



Marshals Handbook



MARSHALS

Thank you for volunteering your time to support the operation of the Competitions/Championships. This handbook is provided to assist you in carrying out your duties effectively and to ensure the smooth running of the event. It contains guidance on responsibilities, procedures, and expectations for volunteers in their appointed roles.

Should you require clarification on any matter, or if further direction is needed, please consult the Chief Judge. The Chief Judge has overall responsibility for the conduct of the competition and will provide the necessary guidance.

MEASUREMENTS FOR JUDGING POSITIONS

SEAT POSITIONS FOR REVIEW & INSPECTION (R&I), QUICKSTEP/COMPLIMENTS/MOVEMENTS (Q/C/M) AND DISPLAY

TECHNICAL JUDGE A	Will judge the team in a standing position. A seat shall be placed approximately 2.25 metres (3 senior paces) outside the left boundary and in line with the rear back boundary line. (when looking from the front boundary)
TECHNICAL JUDGE B	2.50 metres back from the front boundary line and 3.75 metres (5 senior paces) to the left of the centre of the circle (when looking from the front boundary)
TECHNICAL JUDGE C	2.50 metres back from the front boundary line and 2.25 metres (3 senior paces) to the right of the centre of the circle (when looking from the front boundary)
TECHNICAL JUDGE D	2.50 metres back from the front boundary line and 2.25 metres (3 senior paces) to the left of the centre of the circle (when looking from the front boundary)
TECHNICAL JUDGE E	<i>Under 13 and Under 18 Grades</i> - 2.50 metres back from the front boundary line and 3.75 metres (5 senior paces) to the right of the centre of the circle (when looking from the front boundary) <i>Senior and Masters Grades</i> - 2.50 metres back from the front boundary line and 4.50 metres (6 senior paces) to the right of the centre of the circle (when looking from the front boundary)
COMPLIANCE JUDGE (Discs)	Will judge the team in a standing position behind the Display Judge 1 at the front of the field on an elevated platform of a minimum of 0.3 metres above ground level.
DISPLAY JUDGE 1	Will judge the team display in a seated position of 2.50 metres back from the front boundary and on the centre line of the circle (when looking from the front boundary).
DISPLAY JUDGE 2	Will judge the team display in a standing position behind Display Judge 1 on an elevated platform of a minimum of 0.3 metres above ground level.

GENERAL SPECIFICATIONS

Size of Contest Area:

31.50m (front and rear boundaries) x 22.5m (side boundaries)

The boundaries of the Contest Area are to be indicated by white lines of 6cm in width with a circle of 3m diameter centered on the front boundary and a flag or pole at each of the four corners of the rectangle.

Music Speed Details:

Quick Time..... 120 beats per minute

Slow Time..... 60 beats per minute

Tolerance..... 2 beats either side of 120 beats per minute.

Should it be established beyond doubt that the music is playing at a timing of less than 118 or more than 122 beats per minute, the Chief Judge will signal the Marshal for the Team to be stopped. Should the faulty timing occur while the team is marching in the Q/C/M Phase the team will be returned to the start either immediately or at a later stage in the programme at the sole discretion of the Chief Judge, who will arrange for Judges to start judging from the commencement with a new set of sheets. If a Team is competing at the R&I at the same time then the above would apply to that team also.

COMPETITION DETAIL

The Chief Marshal will be given instructions by the Chief Judge of the day as to the competition format. Ideally as a team finishes their Q/C/M phase and is marching off the contest area the display team should be marching onto the Display START Disc.

Setting Out of Contest Area:

The location of the seating of all phases is at the discretion of the Conducting Authority in conjunction with the Chief Judge of the day.

All movement points of the Q/C/M are to be indicated on the ground by coloured discs 15 cm in diameter. The measurements are detailed within each grade's individual sections.

The R&I position is at the discretion of the Conducting Authority to allow smaller sized competition venues to be used. The position of the R&I must be communicated to teams prior to the competition taking place e.g. competition draw, coach meeting. The Leader's disc at the start of the R&I phase will be referred to as the R&I START disc. In correct relationship to this disc will be five other discs on the ground to indicate the commencement position for Team Members 1/2/3/5/8.

The Leader's disc at the start of the Q/C/M phase will be referred to as the Q/C/M START disc. In correct relationship to this disc will be five other discs on the ground to indicate the commencement position for Team Members 1/2/3/5/8.

NOTE for course layers: Discs or painted dots will be Hot Pink for Masters, White for Seniors, Red for Under 18, Yellow for Under 13, Blue for Introductory, Orange for the commencement of the Display (centre of the Contest Area and 11.25m from the front boundary on the centre line) and orange with a dot in the middle of the colour of the grade (eg; U13 yellow, U18 red, Senior white) for the finish of the R&I.

Three Quickstep poles (for all grades) of approximately 80cm in height will be positioned 3.66m (Under13 – Yellow), 4.08m (Under18 – Red), 4.50m (Senior/Masters – White) metres

right of centre on front boundary. (Markers may be placed on the back boundary directly opposite the Quickstep poles on the front boundary – offering better site lines).

Start for Review & Inspection:

Introductory, Under 13, Under 18, Senior Grade:

At the commencement of the competition the music will begin and the Marshal will signal Team No. 1 to the R&I Assembly disc. The Marshal will signal all subsequent teams to enter the contest area in order of draw.

Teams not at the entrance at this time will have deemed themselves to be not competing.

When the team leaves the entrance and marches to the R&I Assembly disc Coaches and Chaperones must leave their team and take up the allocated seating position (which will be at least one metre back from the rear boundary line (refer to diagram in Section 1). At least one Chaperone must take up the allocated seating position prior to the team commencing their march. Additional team members will march to, and stand at ease, behind the Coaches/Chaperones seating. The Marshal will request the Leader to march their team to the R&I START discs.

The announcer will introduce the team as soon as they commence to march forward from the R&I assembly disc to the R&I START discs.

The Marshal will give the warnings, "Judges Ready", "Music Ready", "Team Ready". The Marshal will then indicate to the Music Technician to start the music.

On the command "By the Centre, Quick March", the team will commence their drills on the first left beat of the music.

Upon completion of the R&I the Judge will instruct the Leader to take the team to the Assembly disc of the Q/C/M phase.

Once the marching music begins again (after a period of approx 2 minutes for team number one only) a Marshal will request the Leader to take the team to the Q/C/M phase START discs. The Leader will bring the team to attention and will march the team to the Q/C/M START discs. Coaches may, and at least one Chaperone must, move to take up their Q/C/M phase seating as the team commences to march to the Q/C/M START disc.

Additional team members will march to and stand at ease behind the Coach/Chaperon seating (same position as Display seating, which will be at least one metre back from the front boundary line (refer to diagram in Section 1).

Start of Quickstep/Compliments/Movements:

Introductory, Under 13, Under 18, Senior Grade

After completing the R&I, teams will march to the Q/C/M Assembly disc where they will wait in, approximately the Position of Attention. Team Coaches/Chaperones may briefly attend to the team and then immediately make their way to the Coach/Chaperone seating. The Marshal will call the team forward and they will march onto the Q/C/M START discs.

The Leader will halt the team on the discs and they may then adjust their position and get ready to start their performance.

The Announcer will introduce the team as soon as they commence to march forward from the Assembly disc to the Q/C/M phase START disc.

It is expected that team members will not move in the Position of Attention other than to adjust their foot position in relation to the discs but should a marcher require, for example to remove an insect or to fix a part of their uniform that is uncomfortable, then they may do so as quickly, and as unobtrusively, as possible.

The Marshal will give the warnings, "Judges Ready", "Music Ready", "Team Ready". The Marshal will then indicate to the Music Technician to start the music.

On the command "By the Centre, Quick March", the Leader and team members are required to immediately step off, with the initial pace being timed so that the left foot comes to the ground on the first (left) beat of music. (There will be no pause after the command and prior to the step off).

Masters Grade:

Teams will assemble at the entrance to the contest area in order of draw and await the Marshal to signal their team to the march to the Q/C/M Assembly disc where they will wait in, approximately the Position of Attention.

Team Coaches/Chaperones may briefly attend to the team and then immediately make their way to the Coach/Chaperone seating. The Marshal will call the team forward and they will march onto the Q/C/M START discs. The Leader will halt the team on the discs and they may then adjust their position and get ready to start their performance. Teams not at the entrance at this time will have deemed themselves to be not competing.

The announcer will introduce the team as soon as they commence to march forward from the Q/C/M Assembly disc to the Q/C/M START disc.

It is expected that team members will not move in the Position of Attention other than to adjust their foot position in relation to the discs but should a marcher require, for example to remove an insect or to fix a part of their uniform that is uncomfortable, then they may do so as quickly, and as unobtrusively, as possible.

The Marshal will give the warnings, "Judges Ready", "Music Ready", "Team Ready". The Marshal will then indicate to the Music Technician to start the music.

On the command "By the Centre, Quick March", the Leader and team members are required to immediately step off, with the initial pace being timed so that the left foot comes to the ground on the first (left) beat of music. (There will be no pause after the command and prior to the step off).

Start of Display:

Teams will assemble at the entrance to the Contest Area in order of draw ensuring that they are ready to march onto the Contest Area once the previous team moves to the Q/C/M START discs.

The Marshal will call Team No.1 to the Display Assembly disc. The team will march in a single file travelling along the right-hand side boundary (when looking from the front boundary).

The Marshal will then call Team No. 1 to the Display START disc. The team will then turn toward the centre of the field and will march toward the START disc.

The team will then form up into their starting formation (one team member on disc) where they will quickly arrange their correct position. Team members may (if necessary) quietly give directions at this point. The Leader will remain facing the front until commencement of the Display. Teams not present at this time will have deemed themselves to be not competing.

The Marshal will give the warnings, "Judges Ready", "Music Ready", "Team Ready". (At this point the marcher on the disc is permitted to move within the next four beats). The Marshal will then indicate to the Music Technician to start the music.

False Starts:

Following the start of the Quickstep, teams are to be observed closely. If, upon completion of the whistle signal to the first movement, the Marshal, Chief Judge, or Technical Drill Judge E observes that four or more members are out of tempo, they shall signal this by raising an arm above the head. The team shall then be deemed to have made a false start and will be returned to the Starting Discs to recommence.

The Chief Marshal shall bring the team to a halt but the music will not cease playing. However, should the Chief Marshal not be in a position to act as above then the Chief Judge shall halt the team. The team will then return to the starting discs without formality and take up position ready for another start by marking time on the starting discs, in tempo with the music, before the Marshal commands "TEAM / QUICK / MARCH" on successive left beats of music. The team will execute a further beat of mark time with the right foot and then step out with the left foot.

Re-March Detail:

A re-march will occur if the team has been stopped for a medical event or technical reasons, and when appropriate will restart from the beginning of either the R&I, Q/C/M or Display phase.

- Medical Event e.g. asthma attack or fainting etc.
The team Chaperone is entitled to move onto the Contest Area immediately and give assistance.
- Technical Reasons – e.g. Music stopped or glitched etc.
If a team stops or is stopped by the Chief Judge during their march, then one coach may move onto the Contest Area to assist the team as directed by the Chief Judge.
This does not apply to False Starts.

CHIEF MARSHAL

(Job Profile)

A Chief Marshal is appointed by the Association Committee at the first opportunity after each Annual meeting and is required to be a member of the Marching New Zealand. The Chief Marshal must work in cooperation with the Association Chief Judge and the Secretary of the Day.

Marshals must:

- Know tempo
- Be able to identify when a team has a false start and know what to do
- Know the seated/stationed positions of all Technical Drill judges and Display judges
- Know what colour the discs are for each grade and in all phases
- Be able to give commands clearly

The duties of the Chief Marshal at a competition are:

- To report on arrival to the Chief Judge
- To attend the Chief Judge's meeting with the Coaches, (if applicable)
- To be available to the Chief Judge at all times during the competition
- To confer with the Assistant Marshals on their duties for the day
- To ensure that the Assistant Marshals are aware of all assembly areas and that they are in position prior to the start time
- To carry out (or delegate to Assistants) the official duties of the Marshal at the starting areas of the R&I, Q/C/M and Display, as per Technical Drills and Display details.
- To supervise Leader proving the course (if provided for on the timetable)
- To consult with the Association Secretary and arrange the Maze March or alternative entertainment (if required) for the close of the competition

The duties of the Marshals at a competition are:

- To remain on duty throughout the entire competition
- To know Tempo and fully understand the requirements
- To be alert at the start of each team and be quick to recognise when a team is out of step with the music
- To assemble teams in preparation for the Maze March or alternative entertainment
- To be dressed in a clean, neat and tidy manner

The responsibilities of the Association Chief Judge are:

- To welcome the Marshals to their positions
- To assist in the training of the Marshals
- To include the Chief Marshal in a Judge's meeting and give details of the Judge's positions etc
- To supply all Marshals with copies of the Technical Drill requirements relevant to their position

The responsibilities of the Secretary of the Day are:

- To inform the Chief Marshal of the timetable and format of the event
- To inform the Chief Marshal of the end of day requirements for the event

The Chief Marshal will ideally require a minimum of 5 Assistant Marshals for Competition/ Championships.

- One Marshal at the entrance gate
- One Marshal at R&I and Q/C/M Assembly
- One Marshal at R&I and Q/C/M Start
- One Marshal at Display Assembly
- One Marshal at Display Start.

It is desirable that the R&I start, Q/C/M start and Display start Marshals to remain for those positions throughout the duration of the Competition/Championship.

The Chief Marshal is to organise Assistant Marshals to assist where activities/events being held, i.e. non-judged March Past, Finale/Massed Presentation, Flag Ceremony etc.

It is desirable that the Chief Marshal and Assistants be dressed uniformly, with comfortable shoes and are 'sunsmart'

Pre Championships

It is desirable that the Chief Marshal and Assistant Marshals meet with the Association Chief Judge prior to the Competition/Championship to ensure that the timing details for Teams to approach various areas are understood clearly as outlined in the Policies & Operations Manual (Technical) – Section 3.

Championship Days

The Chief Marshal and Assistant Marshals are required to report at least 30 minutes prior to the commencement of the day's timetable.

The Chief Marshal will supply each Marshal with a copy of the day's timetable, showing times and order of teams marching.

Check contest venue that all Marshal positions are visible to the Music Person clear of flags, foliage etc and Marshal has comfortable rest area for between phases i.e. seating, shade cover etc (if applicable).

Organise Marshals for the non-judged March Past, team assembly at the rear of the field and any Finale/Massed Presentation and March Forward.

Assist Marshals assemble teams for non-judged March Past in a speedily and orderly manner.

The Chief Marshal or an appointed Assistant will start the March Past.

The Chief Marshal or an appointed Assistant will (once all teams have assembled) command the parade in any Finale/Massed Presentation and March Forward prior to the Presentation of Awards.

All Marshals to join the parade for the March Forward and remain at the rear of the field to organise the Champion Teams in readiness for the Parade of Champions March.

The Chief Marshal or an appointed Assistant will assemble the Parade of Champions Teams and start the parade.

The Chief Marshal or an appointed Assistant will dismiss the assembled teams at the conclusion of any Presentation of Awards.