



November 2020

November weather is always a mixed bag, and even more so just when the new marching season gets underway. Unfortunately, weather cannot be included in the planning for the season and we march on regardless between the showers, wind and rain at times, but always within the acceptable weather conditions as per a Health & Safety Plan.

All that timetable planning and checking of equipment will have been worthwhile and you are now able to provide an efficient competition for the participants and spectators. Time spent training your competition Volunteers will have been beneficial too and they will be more relaxed and confidently prepared for every competition.

Teams and Judges will be preparing ready for the Island Championships next month and will appreciate all the on-field opportunities that your Association can provide. For your teams to be eligible for entry to the NZ Champs they must march at two local competitions and these competitions must be on two separate days – not a morning then afternoon competition on the same day. (Rule of Participation NZC3 1a) and they must also participate in their respective Island Championship. Look at your calendar now and see if another competition can be scheduled 'just in case' you are rained off the field.

To provide competitions or any marching activities requires registered members including Competition Day Officials – Judges must hold a full membership registration and the Chief Marshall, Chief Recorder and any Trainee Judges are required to be at least Associate Members.

Our November To Do List is lengthy, some are reminders from October but remember the To Do List is compiled as a gentle reminder of some tasks you and your Association should be undertaking during the month and delegation is permitted, so don't be afraid to allocate out to someone else on your committee some of the tasks if appropriate. One of the perks of being the Secretary 'chief administrator' is to delegate and often your committee members, if asked, are always keen to help out.

This month tasks/reminders –

- ◆ **Association Key Personnel** and contact details listed in the National Directory must be kept up-to-date so remember to notify any changes to contact details and in positions. The National Directory is sent out at the beginning of every month, the words LAST UPDATE and the month at the top of the page will indicate when last changed, so no need to print the entire document - just the updated page if you hold a hard copy file. For privacy reasons, this document is NOT available via the website.
- ◆ **National Calendar of Events** of all competition/activities/events is also sent out at the beginning of every month so any changes, additions or deletions to your submitted dates or venues need to be up-to-date. The list published in the Newsletter and on the website needs to always be correct. You may have seen on the website and on our FB page the list of marching events for the current week, so if your dates in the Directory are incorrect then the dates on the website and FB will be incorrect also. This document IS available via the website on the Association page. Continue looking for opportunities to add even more events/competitions to your calendar, maybe a competition could be held at the local A&P Show or other community events, even at the conclusion of the local Santa Parade where you already have a captured audience and the basis of the organising of venue/location has been already done for you. .
- ◆ **Open Free Choice Grade** can create opportunities, especially this season. It can be disappointing when teams decide they are not coming out this season due to not having sufficient members to fill their ranks. Encourage them to be OFC and keep them on the field. There is no shame in being OFC, the only shame is perceived by the Coach and rather than continue to provide the health and wellbeing values to marchers, Coaches are opting to say no we don't have enough marchers. Some marchers and parent/caregiver members are reliant on activity/sport to keep them sane at this time of Covid uncertainty. Associations need to embrace the opportunities OFC can offer and create OFC Days for fun and social gatherings. All Teams could participate as they are NOT judged, even the parents/caregivers can join in fun activities too and operate the BBQ be the Guest Judges or prepare the after fun snacks and drinks.
- ◆ **Volunteers** are valuable members of your Association. There is no registration fee for Volunteer Members and all Volunteer Members will be added to your association membership numbers. They maybe your competition day helpers (Recorders, BBQ Chef, Marshals). Complete the Volunteer Form which, along with all registration forms, is available via the website on the Association page. Start with

one form and each month rule a line under the last entry and send off, then start adding new Volunteers on the same form.

- ◆ **Volunteer of the Month** from your Association will be thanked in the MNZ Newsletter. Now that we are 'on the field' your parent help Volunteers will be ideal candidates – competition day officials like Marshals, Announcer, Recorders etc even the person who is to organise the OFC Days or the Christmas Party!
- ◆ **Members with liabilities to the sport** cannot be re-registered until the liability is cleared. Remind Team Treasurers to contact the Association immediately any member with liabilities has been cleared.
- ◆ **Teams taking a year off** have a process to follow if they decide not to re-register this season. The team is not in recess if they are only 'taking a year off' and while in this status there will be no movement in bank account balances. Bank Statements are still to be forwarded to the Association until the team is either active again or deemed in recess. For Team members 'taking a year off' encourage them to maintain their membership as an Associate Member, this will not break their continuous length of service if your Association presents Service Awards. It is only when a Team is taking a second year off that the recess process commences.
- ◆ **Teams are now in Recess** if not registering for the second consecutive year. They have deemed themselves in 'recess' and the teams' assets and funds 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 approves, the Team (Coach, Chaperon/s, Manager, Treasurer and Marchers) to use the Team name for re-activating the Team concerned, the Association shall provide the assets and funds been held in trust (ROP A18.3). If the Team does not re-form within the two-years, the Association shall use the assets/funds for the furtherance of the Sport in the region.
- ◆ **Life Members** appreciate being informed, and even more, invited to your events so please continue to communicate with them, remember the work and commitment they have given to your Association and the sport in your region and acknowledge them whenever possible. They could be called upon to take the salute for a March Past or to present the awards at the end of the competition. Host a special luncheon at one of your competitions and invite the Life Members to join your Committee, you may even entice some back to the next event, or even back as an active member. They may even become a Marshall or a Judge. Please complete and submit the Association Life Member form, there is no fee for this registration. However, if they are active e.g. Association Committee, Judge etc they will pay the MNZ portion of registration, remember the Association made them Life Members, so the Association pays their Association registration fee. Tip for Membership/Privacy Officer is to copy from last year's form adding new Life Members and sadly removing any who are no longer with you. Thanks to Associations who have already completed and returned this form.
- ◆ **School/Community Form** only requires the participant names, other details can be completed if provided. There is no fee for these members. When your Association holds a marching activity at a school or within the community, record the names of the participants and send through the form. Participation in the school/community is working, the names collated from this form are starting to pop up on registration forms. Well done for introducing marching in the community.
- ◆ **Shared Subscriptions** have already been claimed by 5 members and they will receive their 'refund' direct from the Director of Finance in December. A member's discount is limited to 50% only regardless of the number of new members introduced. Thanks to those Associations for sharing and supporting (and now reaping the benefits of) the shared subscription initiative.
- ◆ **Coach Incentive** is for a Coach, who after coaching for three consecutive years' after first registering as a Coach will receive a \$50 gift voucher. Spread the word, the Coaches who 'retired' at the end of last season may reconsider and continue Coaching perhaps even as a second coach for a Team and therefore maintain the pathway to three consecutive years and the reward.
- ◆ **Chief Judge Incentive** is for Association Chief Judges or Judge Trainer who, through applied training and ongoing support, progress a Trainee Judge to Qualified Judge status and full membership of Marching New Zealand, will receive a \$50 Gift Voucher. A pro-active and successful Association Chief Judge or Judge Trainer can receive more than one Gift Voucher and your Association can benefit from one or more new Judges and one or more dollars in the bank not having to pay for importing Judges.
- ◆ **Association Meeting in December** with a Christmas theme – hold the meeting as per normal and send out invites to your Life Members, Competition Day helpers, Team Managers etc to join you afterwards for some Christmas 'cheer' and have a fun and festive function, even Santa could make an appearance. Someone in the association may be happy to organise the 'Christmas party' side of the meeting allowing you to focus on the business of the association. A small tree and \$2 gifts contributed by all can be lots of fun and a great team building exercise too.

- ◆ **Marketing and Advertising** opportunities abound now that we are in the on-field season. Encourage and help your PRO to get some media profile, start with the Competition Day draw and follow up with the results and always include articles of interest. For example, Mother and Daughter marching at same event, Judges from out of Town visiting, your Judges traveling elsewhere... Foster a relationship with your media contacts and invite them to every activity you hold (you could even invite them to your Christmas Party).
- ◆ **Out 'n about** opportunity in December will be Santa Parades and this could be the biggest audience marching will get in your region, unless you are hosting an Island or National Championship event. Get everyone involved: picture the parade with all your teams and officials in uniform and all marching in the parade. WOW, what a spectacle, maybe the Association Committee can join in too wearing your association 'team' uniforms/T shirts and afterwards would be an ideal time to have an Association 'Christmas Party' with festive fun and games for all.
- ◆ **Competition Days** should always be a fun and enjoyable experience for everyone, marchers, officials and spectators too. Be organised and stay within your timetable. Smartness and efficiency will attract and keep more people in the sport. If you only have three teams have the competition for three teams, do not stretch the day out. Most parents/caregivers, even the Coaches, Chaperons, Judges and Competition Day Officials will then enjoy the day, even if for only three teams. Have a specific time allocated in the timetable for the young and new marchers in the Introductory and Open Free Choice Grades, these marchers and their supporting families, do not like having to wait around and it is known to be one reason why they do not return the next season.
- ◆ **Health & Safety** procedures are necessary at all Competition Days and vital for the well-being of all participants. We must ensure all participants are in a safe environment, marchers on the field free of any dangerous conditions e.g. holes in the ground. Judges seating is safe and fit for purpose and Judge Elevated Platforms are of safe, sound construction and secured. Spectators are protected with rope or fencing between them and the marching field, the music does not exceed acceptable levels. Volunteers working near or around electrical cables have been advised of their location and warning signs are in place. Weather conditions are not too extreme (hot/cold/wet/windy) and everyone is encouraged to maintain social distancing and good hygiene habits and have access to good hand washing facilities. If you need any help with a Health & Safety Plan please ask, this is an important document and process your Association needs to have in place.
- ◆ **First Aid at Competitions** is an Association responsibility (ROP RAC10). The association will provide First Aid facilities and at each competition/championship will advise the name of an approved First Aid Official to the Competition Day Officials and Team Coaches at the commencement of the day. Have you checked your list of approved First Aid Officials, it may be timely for the Association to organise a refresher First Aid session with a First Aid provider or contact your Regional Sports Trust who regularly hold First Aid Courses specifically for sporting codes.
- ◆ **Judging Panels** for all competitions are recommended to the Association Committee by your Chief Judge for approval (Rule of Participation RAC2.8). Teams are entitled to a full panel at each competition so work together to recruit new Judges and fill positions, thus avoiding the expense of importing Judges. Do you have a budget allocated to the Chief Judge for Judging Panels? Not necessarily to be all used for 'flying' in and out a judging panel, the budget could include a token petrol voucher for local judges and funds can also be used for workshops or sending a local judge to shadow and up-skill at a nearby association or at the Island Championships in December. Remind your Chief Judge to contact the MNZ Director of Judging with the name of your Judges who will be shadow judging at the Island Championships this year.
- ◆ **Chief Recorder** should be reminded to send a copy of the Master Sheets, from all competitions hosted in the Association, to the Technical Manager, Director of Coaching and Director of Judging immediately after the competition. Either in the post or scanned and emailed to [technical@marching.co.nz](mailto:technical@marching.co.nz), [coach@marching.co.nz](mailto:coach@marching.co.nz), [judge@marching.co.nz](mailto:judge@marching.co.nz)
- ◆ **Association Minutes** to be sent to MNZ and either the minutes or at least the reports from the Chief Judge and Coaching Co-ordinator to the Technical Manager, Director of Coaching and Director of Judging. If any reportage is not included in the context of the Minutes then it MUST be attached when circulated, including when forwarded to MNZ and the TWP, and attached when filing for keepsake as per ROP A20.2. It is a requirement of the Chief Judge and Coaching Co-ordinator to send these reports, but it can be arranged for you to do it, work this out with your elected people. The procedure for sending Minutes is covered under ROP A 19.4/5/6/7
- ◆ **Island Championships** are fast approaching and thank you to the Host Associations, Marching Otago and Marching Taranaki for hosting the Championships. I trust that the Host Association Committee or Planning Committee has everything coming together and remember that the Island Championships are for competitive teams only - Rule of Participation RAC1.1, no Introductory or Open Free Choice

Teams on the Draw. Please send me a copy of the draw and timetable and any other information that can be uploaded onto the MNZ website and please, please send in the results so that they can be uploaded also.

- ◆ **NZ Championships** will be next, and your Association should have already paid prior to the 31<sup>st</sup> October the Association fee of \$350 direct to Marching Otago as per Rule of Participation NZC7. The payment is to assist in the marketing of the event.
- ◆ **Covid-19** is still a threat and Covid Plans are essential and need to be ready 'just in case'. The 'what if' scenario for differing alert levels and restrictions when holding events locally or nationally must be considered and an action plan prepared of what can and cannot be held. The question to ask is 'can we still safely hold the competition', what do we need to do to ensure it can be safely held or why is it in the best interest of all to cancel.

Have a good month everyone and if you need any help with anything don't hesitate to ask.

*Diane*

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