



June 2020

What a difference a month makes! A month ago, we were at Alert Level 3 with restrictions around physical distancing, mass gathering numbers, public health measures and contact tracing as well as remaining vigilant with personal health hygiene. Now at Alert Level 1 we are 'almost' back to normal. Though we must still remain vigilant with personal health hygiene and be prepared to move back to restrictions if need be. The run of no cases is looking favourable to a start for sports, first the winter codes in a shortened season then summer sports.

Covid-19 has certainly impacted our lives and our sporting environment. We are so lucky we are a summer sport and are less impacted than our winter code colleagues. I hope that you have taken advantage of the offers of support from your Regional Sports Trust and going forward stay in touch with them, they offer and have reinforced the great networking opportunities they can facilitate.

Must be winter, temperatures have dropped, rain has arrived and a little snow as well) and the shortest day is coming fast. Then we look toward longer days (and often colder) and a new marching season. But first we have some tasks and some reminders in our diary –

- ◆ **Planning for the coming season....** Did you allocate tasks to each member of the Association Committee to focus on and present a plan for the coming season? Was this approach successful?
 - Do you now have a plan on how to get more Trainee Judges?
 - Has a 'Working Bee' to tidy up/repaint competition day equipment been organised?
 - How creative were your Committee naming Competition Days to create interest e.g. Cup Day, the dress code required might be as for the races, a Christmas March, an indoor Display Gala Night could be a competition and a fundraising opportunity at the same time by selling tickets....
 - Did your Committee have novel Fundraising ideas? We all know funding is going to be limited
 - Did you consider a Have a Go for a specific age grade you are targeting this season?

- ◆ **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:
 - 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 before obtaining a written clearance from the Association, Club or Team.

- e. 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.
 - f. 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.
 - g. 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** to the Sport (Team or Association) must have been advised to the Association by the 30th April otherwise all members are declared 'clear' of any liabilities. Now that Teams have had opportunities to gather without restrictions on numbers check that they are now satisfied that team assets have been returned where noted as outstanding. Keep a watchful eye on the list that you have received from Team Treasurers and keep reminding the Treasurer's to inform the Association immediately these members have cleared their liabilities. Be aware of Teams and/or Members that may 'be taking a year off' next season. 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 being a registered member due to not marching next season and 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 uniforms, boots, unsold chocolates or trophies and can also be unaudited Bank Accounts or Judge Manuals. Anything the member 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 and 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 funding 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 funding for the furtherance of the Sport in the Association. Note that 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.
 - ◆ **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. NOTE this is for NEW Members. Refer to Rule 4.4.4.
 - ◆ **MNZ Annual Meeting** (due to Covid-19) was postponed. At the time it was envisaged that the Annual Meeting would not be held until the end of September to comply with the time frames within our Constitution. Sport NZ provided us with legal clarification and advice for holding Annual Meetings affected by Covid-19 and the Board formally resolved at the Board Meeting on Sunday 7th June 2020 to hold the MNZ Annual Meeting electronically on Sunday 19th July 2020. The Board has also voted to postpone any Remit for rule changes and Notices of Motion until next year when it is envisaged the meeting will be 'face to face'. Similarly, there will be no General Business this year. For purposes of this virtual meeting Observers will **not** be invited to attend this year. Voting will be made by way of an email or text to the Independent authority and will be carried out during the meeting. All Delegates, Board, Technical Working Party, and Life Members will have to register prior (no later than 30th June 2020) providing both an email and cell phone contact and there is NO Registration Fee.
 - ◆ **Nominations** for President and one Board Member must include a precis penned by your nominee and reach the CEO no later than 30 June 2020. Your Association will need to consider whom they intend nominating and approach that person to ensure the nomination will be accepted. Deadline for

submitting nominations is now the 30th June 2020. Thank you to those Associations who have been proactive and already sent through their nominations.

- ◆ **MNZ Annual Meeting Agenda** will be emailed out to each registered member attending from your Association.
- ◆ **MNZ Service Award** recipients recommended by your Association must be received by the CEO by 30th June and include their name and a brief precis of their service. Criteria for eligibility is outlined in Rule of Participation A23,
- ◆ **2022 NZ Championship** deadline for applications is 30th June. Complete your application and forward to the CEO for Board consideration. The successful Host Association will be announced at the MNZ Annual Meeting. Director of Finance can give you some advice with the budget if required.
- ◆ **Association Annual Meeting** will be also on the Agenda this month so planning will be well underway and date, time and venue confirmed, and meeting notice sent under the terms of the association structure your association will operate under next year as defined in Rule 16.4.2, Association Committee Composition. Encourage all members to attend and follow up on who have shown some interest in taking on positions and answer any queries they may have
- ◆ **Association Rules** must be approved by the Board before enacted by your Association as per MNZ Rule 16.6.4. Remember if your Association has found a need for 'local rules' they must not be in conflict to MNZ Policies and Rules of Participation.
- ◆ **Coach/Coaching Co-ordinator Workshops** were ON HOLD and now that 'normal' is almost back an update, including a new date and venue will be provided soon
- ◆ **Admin Workshop** has been deferred a year, to August 2021.
- ◆ **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.
- ◆ **Volunteer of the Month** – please, please keep sending in your Volunteer of the Month for MNZ to recognise in the Newsletter and please continue to acknowledge your volunteers too, a card or quick email is all that is required sometimes. This month is National Volunteer Awareness Week (21-27 June), and what better time to thank your local Association volunteers and take time out and enjoy some social time. Organise a mid 'Winter Christmas Dinner' or perhaps just a simple all contribute 'Pot-Luck Tea'. Say THANKS to all the many, many volunteers who helped the Association over the past season. Thank your hardworking Committee, Judging Panel, Coaches and their supporting Chaperones, Managers, Treasurers, the Competition Day volunteers on the field - Marshalls, Plan Layers or off the field - Announcer, Music Person and the Recording Room staff. Relax and have some fun and the great ideas that can come from these types of gatherings are amazing, be they Association fund-raising ideas, fun activities for competition days, the names of potential marchers, coaches or judges and even new Committee Members.
- ◆ **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 referred to 'as attached', then the reports MUST be attached when circulated including when forwarded to MNZ and Technical Working Party and attached when filing for keepsake as per ROP A20.2.
- ◆ **Admin 'stuff'** needs a good tidy and filing away occasionally including of the emails etc. It is essential if you are vacating the position of Secretary to have a tidy up, making sure that everything is in order and will be easy to follow for your successor.

- ◆ **THANK YOU** to you all for your efforts as the front person of the Association and if you are 'retiring' I trust that you will not be lost to the sport, hopefully taking on another career option within.

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