

# MARCHING

NEW ZEALAND



July 2021

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/event dates to confirm, a new Marching season to organise, strategic targets to set and pages to update in the Technical Manual now the 1<sup>st</sup> July release is available.

To the Association Secretaries, who like me, 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 please 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'. I too am ready to offer assistance and answer questions from new CEO Emma if required. Those at the MNZ Annual Meeting got to meet Emma and I am sure those still to have that pleasure will welcome her when an opportunity arises. 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.

- ◆ **MNZ Annual Meeting Minutes** will be circulated when completed later in July.
- ◆ **Constitution** changes will also be completed and submitted to Incorporated Societies for approval and Associations will be advised when they have been approved.
- ◆ **Rules of Participation** changes will be completed too and circulated. Please read them thoroughly as re-numbering has meant several changes. Changes are effective immediately.
- ◆ **MNZ Service Awards** that your Association has recommended and were 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.
- ◆ **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 Emma and she will help you. 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 will be advised over the next couple of days, in the meantime all communication will flow via the same email [ceo@marching.co.nz](mailto:ceo@marching.co.nz).
- ◆ **Email contact for the TWP** – 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)
- ◆ **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 – that may be contacting selected businesses or even members for donations for the season supply of award medals. Another goal could be to provide competitions that are exciting and enjoyable for all participants – these competitions could include some fun activities, like pace ladders, themed colour or dress up days or balloon races. If it is to recruit and train Display Judges, challenge each Team to provide a 'trainee judge'. Other goals could be to 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 TWO Open Forum Meetings for all members, THREE competitions with Trophy Only awards, FOUR competition/events before Christmas...

- ◆ **Financial compliance** rules are very clear within our Rules of Participation. They include -
  - A19.5. Associations or Teams are to keep and maintain appropriate records and books of account. An audited or reviewed copy of the annual financial statements are to be filed with Marching New Zealand (for Associations) and the Associations (Teams) shortly after the Annual Meeting (for Associations) or by 30 June (for 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.
  - A19.6 The Board (on behalf of Marching New Zealand), Associations and Teams are to operate a bank account. All outgoing payments 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.
  - A19.7 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 Reviewed copy of the annual financial statements is to be filed with the Association by 30 June. Such Groups are to operate a bank account. All outgoing payments 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.
  - A19.8 Association and Team Treasurers, in addition to any other duties, which may from time to time be allocated, are to be responsible for the following:
    - a. keeping and maintaining appropriate records and books of account.
    - b. receive all monies and bank same to the credit of the organisation's bank account/s.
    - c. pay all accounts or advances as directed by the organisation.
    - d. upon resignation, have records and books of account balanced and audited or reviewed before obtaining a written clearance from the Association or Team.
    - e. in the case of 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 or reviewed copy of the financial statements with the Association to which the Team is affiliated.
    - f. in the case of Team Treasurers, present individually a monthly written, and itemised detailed account to any individual team member with outstanding amounts owed to the Team.
    - g. in the case of Team Treasurers, present to all Team members by 30 June, a copy of the audited or reviewed financial statements.
  - A19.9 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.
  - A19.10 All funds raised by 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 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 30<sup>th</sup> April otherwise all members are declared cleared.
- ◆ **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 general 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 A17.3. 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 now to 30 September 2022. This is for NEW Members, refer to Rule 4.4.3.
- ◆ **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)
- ◆ **Association Rules** must be approved by the Board before enacted by your Association as per MNZ Rule 16.6.2. Remember if your Association has found a need for 'local rules' they must not be in conflict to MNZ Policies and Rules of Participation.
- ◆ **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 the CEO 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](mailto: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](http://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. When your competition and championship dates have been confirmed please send them through for compiling the Calendar for the season.
- ◆ **Lines of communication** are as per the Rule of Participation A18.6 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 the CEO 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 1<sup>st</sup> 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.

- ◆ **The Coach Induction Course** 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](http://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 2022 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 or two, 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)? PLEASE NOTE the NEW DISK requirement for Q/C/M finish position this coming season (orange disks with the grade colour dot in the middle). 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? Update your Health & Safety signage for competitions e.g. hazard signs for electrical cords to the speakers, signs where to locate the First Aid Kit, even a 'beware of slipping' for the new Display A elevated stand.
- ◆ **Competition Day Volunteers** appreciate information on their Volunteer task for the event. Update the Volunteer Check List now ready for the Volunteers, especially if you are blessed with many Volunteers who roster for the Competition Day tasks. The check list can be a one-page laminated sheet or a small

flip folder with all that's required for each task. A step by step of how and where to set up the music system and placement of speakers, even a printed layout of the field for those rostered to set up on Competition Day is handy.

- ◆ **An elevated Judge Stand** is now required for the Display A Judge. The same stand height and requirements as for the Compliance Judge stand. Refer to the Marching New Zealand Platform Guidelines for Associations for structure guidelines and safety standards required and note that they are to be safe and easily 'secured' when in use, outside or indoors. Currently MNZ are in discussions with a supplier to save time and money for each Associations sourcing a supplier. More information will be forthcoming in a week or two.
- ◆ **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 hand washing facilities are available at events. You may need to remind the Coaching Co-ordinator 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 the people '*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](http://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.
- ◆ **Admin Workshop** is in the diary for Sunday 8<sup>th</sup> August at the Brentwood Hotel in Wellington. A Workshop for President/Secretary/Treasurer commencing 10 am and concluding 4 pm. Registration Forms will be emailed out tomorrow. MNZ President Vicky and Director of Finance Craig will be attending to facilitate specific sessions on Leadership and Financial Management respectively.
- ◆ **Coach Workshop** on 28/29 August at St Margaret's in Christchurch and **Judge Workshop** on 11/12 September also at St Margaret's in Christchurch information circulated by the Technical Manager. Any assistance the Association can give Coaches and Judges to attend will be appreciated by them all and the rewards the Association will gain will certainly justify the investment.

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. This is the last monthly To Do List from me, I hope they have been helpful in for you in your role as the Association Secretary. Have a great month and stay safe and warm.

*Diane*

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