the names of every registered marcher in the Team.
- Team Cards will be sent upon request to the CEO at [ceo@marching.co.nz](mailto:ceo@marching.co.nz)
- Any name additions to a Team Card will be initialled and dated by the Membership/Privacy Officer.
- Any name deletions to a Team Card will have a line drawn through the name and be initialled and dated by the Membership/Privacy Officer.
- The following cards will be used:

### Team Cards

Masters Grade	Blue
Senior Grade	White
Under 16 Grade	Pink
Under 12 Grade	Yellow
Introductory Grade	Hot Pink
Open Free Choice Grade	Green

## **MEMBERSHIP FEES**

- Membership Fees payable to Marching New Zealand for the 2020-2021 season are

Masters/Seniors/Under 16 Marchers/Team Officials/Individual	\$ 92.00
Under 12 Marchers	\$ 57.00
Introductory Grade Marchers/Officials	\$ 19.00
Open Free Choice Marchers/Officials	\$ 19.00
Associate	\$ 8.00

- Membership Fees can be paid direct to MNZ bank account or by cheque.

## NOTES TO HELP COMPLETE FORMS

BEFORE COMPLETING ANY MEMBERSHIP FORM PLEASE NOTE

As per Rule 4.10.

The Board shall cause a Register to be kept in which shall be entered the full name, residential address, electronic address and category of membership of all persons admitted to membership of Marching New Zealand, the dates of their admission and all subsequent changes, and shall keep and maintain the Register in accord with the provisions of the Privacy Act 1993.

As per the Conviction Check Policy

Prior to, or on registration of a Team, Officials who are to be registered with the Team and Association Committee members must provide evidence of their criminal record or lack thereof. This is to be obtained by completing a 'request for your own criminal history' or by completing the 'third party request for criminal history' to enable the relevant Association of the member to obtain this history. This process must be completed, and evidence provided on date of registration

- No Conviction Check – No Registration.
- Please use the CORRECT FORMS and PRINT CLEARLY.
- Team Names MUST NOT include the marching grade. For example, the Team Name Blue Senior Grenadiers MUST BE Blue Grenadiers
- A new Coach commencing coaching (cannot register) until they have completed the Introduction to Coaching Course and have the approval of the Association (Rule of Participation A 21.2)
- A Coach to continue coaching as a competitive Team Coach must be a holder of the MNZ Level One accreditation, (Rule of Participation A 21.4)
- NM = New member,  
Tick or initial applicable column  
"New" indicates not registered in the previous season and will require a signature.  
Signatures are required for persons applying for new membership, certifying *that they agree to abide by the Constitution, Rules of Participation and Policies of Marching New Zealand and also, that they agree to their details being recorded and that they may be provided to organisations, businesses or individuals where it is believed something beneficial for the sport of marching may result.*
- RM = Renewing membership,  
Tick or initial applicable. applicable column  
"Renewal" indicates registered in the previous season and will not require a signature unless the person is registering for the first time as an Association Official or a Coach, Chaperon, Manager or Treasurer in any Grade to be a Team Official in that Grade, or a Marcher in the Senior or Masters Grade (who will be required to sign a certification in respect of their age) certifying *that they agree to abide by the Constitution, Rules of Participation and Policies of Marching New Zealand and also, that they agree to their details being recorded and that they may be provided to organisations, businesses or individuals where it is believed something beneficial for the sport of marching may result.*
- V.B = Verification of Birth date,  
That is a statutory document (e.g. a birth certificate or Passport) showing birth date has been provided to the Association Membership/Privacy Officer for sighting, who will tick or initial where applicable. A copy of any statutory document is NOT required to be sent to MNZ
- V.S = Verification of School age  
That is a school report/letter showing the school year of the marcher has been provided to the Association Membership/Privacy Officer for sighting, who will tick or initial where applicable. This is for marchers who are over grade age but still attending the applicable school year as per the Rule of Participation – Under 16 Grade MG1.3, Under 12 Grade MG1.4 and Introductory Grade MG2.2. A copy of any school report/letter is NOT required to be sent to MNZ.
- Birth date MUST be recorded and verified for new members if under 16 years of age,

- Birth date for Masters' Grade is optional, though new Master Grade Marchers when signing have agreed to abide by the Rules of Participation including Rule of Participation MG1.1 - Age for Marchers (New marchers must be at least 30 years of age).
- If a member's registration requires a completed Clearance Transfer Form, this MUST be attached to the Registration Form.
- When all details are completed, forms are forwarded to the Association Membership/Privacy Officer with the appropriate fees, who will verify and confirm all sections are completed and if applicable Clearance/Transfer Form received and attached, then sign and forward immediately to Marching New Zealand, PO Box 3197, Richmond, Nelson 7050 or scan and email to [ceo@marching.co.nz](mailto:ceo@marching.co.nz) .
- Please allow 3 working days for registrations to be processed for confirmation of membership.
- As from 1 October 1999, all birth certificates are being produced at the Central Registry in Lower Hutt, and not by local Births, Deaths & Marriages (BDM) offices. There are various avenues for ordering a birth certificate, call free 0800 225 252 or visit website [www.bdm.govt.nz](http://www.bdm.govt.nz)
- Conviction Check forms can be obtained from [www.justice.govt.nz/criminal-records](http://www.justice.govt.nz/criminal-records) and take approximately 10 working days.