



July 2020

Snow showers have brought a dusting to the local ranges and the ski-fields were hoping it was to be a dumping of snow and it would get the season underway in time for the school holidays. The mix of winter weather conditions, snow showers, rain, wind, sun, cloud, overcast and bleak are mostly weather conditions for indoor activities, and we have lots to keep us busy indoors. Annual Meetings to attend, Competition Dates to confirm, New Season to organise, Targets to set and Pages to update in the Technical Manual now that the 1st July release is available.

To Association Secretaries who are retiring many, many thanks for your great efforts administering Marching at the local level for your members and all the best for whatever holds for your retirement. Often your efforts are not recognised; but be assured from me you have all done a sterling job and I am confident that you will provide a smooth transition to your successor and offer your continued assistance until they are 'up-and-running'. To any new Association Secretaries, a BIG welcome and welcome back those continuing in the role for the coming season.

A reminder of some of the compliance issues and tasks you should be undertaking in July, which is perhaps our busiest month on our administrative calendar as we prepare again for the busy 'on-field' marching season.

- ◆ **Association email** addresses are the line of communication to the Association and it is important that all Associations use the email. If your Association owns the 'secretaries' computer and it moves with all the other Secretary stuff to the incoming Secretary no change will be required. The Association email will continue to receive and the only change in settings will be for outgoing emails. If the Association does not own the computer, the retiring Secretary will need to disconnect from their personal computer before a new computer login can be set up and accessed. Go into Tools, Email Accounts and DELETE the email set up and then the new secretary can set up the email on their personal computer. If you need any help just phone or email me. BUT remember to do a back-up first because all emails will be deleted if not saved and restored to the new computer, just like documents.
- ◆ **Contact details** for CEO at MNZ remain the same email ceo@marching.co.nz and the office is located at Sports House, 142 Saxton Road East, Stoke, Nelson 7011. Postal address PO Box 3197, Richmond, Nelson 7050 and Phone 03 5463330. If you are lucky to have a holiday in sunny Nelson, please call in to the office, I would love to see you.
- ◆ **Email contact for the TWP** – Technical Manager technical@marching.co.nz, Director of Coaching coach@marching.co.nz, Director of Judging judge@marching.co.nz
- ◆ **Planning for the coming season....** will be signed off by your new Committee and targets established. Make your goals simple and targets achievable but challenging. Some goals could be - to develop new revenue streams for successful Competition Days, provide competitions that are exciting and enjoyable for all participants, recruit and train Display Judges, update the Association website details and photos, introduce a Meeting Effectiveness Test at the end of every Association Meeting, convene a basic First Aid Course for all Coaches and Chaperones and targets could be- to have ONE registered Team in every grade, to hold ONE Open Forum Meeting for all members, schedule TEN competition events this season, have a full judging panel for at least TWO competitions, the Coaching Co-ordinator to hold regular (MONTHLY) meetings for Coaches.
- ◆ **Financial compliance** rules are very clear within our Rules of Participation. They include
 - A20.5. Associations, Clubs and/or Teams are to keep and maintain appropriate records and books of account. An audited copy of the annual income and expenditure account/balance sheet is to be filed with Marching New Zealand (for Associations) and the Associations (for Clubs / Teams) shortly after the Annual Meeting (for Associations) or by 30 June (for Clubs / Teams). The Audit or Review is to be conducted by someone independent and considered capable of doing so, whilst not necessarily qualified. If non-qualified, a statement of experience is to be attached.
 - A20.6 The Board (on behalf of Marching New Zealand), Associations, Clubs and/or Teams are to operate a bank account. All outgoing payments including cheque and online banking require a second check and approval process. The approval not being of a husband and wife/partner, nor two people living at the same household.

- A20.7 Any Group/s of Association members, with a common interest in the Sport, who may choose to raise finance for the purpose of assisting their support service activity to the Sport, are to obtain the prior approval of their Association Committee to do so and then must keep and maintain appropriate records and books of account. An Audited or Review copy of the annual income and expenditure account/balance sheet is to be filed with the Association by 30 June. Such Groups are to operate a *bank* account. All outgoing payments including cheque and online banking require a second check and approval process. The approval not being of a husband and wife/partner, nor two people living at the same household. *This applies to any group who raises funds in the name of marching, including your Judging Panels.*
- A20.8 Association, Club and Team Treasurers, in addition to any other duties, which may from time to time be allocated, are to be responsible for the following:
- keeping and maintaining appropriate records and books of account.
 - receive all monies and bank same to the credit of the organisation's bank account/s.
 - pay all accounts or advances as directed by the organisation.
 - upon resignation, have records and books of account balanced and audited before obtaining a written clearance from the Association, Club or Team.
 - in the case of Club/Team Treasurers file monthly, a copy of the statements of the bank account/s, and summary of outstanding accounts, and file annually by 30 June, an audited copy of the income and expenditure account/balance sheet, with the Association to which the Club/Team is affiliated.
 - in the case of Club/Team Treasurers, present individually a monthly written, and itemised detailed account to any individual team member with outstanding amounts owed to the Team/Club.
 - in the case of Club/Team Treasurers, present to all Team members by 30 June, a copy of the audited income and expenditure account/balance sheet.
- A20.9 Clubs and Teams 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.
- A20.10 All funds raised by Clubs, Teams and Individuals are to be used for the particular marching purpose or venture for which they were raised. If that marching purpose or venture is not to occur, then the funds are to be used for some other legitimate marching purpose within the Club or Team, and, failing that, be directed to the local Association or Marching New Zealand for use in the Sport

- ◆ **Members with Liabilities** need to be followed up with Teams Treasurers who have filed with the Association members with liabilities to the sport. Remind them to contact the Association as soon as the members have been cleared and remember these members cannot register until cleared. The Association must have received the names of members with liabilities by the 30th April otherwise all members are declared cleared. Be mindful of the extenuating circumstances due to the Alert Level restrictions during Covid-19 and be vigilant with follow ups to ensure members are now free of the liability of assets, in particular uniforms unable to have been returned.
- ◆ **Members that may 'be taking a year off'** this coming season need to be noted. 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 season but one or two years later they still cannot register - the liability is still there. Still there until it is cleared. Liabilities are not necessarily outstanding monies for subs, raffles or fundraising, it can be for un-returned uniforms, boots, unsold chocolates or trophies and can also be unaudited Bank Accounts or Judges Uniforms or Manuals. Anything they have that belongs to the Team or the Association is considered a liability until returned or paid for.
- ◆ **Recess Team**, a Team in a second year of having a year off and deciding not to register again, have deemed themselves in 'recess' and the team's assets are to be passed over to the Association Committee. The assets, including funds held in a separate trust account, are held for a period of two years. If during this two-year period the Association Committee approves, the Team (Coach, Chaperon/s, Manager, Treasurer and Marchers) to use the Team name for the purpose of re-activating the Team concerned, the Association shall provide the assets and funds held in the trust. Refer Rule of Participation A18.3. If the Team does not re-form within the two-years, the Association Committee shall use the assets and funds for the furtherance of the Sport in the Association.
- ◆ **Teams that may 'be taking a year off'** this coming season need to be noted. A Team is not in recess if they are only 'having a year off' and of course if 'having a year off' there will be no movement in bank account balances during this time and Bank Statements are still to be forwarded to the Association until the team is either active again or deemed in recess. It is very important that the Team 'taking a year off' has an accurate record of their assets (everything that belongs to the Team – uniforms, music player, callipers, marching boots etc) and where they are stored or to whom they are on loan/hired out to. For

example, the Team (Team Management in consultation with the Team Members and/or Parent/Caregivers) may agree to hire out the 'blue busby hats' to the Under 12 Team for the season or loan the 'callipers and practice disks' to the Under 16 Team which will be documented and dated to enable easy and transparent return after the 'year off'.

- ◆ **New Teams** can register now for the coming season and should be registered before they start any fundraising in the name of marching or the new Team. Membership for new Teams with new Members will thus be for more than 12 months – it will be from 1 April to 30 September 2021. This is for NEW Members, refer to Rule 4.4.4.
- ◆ **Association Annual Meetings** (which must be held before the end of July - Rule 16.5.1.1) will be all organised but please remember to thank everyone for their efforts over the past year and welcome everyone to another exciting year in your Association. Remember any non-member nominated for an Association Committee position will be required to become a member prior to the next Association Committee meeting. (Rule 16.4.2)
- ◆ **New Committee Induction** at the first meeting is opportune to reiterate the role Committee Members have in managing the Association, sometimes a little reminder to the longer serving members does not go amiss also. A simple 'induction process' that outlines the expectations of Committee Members sets good standards for the coming year and the Volunteers do want to know what is expected of them. Sometimes we are so excited at getting someone into a position that we often forget to give them all the information they need.
- ◆ **Any vacant positions** on the Committee can be filled at the first Committee Meeting by appointment of the Committee. They are 'appointed' and not 'elected' onto the Committee as they would have been at the Annual Meeting.
- ◆ **Minutes** of your Annual Meeting (including all reportage referred to within the minutes) are to be forwarded to me at MNZ shortly after the Annual Meeting.
- ◆ **Financial Statements** are to be forwarded to the MNZ Director of Finance shortly after the Annual Meeting. Send a copy of your audited accounts direct to Director of Finance, Craig Rhodes at PO Box 4160 Christchurch 8140 or email crhodes@nexiachch.co.nz
- ◆ **Incorporated Societies** also require a copy of the Financial Statements, send direct to the Registrar of, Ministry of Economic Development, Private Bag 92061, Auckland Mail Centre 1020 or via the website www.societies.govt.nz and remember to update any changes to contact details for the Association.
- ◆ **National Directory of Key Personnel** will be circulated to Association Secretaires at the beginning of August, please complete the contact details form and return to allow a speedy compilation of the Directory.
- ◆ **National Calendar of Events** will be circulated at the beginning of August and in the monthly Newsletter and each week on the website. When your competition and championship dates have been confirmed please send them through to me for compiling the Calendar for the season.
- ◆ **Lines of communication** are as per the Rule of Participation A19.8 and remind your Coaches and Judges of these too – they first communicate with their Coaching Co-ordinator and Chief Judge who will then communicate with their counterparts the Director of Director of Coaching and Judging. If Team Coaches and Judging Panels seek an affiliation letter from MNZ it **MUST** first go through you as Association Secretary, you can then forward the request to me if required. It is important that the Association Committee is aware of what and from where Teams and Judging Panels are seeking funding – this will avoid any embarrassment (and any double dipping) should the Association too be seeking funding for the same project, for example Workshops.
- ◆ **Technical Details released 1st July** are available via the MNZ website for ease of access by Coaches and Judges to either store and use from their own technical device; PC, phone or tablet or have a printed version. This will save you time in copying, though you may still need to provide some copies as not all Coaches or Judges have ready access to printing facilities. New copies of the Policy & Operations (Technical) Manual or The Manual can be purchased from the Merchandise page on the website.
- ◆ **Introduction to Coaching** must be provided as soon as interest is shown by any new Coach, so it may be opportune to remind your Coaching Co-ordinator of this in readiness. Once completed the 'new coach' can then make an application to Coach to the Association. Contact the Director of Coaching if you require more information or have any queries about this resource.
- ◆ **Level One Accreditation** must be completed by Coaches (of competitive Teams) before registering as a Coach for the second year and be approved by the Association. Level One Accreditation consists of two

on-line modules accessed via the MNZ website www.marching.co.nz. The online resources mean Coaches will not need to travel to complete Level One, they can complete the modules online which take approximately 60minutes and once completed, sending the workbook through to the Director of Coaching who will assess for understanding.

- ◆ **Volunteer of the Month** – please keep sending in your volunteer profiles for inclusion in the Newsletter. Did you acknowledge your Volunteers last month during National Volunteer Awareness Week, I hope you did, if not, diary a note now for June 2021 when National Volunteer Awareness Week will again be held to recognise the contributions of Volunteers.
- ◆ **Membership Registration** information process and applicable forms for the new season will be sent out early next month and will also be available on the MNZ website.
- ◆ **Conviction Check Policy** applies to Association Committee Members and Team Officials who must have a Conviction Check 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. Association Committee Members and Team Officials are not deemed formally appointed to a position with the Association or Team until a suitable Conviction Check outcome has been received by the Association Membership/Privacy Officer. Association Committee Members and Team Officials 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. As we approach the new season, to avoid delays to registration remind those members requiring Conviction Checks for registration they are to have a current documented Conviction Check date prior to registering.
- ◆ **Shared Subscription** incentive to 'introduce a friend' to marching will be available again this season. To encourage not only new membership but also retain existing members. How it works - where an existing Marching NZ member introduces someone new into the Sport of Marching, and that that person is a full paying member, Marching NZ, through the Association Membership Privacy Officer, refund 50% of their Marching NZ 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.
- ◆ **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 Day Equipment** needs a check prior to the beginning of the new on-field season so delegate someone this task. The music system will need a check, do you need new music media for the new season? Are your coloured march plan disks in need of some fresh new paint (Masters Blue, Seniors White, Under 16 Red, Under 12 Yellow and Introductory Grade Hot Pink)? Do the corner flags need repairing or replacing? Does the music caravan or equipment trailer need some attention before the new season begins, WOF and registration maybe? Judges stands, are they safe and easily secured when in use?
- ◆ **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.
- ◆ **The MNZ website** www.marching.co.nz is the go to for marching information, so regularly check the website and encourage Committee Members, Coaches and Judges to regularly check also. Also please check that the link on the Contact Page for your Association email, website and facebook are correct and working and if not please advise asap to allow it to be corrected.

- ◆ **MNZ Annual Meeting** (due to Covid-19) was postponed and is rescheduled to be held electronically on Sunday 19th July 2020. Thank you for registering our two Association Delegates, including their email addresses and mobile phone details. The Agenda has been emailed out to each registered member attending from your Association.
- ◆ **MNZ Service Awards** that your Association has recommended and are not presented at the MNZ Annual Meeting, will be made at suitable events throughout the coming season, either by the MNZ President or a Board Member.

A very busy month to get us started for the new season, this list is just a reminder to help you become more efficient in your role. If the Association Annual Meeting is the last task of your tenure as Association Secretary, again THANK YOU for your efforts as the front person of the Association. Have a great month and stay safe and warm.

Diane

Diane Gardiner
Chief Executive Officer, Marching New Zealand

Telephone 03 5463330,
Email ceo@marching.co.nz

www.marching.co.nz

