



August 2020

Spring is around the corner and so is the new marching season. Annual Meetings are behind us now and we look forward to the on-field marching season which is fast approaching and hopefully without Covid-19 restrictions. Thank you to the Associations who have already sent in their schedule of competition/events for inclusion in the National Calendar of Events and congratulations Marching Canterbury who have 10 marching events on their calendar, Marching Auckland have seven and Hawke's Bay have five. The local Teams will be very excited about these opportunities to showcase their marching to family and friends.

Thanks also to Marching Auckland, Hawke's Bay and Canterbury who have sent in the Association Personnel list for the National Directory and welcome back Sherryn (Auckland), Jennie (Hawke's Bay) and Di (Canterbury) I look forward to working with you all through as we bring marching back onto the field and if you need any help don't hesitate to ask, even if you consider it a stupid query – please ask and remember we all ask stupid questions at some stage (and sometimes often) as that is how we learn.

This 'to do list' is a gentle reminder to help you in your role as Association Secretary to meet compliance matters and tasks that need undertaking each month. In August, these tasks include -

- ◆ **Association email** – check that it is operating especially if you are a new Secretary. All communications are sent to the [yourassociation@marching.co.nz](mailto:yourassociation@marching.co.nz) email address. Retiring secretaries need to go into Tools, Email Accounts and DELETE the email set up and then the new secretary can set up the email on their computer. If the Association have their own computer no problems, no changes required just moving the computer and of course everything goes with it, email included. The only change would be of outgoing server, if you need any help just phone or email me.
- ◆ **Email contact for the CEO and TWP** – CEO [ceo@marching.co.nz](mailto:ceo@marching.co.nz), Technical Manager [technical@marching.co.nz](mailto:technical@marching.co.nz), Director of Coaching [coach@marching.co.nz](mailto:coach@marching.co.nz), Director of Judging [judge@marching.co.nz](mailto:judge@marching.co.nz)
- ◆ **National Directory of Association Personnel** if not already done, please complete the contact details template and return as soon as you can. I will circulate the first National Directory at the end of the end of the month, so get your Association contact details in asap. The Directory will be updated with any alterations/additions highlighted and circulated at the beginning of each month going forward. The Directory is not made available on the website due to personal contact details within the document.
- ◆ **National Calendar of Events** if not already done, at your next Committee Meeting establish and confirm your competition dates and send them to me, they will be collated into the National Calendar of Events and will be published on the website. The National Calendar of Events will be circulated at the beginning of each month with any alterations/additions highlighted and as it is available on the website **MUST** always be current so if you have for unforeseen circumstances made a change to a competition date please advise asap. Be sure that your Association have the 2 competitions (must be a competition and on different days) prior to the 31 December for teams to be eligible for entry to NZ Championships (ROP NZC3.1). A Field Day does not constitute a competition unless it is run according to the applicable rules for competitions and is judged with a Master Sheet provided.
- ◆ **Minutes** of your Annual Meeting (ROP A19.5) and monthly Association Meeting Minutes (ROP A19.3) are to be forwarded to me at MNZ, [ceo@marching.co.nz](mailto:ceo@marching.co.nz)
- ◆ **Audited Financial Statements** are to be forwarded to the MNZ Director of Finance, Craig Rhodes at PO Box 4160 Christchurch 8140 or email [crhodes@nexiachch.co.nz](mailto:crhodes@nexiachch.co.nz)
- ◆ **Incorporated Societies** must be advised of any changes to contact details for the Association and remember to send a copy of the Financial Statements direct to the Registrar of Ministry of Economic Development, Private Bag 92061, Auckland Mail Centre 1020 or via the website [www.societies.govt.nz](http://www.societies.govt.nz)
- ◆ **Association Committee Meetings** are to be held on a regular basis, at least once monthly (ROP A12.3). Remember any non-member elected to the Association Committee at the Annual Meeting will be required to become a member prior to the next Association Committee meeting. (Rule 16.4.2). The first Committee Meeting is the forum for filling any vacant positions on the Committee and are by appointment of the Committee (Rule 16.4.4.6), they are not elected onto the Committee as they would have been at the Annual Meeting.

- ◆ **Committee 'induction'** – the first meeting after the Annual Meeting is the opportunity to spend 15 minutes to reiterate the role Committee Members have in managing the Association, sometimes a little reminder to the longer serving members does not go amiss. A simple 'induction process' that outlines the expectations of members sets good standards for the coming year and as volunteers they do want to know what is expected of them. Sometimes we are so excited at getting someone into a position we often forget to give them all the information they need.
- ◆ **Lines of communication**, just a reminder about the lines of communication. ROPA19.8 clearly outlines the lines of communication and remind your Coaches and Judges of these also.
- ◆ **All Trophies** should be returned this month, so get Teams to get any repairs done, polish them up and return carefully packed to the Trophy Custodians. Association trophies (ROP RAC19.3) and MNZ trophies (ROP NZC15) are due back on the 31<sup>st</sup> August.
- ◆ **MNZ website** [www.marching.co.nz](http://www.marching.co.nz) is the go-to place for marching information. More and more information will be made available on the website along with the Constitution, Polices, ROP's, Technical Details, Judging Sheets etc. Until we create a culture of going to the website you will still get queries like... *we haven't got the Technical Criteria or Judging Sheets yet*, a quick 'look on the website' reply will help. And we are always seeking new photographs if you have any to share.
- ◆ **Policy & Operations Manual (Technical)** and all Technical Information is available on the website, however hard copies (including the folder) of the Policy & Operations Manual (Technical) can be purchased at \$35.00. Order via the MNZ website or contact the Technical Manager [technical@marching.co.nz](mailto:technical@marching.co.nz). Please allow 10 days for despatch and delivery.
- ◆ **Conviction Check Policy** and all Team Officials and Association Committee Members are to be Conviction Checked upon initial membership registration and following three years 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 the Association Membership/Privacy Officer. Team Officials and Association Committee Members should take all reasonable steps to ensure that marchers are not placed in a position where they are by themselves and in the supervision of someone that has not been conviction checked.
- ◆ **Shared Subscription**, the incentive for members to 'introduce a friend' to marching is continuing. 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 member's discount is limited to 50% only, regardless of the number of new members introduced. Members who 'introduced a member' last season will be eligible for a 50% refund in their subscription if both they and the introduced member re-register this season.
- ◆ **Coach Incentive** for Coaches who after coaching for three consecutive years after first registering as a Coach will receive a \$50 voucher will also be available again this season.
- ◆ **Chief Judge Incentive** for Chief Judges who progress a Trainee Judge to a Qualified Judge (and full membership) they will receive a \$50 voucher. A pro-active and successful Association Chief Judge can receive more than one Gift Voucher.
- ◆ **Judge Incentive** is new this season for Judges. A Judge after judging for two consecutive seasons after qualifying as a Judge will receive a \$50 Gift Reward Voucher.
- ◆ **Competition equipment**, did you delegate someone to check it out? Still not too late and I encourage you to do it prior to Field Day which will be 'trial day' for everyone. Check the music system and music media, new music can be ordered via the MNZ website. Do you need new corner flags and boundary tape or new field discs - Blue for Masters, White for Senior, Red for Under 16, Yellow for Under 12, Hot Pink for Introductory Grade and Orange for the Display Start disk. Check that the Compliance Judge stand is still 'safe' and none of the pegs to anchor it to the ground have been misplaced. Give all equipment a WOF and all will be looking smart and in good working order when back out onto the field for Field Day and then Opening Day. Refresh the instruction/check list cards for the field/plan layer and music set up/set down. They are handy to hand to a keen parent/volunteer on a competition day to help with, especially the clean up afterwards. Volunteers appreciate knowing what they are expected to do and having an instruction sheet makes it so easy to hand over and requires no explanation.

- ◆ **Health & Safety** Plans and Procedures will need updating and you may want to add some of the measures we have learnt from the Covid-19 pandemic. E.g. ensuring hygiene and hand washing facilities are available at events. You may need to remind the Coaching Co to stress this to Team Coaches at the next Coaches Meeting. The Health & Safety at Work Act 2015 does not tell people 'how' to make things safe; rather it requires that they '*have taken all reasonable, practicable steps*' to make it safe. We all have the primary duty of care for and to manage risks to the health and safety of marchers, officials and others (including spectators) and must take reasonable steps to ensure that, while under our care and responsibility, the environment is healthy and safe.
- ◆ **Volunteer of the Month** – please keep sending in your volunteer profiles for inclusion in the Newsletter. Perhaps your first Volunteer could be 'retiring' Committee Members or the volunteer who is giving the competition equipment a WOF.
- ◆ **Registration Process** will be the same as last year. All the forms will be updated and available from the MNZ website.

In preparation for Registrations

- advise the Membership Privacy Officer to go to the MNZ website for the information and forms
  - familiarised yourself and ensure your Membership Privacy Officer is also familiar with the Membership Registration Procedures
  - follow up with Team Treasurers who have filed members with liabilities to the sport and remind them to contact the Association as soon as the members have been cleared (members with filed liabilities cannot register until cleared)
  - send me an email listing anticipated Team Cards for the coming season
- ◆ **Introduction to Coaching** is for all new coaches as soon as interest is shown. Designed as a 'one-on-one' session of learning with the new Coach and the Association Tutor or Coaching Co-ordinator a Workbook is to be completed that will be assessed for understanding. Contact the Director of Coaching [coach@marching.co.nz](mailto:coach@marching.co.nz) if you have any queries on the Introduction to Coaching programme. All new Coaches must complete prior to commencing to coach a Team (ROP A21.2).
  - ◆ **Level One Coach Accreditation** must be completed within 12months of registering as a Team Coach of a competitive grade Team (ROP A21.4). Level One is an online resource which takes approximately 1 hour to complete the Workbook. Once completed, it is submitted direct for assessment of understanding and will be responded to by the Director of Coaching.
  - ◆ **Recess Teams** or Teams 'taking a year off' this season need good clear communication regarding the process. 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 or next season, but one or two years later they still cannot register - the liability is still there, still there until it is cleared. The Team now in a second year of having 'a year off' and decides not to register this season have deemed themselves in 'recess' and the team's 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 (ROP A18.3).
  - ◆ **Association Minutes** will include reportage from your Treasurer, Chief Judge and Coaching Co-ordinator and if not included in the text of the minutes and instead referred to 'as attached', then the reportage MUST be attached when circulated including when forwarded to MNZ and the TWP and attached when filing for keepsake as per ROP A20.2.

Keep sending in your Minutes, it's great to read of your activities and especially your progress to the tasks your Committee sets for the year. August is a very busy month as we prepare for Field Day and Opening Day. Have a great month and any queries don't hesitate to ask.

*Diane*

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Chief Executive Officer, Marching New Zealand

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