



# ADMINISTRATION/ INFORMATION GUIDE FOR TEAM COACHES

## FIRST TIME COACH:

Thanks Coach!

Without you, there wouldn't be a team, you help keep Marching going.

For a first-time coach, marching administration can be a bit daunting. So here are some pointers on setting up your team.

Contact your Association Secretary to advise the name and grade of your team, the postal address, email address and contact phone numbers of both yourself and your co-coach (if you have one). This will put you, and your co-coach, on the mailing list for all Association correspondence.

Contact your Association Publicity and Promotions Officer to discuss recruitment ideas and opportunities for your team

Contact your Association Treasurer to discuss budget ideas, approximate cost for the season including registration fees, entry fees, accommodation and travel.

Set up your Team Management, make sure you are comfortable with all your management team as these are the people who will have your back and help run your team throughout the season.

- Team Chaperon
- Team Treasurer
- Team Manager

Open up a 'Not for Profit' team bank account with 2 separate approvers, (not from the same family or residence) normally the Team Coach and the Team Treasurer.

Once you have all your Team Officials appointed, then you need to have a meeting to discuss roles and responsibilities, do not take on all the responsibility, that is what your Team Management is for ... your main focus is to 'COACH' your team.

**MOST IMPORTANTLY** – Keep in regular contact with your **Association Coaching Co-ordinator**, they will be your go to person for all things marching and will keep you well informed of any new releases, updates and changes from your Local Association and March New Zealand.

All communication should go through your Coaching Co-ordinator.

## COACHES DEVELOPMENT PLAN:

Marching New Zealand recognise the value of Coaches and have implemented a Coach Development Plan to enable Coaches to pursue a career path in coaching through the sport of marching both through Coaching Accreditation Levels and by attendance at National workshops.

### **Coaching Induction** [MNZ Rules of Participation A20-2](#)

Within one month of applying to coach for the first time you should receive induction (orientation) training. This will be delivered locally by an Association Coaching Co-ordinator / Coach Developer.

Getting started ... Coaching Induction provides entry level information on coaching for those individuals wishing to get involved in coaching marching. It is designed for first time coaches and covers basic coaching. It is not intended as a complete guide, but rather as a starting point from which a new coach can develop and progress through to the next levels in the Marching New Zealand Development Programme.

Completion of the Coaching Induction will be a pre-requisite to acceptance of registration as a coach, in accordance with Marching New Zealand Rule of Participation A20.2.

### **Foundation Coach Award – Level 1** [MNZ Rules of Participation A20-4](#)

Within one year of a new coach completing the Coach Induction, they should complete the Foundation Coach Award – Level 1. This is available online on our Marching New Zealand website.

The Foundation Coach Award is aimed at all coaches, it is comprised of TWO modules “Marching Coaching” and “Safe Practice for Marching Coaches”.

Completion of the Foundation Coach Award will be a pre-requisite for renewal of registration as a competitive coach for the second season, in accordance with Marching New Zealand Rule of Participation A20.4.

### **Community Coach Award – Level 2**

The Community Coach Award is aimed at more experienced coaches with a minimum of 2-3 years coaching marching experience. It follows on from the Coach Induction and the Foundation Coach Award to continue to grow and develop you as a coach. This is available from your Coaching Co-ordinator.

To gain the Community Coach Award you must complete a total of 8 Modules.

## **TEAM REGISTRATION:** [MNZ Rules of Participation A15-1](#)

Team Registration Links can be obtained from your Association Membership Officer along with a copy of registration cost and any team levies. It is recommended that registration is completed and paid at least two weeks prior to your first competition march.

If you have a marcher that is 12 or older as at 1st October and is wanting to march in the Under 13 Grade, you will need to provide confirmation from their school verifying that they are still in year 8

If you have a marcher that is 17 or older at 1st October and is wanting to march in the Under 18 Grade, you will need to provide confirmation from their school verifying that they are still in year 13

All new marchers will need to provide confirmation of age either by Birth Certificate or Passport.

To Register an Additional Team please read [MNZ Rules of Participation RAC4](#)

### **Criminal Conviction Checks:** [MNZ Policies](#)

**All** Team Officials are to be Conviction Checked upon their initial membership registration with Marching New Zealand and renewed every three years of continuous registration.

Should membership lapse, then a Conviction Check would be required immediately upon re registering.

Team Officials are not deemed formally appointed to a position with the Team until a suitable Conviction Check outcome has been received by Association Membership/Privacy Officer.

[Get your own criminal record | New Zealand Ministry of Justice](#)

### **Production of Young People:** [MNZ Policies](#)

**ALL** Team Officials **must complete** Sport New Zealand's [Child Safety Management Online Module](#) upon their initial membership registration with Marching New Zealand.

Following three years continuous registration, the Young Person Safety Training must be repeated if members are still Relevant Members.

The Young Person Safety Training can currently be accessed for free at Sport New Zealand

## TEAM OFFICIALS:

The appointment of Team Officials of a Team will be the sole right of the Coach/s of the Team, with all subsequent decision making, (other than that covered by Rules of Participation) being in the hands of the Team Officials.

### **A Team Coach:** [MNZ Rules of Participation A20-1,A20-2,A20-3,A20-4](#)

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 Coaches Induction Programme 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 within 12 months of registering as a Team Coach.

### **A Team Chaperon:** [MNZ Rules of Participation A20-5,A20-6](#)

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 Association Secretary of the conducting authority as soon as possible.

### **A Team Manager:** [MNZ Rules of Participation A20-7](#)

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:** [MNZ Rules of Participation A19-8,A19-9](#)

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.

# TEAM STRUCTURES:

## Competitive Grades [\*MNZ Rules of Participation MG1\*](#)

### U13 Grade:

Minimum age 7 or School Year 3 and Maximum age 12 or if still attending school, up to and including school year 8 at 1 October

One or two Coaches (one of whom must be no less than 18 years of age and the other not less than 16 years of age), One or Two chaperons, One Manager and One Treasurer (not less than 20 years of age)

### U18 Grade:

Minimum age 12 or School Year 8 and Maximum age 17 or if still attending school, up to and including school year 13 at 1 October

One or two Coaches (one of whom must be no less than 18 years of age and the other not less than 16 years of age) One or Two chaperons, One Manager and One Treasurer (not less than 20 years of age)

### Senior Grade:

Minimum age 17 or School Year 13 as at 1<sup>st</sup> October

One or Two coaches, (not less than 18 years of age), One or Two chaperons, One Manager and One Treasurer (not less than 20 years of age)

### Masters Grade:

Minimum age 30

One or Two coaches, (not less than 18 years of age)

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

## **Non-Competitive Grades** [MNZ Rules of Participation MG2](#)

### **Introductory:**

Minimum age 5 or School Year 1 as at, 1 October and Maximum age 10 or if still attending school, up to and including school year 6 at 1 October

One or two Coaches, one of whom must be not less than 16 years of age, and the other not less than 14 years of age, One Chaperon (not less than 20 years of age), One Manager/Treasurer (not less than 20 years of age)

### **Open Free Choice:**

Minimum age 4 and There is no maximum age.

One or two Coaches, one of whom must be not less than 16 years of age, and the other not less than 14 years of age.

At least One Chaperon/ Manager (not less than 20 years of age)

## **COMPETITIONS:**

### **Entry:** [MNZ Rules of Participation RAC3](#)

Around early August your Association Committee will put together a list of competition dates for the coming season. If you are already on the mailing list, these will automatically be sent to you by your Association Secretary. Contact your Association Secretary or Coaching Co-ordinator if you don't receive a copy.

Remember to pay online when you forward your entry form to your Association Secretary.

**Important** – Do not forget to ask if there is a cut off date for entry into your local competitions and if there is a late entry charge if you do not get your entry form in on time. Last minute entries can be an Association Secretary's nightmare so please make a special note to find out what guidelines are in place in your Association.

### **Island Championships Entry:** [MNZ Rules of Participation RAC1](#)

Associations will combine to organise the Island Championships, normally rotating the Host over all the Associations within the Island.

The hosting Association will communicate the date, venue and entry requirements.

There is no special entry form, you can just use your local association one and send it directly to the hosting Association.

## **New Zealand Championships Entry:** [MNZ Rules of Participation NZC3](#)

Around January you should receive the official New Zealand Championships Entry form from Association. It is important that you take special note of the entry closing date and any important information attached.

**Important** – For the New Zealand Championships eligibility criteria please read. [MNZ Rules of Participation NZC3](#)

## **Competition Draw:** [MNZ Rules of Participation RAC6](#)

You should expect to receive the competition draw 7-14 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. From this you will be able to work out what time to have your team at the competition ground.

**TIP:** Try to arrive at the competition approx. 2 hours before start time, to ensure your marchers have time for a proper warm-up, allow chaperons time to dress the girls and get them ready for the competition, give the marchers a drink and a few encouraging words from the Coach.

Note that if you are going to have a run through prior to your march you need to find out where you are allowed to train.

You must not use the leader's whistle and remember to keep your music volume turned down to a minimum.

**REMEMBER:** the warmup is just a run through not a training.

## **Reporting Time:**

Reporting time will be shown on your competition draw and is usually around 30 minutes prior to the competition start time.

Normally the coaches of the team will report, but anyone can report on your behalf if you so wish.

Find out from your Association Secretary or Coaching Co-ordinator where you go to report as this is normally in the same place at each local competition.

At reporting time, the Association Secretary will mark off that your team is present, advise you if there are any changes to the days draw, and also any housekeeping notices for the day(s) competition. This is also where you ask permission to borrow a marcher if you need to.

Don't forget to take a pen to make alterations to the draw if necessary.



It is important that you are present, on time, as failing to report may result in your team not being able to compete.

Any requests for an **emergency** dispensation need to be given to your Chief Judge who will be present at reporting time to receive these.

For **permanent** dispensations contact your Association Coaching Co- coordinator or Association Secretary for the procedure to follow.

**Important** – For Dispensations Requirements please read [Policies & Operations Manual \(Technical\)- Section 1](#)

### **Judges Interviews:**

At the conclusion of the competition, Judges sheets will be available and Coach/Judge interviews **may** be held.

Interviews are for clarification on the current competition sheets only, don't compare awards from previous competition dates or judges.

Have a thorough read of each sheet and highlight any areas of concern, if you don't understand a comment, you have been given or disagree with an award, first step is to approach your Association Coaching Co-ordinator or Association Chief Judge and see if they can assist you.

Always refer back to the Policy and Operations Manual (Technical) and read the requirements carefully.

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.

Once you have finished interviewing you can then collect your Master Sheets along with your Team Registration card.

**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.

## **GENERAL INFORMATION:**

### **Team Reports:** [MNZ Rules of Participation A18-7](#)

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 should outline how your team is progressing, any fundraising you are undertaking and any rising concerns.

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, EO of Marching New Zealand and the Technical Working Party (TWP).

### **Team Bank Statements:** [MNZ Rules of Participation A19-8e](#)

Each Team Treasurer is required to forward a team bank statement to the Association Secretary each month. You can ask your bank to forward this direct to the Association Secretary to ensure this important requirement is not missed.

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

### **Association Committee Meeting:**

Your Association Committee meets each month. You will be forwarded a copy of the minutes from this meeting. If you have any questions from these minutes you can bring this up with your Association Coaching Co-ordinator.

The Association Coaching Co-coordinator can then report back to the committee on any issues raised.

### **Remember**

If you are unsure just ask your Association Co-coordinator who will get the answers that you require.

## **KEY CONTACTS:**

### **Association Coaching Co-ordinator**

Name:

Phone:

Email:

### **Association Chief Judge**

Name:

Phone:

Email:

### **Association Secretary**

Name:

Phone:

Email:

### **Association Treasurer**

Name:

Phone:

Email:

### **MNZ Director of Coaching**

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