



October 2021

Hi All

Welcome back to the Marching season, it is ramping up now...

As we step onto the field Teams, Judges, Competition Day Officials and Volunteers will be prepared and have everything 'sorted' for a great season. All that planning and upskilling in the off season will finally be rewarded and worth those extra hours preparing for the on-field season.

To the new Secretaries settling into your role, this 'To Do List' is just a reminder of some tasks you and your Association should be undertaking during the month. The October list is long, please take the time to read through this list and contact me if you have any questions.

The To Do list is something I am working on to simplify and condense, but with the large list for the commencement of the season I have decided to continue to send this through this year and hopefully find a way to condense in the next few months.

I have really enjoyed getting to know many of our members over the last few months and can't wait to meet you at many of the events and competitions this season.

- ◆ **Registration of the Association.** This year they are in a new format (excel) this is an interim solution to try and simplify the process at each end, and to remove the human error of handwriting.
Thank you for your prompt attention to this from the teams who have replied so far.
Just a reminder that any new Association Committee Members **MUST** be a registered member prior to attending the first Committee Meeting after they are elected and all Committee Members **MUST** provide a Conviction Check to formally be appointed to the Association Committee. All Membership registration renewals are due **1 October and must be completed prior to 1 November.**
- ◆ **Team Registrations** will be next, and all Team Officials and Marchers must be registered before the Team can participate in marching activities e.g. Field Day/Fundraising/Competitions
Birth Certificates must be sighted by the Membership/Privacy Officer and signatures are required for new membership applications for your own records, and a School Report or letter from the school for verifying age variance for Under 16, Under 12 and Introductory Grade marchers.
- ◆ **Competition Day Officials;** Chief Marshall, Chief Recorder, Trainee Judges require at least Associate Membership. When a Trainee Judge attains Qualified Judge status, they need individual membership.
- ◆ **Association Life Members;** 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. Copy from last year's form adding the names of new Life Members and sadly removing names of any who are no longer with you.
- ◆ **Un-financial Members,** members with liabilities to the sport. Follow up with Team Treasurers who have filed members with liabilities to the sport and remind them to contact the Association immediately the member has been cleared to avoid any hassle when processing Team registrations. If the liability has not been cleared, they cannot be registered. All other members can be registered without the need to complete a Clearance Form even if they are moving to another team. **BUT** everyone needs a Clearance Form completed if they are moving to another Association, the clearance is given by the Association not the Team and only then if the member has no liability outstanding. It is very important to ensure that any member who maybe taking a year off is aware if they have outstanding liabilities and they are not clear to register until the liabilities have been cleared. Even though they have no intention of being a member this season but if they are in one or two year's they still cannot register - the liability is still there. Still there until it is cleared. Liabilities are not necessarily outstanding monies for subs or fundraising, it can be for un-returned uniforms, boots, unsold chocolates or trophies and can also be unaudited Bank Accounts or Judge uniforms or manuals.
- ◆ **Team taking a year off** - there is a process to follow should a Team decide not to re-register this season and be just 'taking a year off'. 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.

- ◆ **Recess** - if a Team is 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 and funds for the furtherance of the Sport in the region.
- ◆ **Shared Subscription** is again available this season. Has your Committee been able to spread the word about the incentive for members to 'introduce a member' to marching? This could be a challenge to your Teams to see which Team can introduce the greatest number of new members and the Judging Panel and Association Committee can be considered a Team as part of the challenge! Shared subscription is to encourage not only new membership but is also to help retain an existing member. How it works - where an existing Marching New Zealand member introduces someone new into the Sport of Marching and that that person is a full paying member, MNZ through the Association Registrars, refund 50% of their MNZ subscription in the following year. This is conditional upon both the existing and the new member renewing after one year. A full paying member is represented by way of an individual registration (not an Associate Member), and the 50% discount is to apply to the type of membership paid in year one. A members' discount is limited to 50% only regardless of the number of new members introduced.
- ◆ **Coach Incentive** is for a Coach, after coaching for three years' consecutive years after first registering as a Coach, who will receive a \$50 gift voucher. Spread the word amongst the Coaches, those who 'retired' at the end of last season may reconsider and continue Coaching perhaps as an 'assistant' coach to a new Coach or even a second Coach to an existing Team.
- ◆ **Chief Judge Incentive** for Association Chief Judges 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 can receive more than one Gift Voucher.
- ◆ **Judge Incentive** is new this season for Judges who after qualifying as a Judge continue judging for two consecutive seasons will receive a \$50 Gift Reward Voucher.
- ◆ **National Directory** of Key Personnel is updated monthly so a reminder to send in any changes of positions or contact details. The National Directory is sent out at the beginning of every month, the date at the top of the page will indicate when last changed, no need to print the entire document - just the updated page. For privacy reasons, this document is not published on the website.
- ◆ **Calendar of Events** containing Competition Dates and marching events will be updated monthly and sent out at the beginning of every month so any changes to competition dates or venues get them in so that the Calendar is always current. Always look for opportunities to add events/competitions to your calendar, a competition could be held at the local A&P Show or other Community Events or even after the Santa Parade.
- ◆ **Competition Days** should always be a fun and enjoyable experience for everyone. 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 and 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 Introductory and Open Free Choice Grades, these marchers and their families, do not like having to wait the entire competition and it is known to be one reason why they do not return the next season.
- ◆ **Competition Day Officials**, your Marshals, Recorders, Plan Layers are valuable Volunteers keen to help but need to understand what their role entails to assist you run smooth efficient competitions. If not part of the Field Day, consider holding an Induction Day for these Volunteers, this should only take 1-hour and the Volunteers will really appreciate having the role and expectations explained. Including a simple check list of the competition day task on a laminated card or in a clear folder that can remain with the equipment to be picked up by the Volunteer on the day would be appreciated; there is nothing more frustrating to a Volunteer than not being told what they are to do.
- ◆ **First Aid at Competitions** is an Association responsibility to provide the name of an approved First Aid Official to the Competition Day Officials and Team Coaches at the commencement of the day

- ◆ **Judging Panels** are submitted to the Association Committee for approval by the Chief Judge. Teams are entitled to a full panel at each competition so work together to recruit new Judges and fill vacant 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 used for 'flying in and out' a judging panel, the budget could include a token petrol voucher for local judges. Funds can also be used for Workshops or sending a local judge to 'shadow judge' and up-skill at a nearby Association.
- ◆ **Judge Sheets** are available in printable format on the website. Your Chief Judge may print them for the Judging Panel: check with them who is printing the sheets and be ready with some spare copies on Competition Days for anyone interested in 'having a go' at judging.
- ◆ **Chief Recorder** needs to be aware of their role and the expectations of the Secretary of the Day, so include them in the Induction Day of Competition Officials. Check that they are well equipped with pencils, staples, calculators etc. Do you have a laptop/printer for the Recording Room? Submit a funding application to purchase one to assist your Recording Staff to be more efficient and project professionalism of your Association with neat, tidy, accurate Master Sheets. Remind the Chief Recorder to send (or arrange to have sent by you) the Master Sheets of every competition to the Technical Manager, Director of Coaching and Director of Judging. They can be scanned and emailed direct to technical@marching.co.nz, coach@marching.co.nz, judge@marching.co.nz
- ◆ **Recording Handbook** has been updated by the Technical Manager and circulated and will be uploaded to the website Association page with other Competition Day Resources.
- ◆ **Volunteer of the Month** – please keep sending in your volunteer profiles for inclusion in the Newsletter which will commence next month, volunteers are very important to our sport and deserve recognition.
- ◆ **NZ Championships** will be next, and the Association is required to pay the Association fee of \$350 to Marching Waikato prior to the 31st October as per Rule of Participation NZC7. The payment is to be used by the Host Association for advertising the event.
- ◆ **Health & Safety** Plans and Procedures need updating to include some of the measures we have learnt from the Covid-19 pandemic. E.g. ensuring hygiene and hand washing facilities are available at events and at all times we must be prepared to move alert levels again should the Government determine a need for more precautions. 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.
- ◆ **Association Meeting Minutes** are to be forwarded as soon as practicable, but no later than one (1) month after the date of the meeting and remember to attach the reportage not included in the Minutes and referred to 'as attached'.
- ◆ **Sun-smart**
Did you consider a Sun-smart Station for your competition days? A small table with a large pump pot of sunscreen available for everyone and protected with a sun-smart umbrella.
- ◆ **Meeting Effectiveness Test** can be a useful tool for the Association Committee to use at the end of each meeting. It is the same tool the Board uses at the end of each Board Meeting and have found to be very worthwhile. It has made Board meetings 'more effective'. If you require another copy of the document and how the tool works, email and I will send it see you.

September may have been a busy month, October is just as busy, have a good month everyone.

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