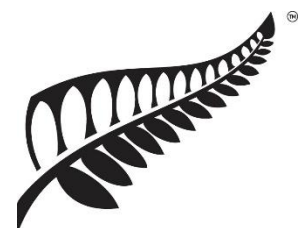


MARCHING

NEW ZEALAND

Recording Handbook



**SPORT
NEW ZEALAND**

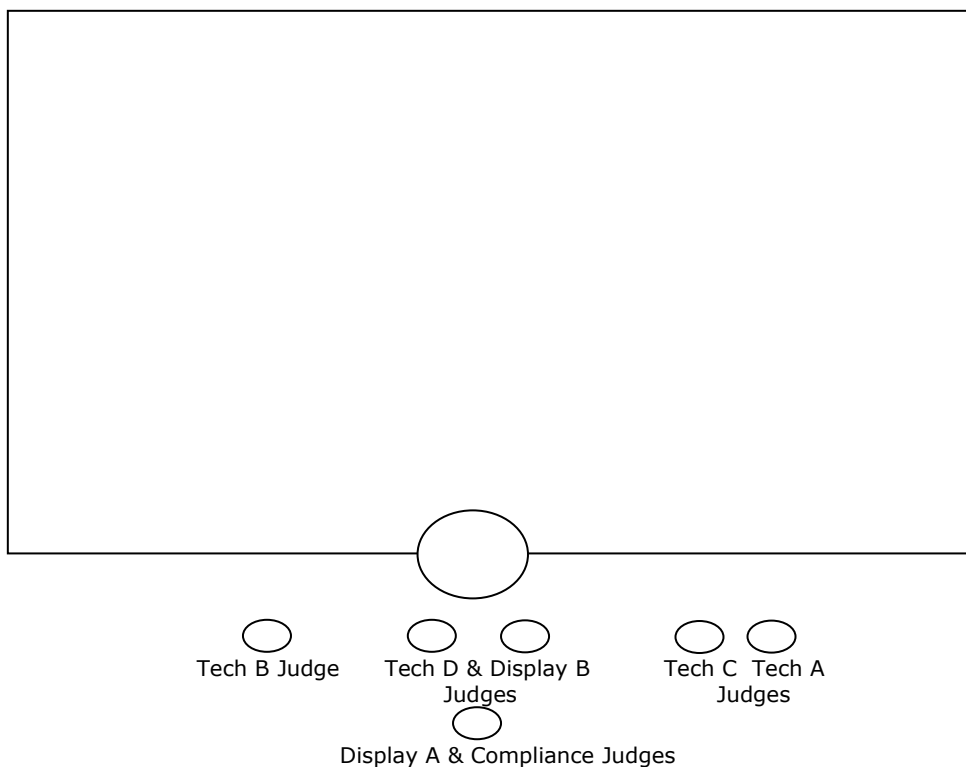
STAFFING & PROCEDURES OF RECORDING ROOM

Unless otherwise approved by the Secretary of the Day, the staffing / procedures of the Recording Room shall consist of –

- (a) The Association Secretary or Secretary of the Day who is in sole control of the Recording Office and the Chief Recorder shall supervise the operations of the Recording Office.
- (b) The use of two Master Sheets is recommended, either manual sheets or computer programme to cross-reference and thus alleviate possible errors.
- (c) Staffing of the Recording Office
 - (i) Chief Recorder to be preferably free of any specific clerical duty to allow appropriate supervision of operations.
 - (ii) Two persons to individually sight each Judging Sheet and enter points separately on to an individual Master Sheet each, either manual sheets or computer programme.
 - (iii) Three or more persons to add, check and recheck Judging Sheets, providing that no one person may conduct more than one of these functions in respect of an individual Judging Sheet.
 - (iv) One person to handle clerical aspects such as photocopying of Master Sheets, sheet collection into Team blocks, preparation of Judging Sheets for distribution at end of contest etc. This could be handled by the Chief Recorder.
 - (v) One person to act as Runner to the Chief Judge where clarification of markings are required, this could be handled by the Chief Recorder
- (d) The person checking the Judging Sheets must initial each sheet and the person re-checking the Judging Sheets must also initial each sheet.
- (e) The Chief Recorder will inspect the Master Sheets prior to the Awards being announced and confirm the placings entered by the officials as correct.
- (f) The Recording Office should be located well clear of the competition area, not near the music and with due regard to the weather.
- (g) No persons other than those directly connected with the recording shall be permitted in or near the Recording Office. The Secretary of the Day and the Chief Judge of the Day shall be permitted to visit the Recording Office in the furtherance of their duties.
- (h) Recorders must not disclose any information relating to the Judging Sheets remarks or points to any person other than the Secretary and Chief Judge of the Day.
- (i) No Judge who has participated in judging at a competition is permitted to join the recording staff during that competition, excepting that during the luncheon adjournment, recording staff may join judges and officials for lunch.

- (j) Runners who bring the sheets to the Recording Room will be positioned on the field - one to cover the Review & Inspection Judge, one to cover the Technical Judges at the rear of the field and one to cover the two Display Judges at the front of the field. Runners to be of an age-group who know exactly what they are doing, do not require constant supervision and can be as unobtrusive as possible - preferably not Introductory/young Open Free Choice Marchers for NZ Championships.

JUDGES SEATED POSITIONS



A GUIDE TO RECORDING ROOM PROCEDURES

Entry Forms / Registration Cards

Check Entry Forms with Team Registration Cards

Each Team must provide an appropriate Entry Form detailing Team Name and Grade, names of Coaches, Chaperons and Manager along with the names of every Team member.

These entry forms must be checked against the Team Registration Card ensuring all members are registered.

Only registered members are eligible to participate in a competition and only marchers listed on the entry form are entitled to receive awards.

It is suggested that Entry Forms be kept on file, keep a copy of the Master Sheet & Award List with the entry forms until all trophies are returned. Makes for easier tracking of missing trophies – a condition of entry is abiding by the rules to return trophies.

Judges Score Sheets

As Judges Score Sheets arrive in the Recording Room, have them checked for signature of the Judge and for any glaring anomalies like missing awards, empty boxes.

All Judges marks and figures are written in red biro.

All Judges sheets are to be signed by the Judge and also have their name printed clearly on the sheet.

Disregard all markings on the reverse of the judge's sheet – these are notes for the Judge ONLY. The reverse of the sheet needs to be photocopied as well.

If unsure of the mark or figure give the sheet to the Chief Recorder who will have a Runner return the sheet to the Chief Judge to be clarified with the Judge concerned.

If a section has been crossed out, make sure that ALL sheets from this Judge are the same.

Technical D and Compliance Judges will enter the awards made for each movement directly in the Award column on their sheets. Recorders will then add down the Awards column to get the Total Award for each sheet.

On the Technical A sheet the award for the Inspection shall be entered under the Total Inspection Value box. This award will then be added to the Award Value of the Review and Inspection to obtain the final TOTAL AWARD. Tempo on this sheet will be included in the Total Award for this sheet.

Compliance Judges will enter the figure 2 for each Disc attained and a "0" where the disc is not attained.

Technical A, B and C Judges will enter an award for each subheading on their score sheets which will then be cross added to find the total value of the award for each movement. Recorders will then add down the Awards column to get the Total Value for each sheet.

The Display Judges will, where applicable enter the award made directly to the Award Column. Where there are sub-headings Recorders will add cross add these and enter the total value to the Award column on the sheet. Recorders will then add down the Awards column to get the total Award for each sheet.

Display B Judges will enter any penalty incurred for time taken for the Display into the appropriate sub-heading on the sheet. Recorders will transfer any penalty to the "Less Time Penalty" box and subtract this from the Awards made to find the TOTAL AWARD for the sheet.

Technical A, B, D and Display A & B Judges each have Compliance headings at the top of their sheets which will indicate whether or not an RAC11.1 penalty should be applied. The Judge will circle either Y = Yes a penalty is required. If the sheet has a "Y" circled, the sheet must be returned immediately to the Chief Judge to apply the RAC11.1 as applicable and this will be recorded on the Master sheet in the appropriate space. Teams will still be compliant and will be eligible for either Awards or Master Sheets.

Technical A, D and Display A sheets have a heading at the top of their sheet to indicate the number of marchers taking part. If the number is less than 7 marchers (for Technical, Review & Inspection and Display) or more than 14 (Display), the team will be deemed to have defaulted themselves from the phase applicable and will not be eligible for either Awards or Master Sheets.

Be aware that the total number of marchers marked at the top of the Technical A sheet should coincide with the number of marchers marked in the inspection box.

Technical A sheet has a section for the Judges Inspection of the team. The Judge will mark each incorrect element with a stroke in the appropriate box.

Each blank box will be totalled across and those totals added together to find total award for the Inspection.

Be alert to "Re-march" written on the top of the Judges sheet – this is as stated – a re-march by the team and the first sheet (if it has reached the Recording Room should be returned to the Chief Judge immediately with no adding being done). Also be alert to "1st March" and "2nd March" Judging sheets when a 2-march competition is being held on the same day and make sure that sheets are collated accordingly – 1st march or 2nd march. Collate sheets for each Team and have Totals added. Using any colour biro or pencil (other than red) enter totals and have each Recorder that has checked the sheet initial at foot of page. Note: A different colour pen/biro for each checker is a good idea.

The Chief Judge may ask for Judges Sheets to be copied and forwarded to the Director of Judging or to Group Advisors – you will be advised of this when required. **Both sides of A/B/C Sheets are to be copied as well.**

Master Sheets

Chief Recorder and Assistant Recorder to collate judge's sheets, then transfer sheet totals onto separate Master Sheets (either manual sheets or computer programme). Master Sheets record the competitive judges scores for Masters, Senior, Under 16 and Under 12 Grade. Open Free Choice and Introductory Grade DO NOT have Master Sheets.

When preparing Master Sheets before entering Team names be aware of the number of columns required for the number of marches for the competition – one for Championships and 2 or 3 or 4 or ... for aggregated competitions.

Before entering totals check Technical A, Technical B, Technical D, Display A and Display B sheets that the Team has not incurred a RAC11.1 penalty. If the Team has had a Y (yes) circled the sheet must be returned to the Chief Judge to apply the RAC11.1 as applicable and this should be recorded on the Master Sheet.

Try to enter judges sheets in order of draw, in TEAM lots, collated in order of Master Sheet ie. Technical Drill Judge A, Technical Drill Judge B etc

At completion of all sheets being entered, total columns and check and cross check with second Master Sheet. Enter placings for awards.

Rule of Participation RAC11.1 – should any Team receive a RAC11.1 penalty, this will be given to the Chief Recorder to enter direct to the Master Sheets. The penalty is entered onto the Master Sheet and **DEDUCTED** – remember it is a penalty not an award.

Calculation of multiple marches - transfer 1st March Totals, add totals from first march to second march totals. Always allow for double column on Master Sheet when preparing first march.

If awarding for Achievement, enter totals from current awards and previous awards, subtract totals to get improvement totals. Please Note – there can still be an improvement with a negative total – the achievement is the most improved.

When all totals have been transferred to the Master Sheet, Judges Score Sheets are handed to the Secretary of the Day or Chief Judge to deliver to the Team Coaches.

Photocopy Master Sheets. Team Coaches will receive a copy of the Master Sheet for their grade showing both marks and placings, at the conclusion of any Judges interviews. Officiating Judges will also receive a set of the competition Master Sheets. Where aggregated competitions are held over more than one day, Team Coaches are to be provided with a copy showing marks only (no placings) for the earlier day/s march.

A copy of the Master Sheet (as per Rule of Participation RAC17.1) is also forwarded, within one week of the march to the Technical Working Party. **This can also be sent electronically.**

Director of Judging

Marching New Zealand
Mrs Kaylene Mokotupu
64 Mooray Avenue
Bishopdale
CHRISTCHURCH 8053
judge@marching.co.nz

Director of Coaching

Marching New Zealand
Mrs Jodie McLuskie
55 Livingstone Avenue
Nawton
HAMILTON 3200
coach@marching.co.nz

Technical Manager

Marching New Zealand
Mrs Barbara Quirk
7 Endeavour Place
LYTTELTON 8082
technical@marching.co.nz

Award Lists

Prepare Award List for Announcer and Publicity Officer. A copy also for the Trophy Custodian will assist with records of trophy winners.

Registration Cards

Registration Cards along with any written dispensations or medical certificates are returned to the Team Coach (usually with Display music at the end of the competition).

**Always be conscious of time but
DO NOT PANIC,
do it right the first time**

A GUIDE TO AWARD LISTS

Awards, Trophies and Medals/Badges/Bars (or similar) can be presented on one-march occasions such as at Island or Association Championships. All other competition awards MUST be aggregated over 2 or more competition marches. (Rule of Participation-RAC16)

To present awards there MUST be at least 2 teams eligible, however for Island or Association Championships where only one Team competes in a grade, the Championship Trophy may be presented to that Team. (Rule of Participation – RAC16)

Introductory and Open Free Choice Grades DO NOT receive cups or medals, but can be presented with something appropriate (certificates, rosettes) for participating at the event. (Rule of Participation – RAC16)

Check with the Secretary of the Day for the awards for the competition prior to the start of the marching.

Have an Awards List prepared for the Announcer and a copy for the Publicity Officer to distribute immediately following the competition to the media for publishing the results. Even the spectators may like to take a copy home.

When a competition does not attract large entries Associations are encouraged to be creative with their competition amongst all team grades. Be mindful to be equal with your awards

1. Over all competitive grades – where a judge awards the same points for all grades eg; Display
2. Or Achievement (most improved) – subtract today's competition awards totals from previous awards to get improvement totals. Please note: there can still be improvement with a negative total – the achievement is the most improved.

SAMPLE AWARD LIST

CompetitionDate

Introductory Grade			
Open Free Choice Grade			
Under 13 Grade			
Technical Team			
Display Team			
Achievement			
Under 18 Grade			
Technical Team			
Display Team			
Achievement			

Senior Grade			
Technical Team			
Display Team			
Achievement			
Masters Grade			
Technical Team			
Display Team			
Achievement			

JUDGING SHEETS

PUBLIC ADDRESS QUICKSTEP SHEET

- Public address Quickstep Sheet for Under 13, Under 18, Senior and Masters Grade only
- This sheet is the same for Under 13, Under 18, Senior and Masters Grades and the applicable grade will be circled at the top right of the sheet.
- This sheet is completed by the Technical Judge C; the number of paces taken is entered into the square.
- This is for announcement ONLY and does not get recorded on the Master Sheets
- This sheet SHOULD NOT appear in the Recording Room – if so, have it returned to the Announcer immediately.
- Sheets (if handed back from Announcer) can be attached to Judging Sheets to be given to Team Coaches

PUBLIC ADDRESS CALIPER SHEET

- Public address Caliper Sheet for Under 13, Under 18 and Senior Grade only
- This sheet is the same for Under 13, Under 18 and Senior Grades and the applicable grade will be circled at the top right of the sheet.
- This sheet is completed by Technical Judge A; the caliper award is entered into the box.
- This is for announcement ONLY and does not get recorded on the Master Sheets
- This sheet SHOULD NOT appear in the Recording Room; if so have it returned to the Announcer immediately
- Sheets (if handed back from Announcer) can be attached to Judging Sheets to be given to Team Coaches or disposed of

TECHNICAL JUDGE A

- Masters Grade do not have a Technical A Judge sheet
- The Judge will mark "**marchers incorrectly positioned**". If the Team has had a Y (Yes) circled, the sheet must be returned to the Chief Judge to apply the RAC11.1 as applicable and this should be recorded on the Master Sheet.
- The Judge will enter the "number of marchers" during the Review & Inspection. If there are less than 7 marchers recorded on the sheet the team will be deemed to have defaulted themselves from the contest. Do not add awards nor add to the Master Sheets – they will not be eligible for awards and will not receive Master Sheets.
- The Judge has a section on the sheet for the Judges Inspection of the team. The Judge will mark each incorrect element with a stroke in the appropriate box. Each blank box will be totalled across and those totals added together to find total award for the Inspection.
- Add down awards column to get TOTAL AWARD. Tempo is included in the final total for this sheet.
- DISREGARD any marks on word prompts or on the reverse side of the sheet: these are the judges notes when assessing the award
- If the Team has had a Y (Yes) circled at the top of the sheet, it must be returned to the Chief Judge to apply the applicable RAC11.1 penalty and this should be recorded on the appropriate space on the Master Sheet.
- Any RAC11.1 penalty applied will be deducted from the total for the Technical Section on the Master Sheet.

TECHNICAL JUDGE B

- If the Judge has marked "Correct Uniform" by circling "Y" then the sheet must be returned to the Chief Judge to apply the RAC11.1 as applicable and this will then be recorded on the Master Sheet.
- The Judge will enter an award for each sub-heading on the score sheet. Recorders will cross add the sub-heading to find the total value of the award for each movement which will then be entered in the Award column which the Recorder will then add down to find the Total Award for the sheet.
- DISREGARD any marks on word prompts or on the reverse side of the sheet: these are the judges notes when assessing the award
- If the Team has had a Y (Yes) circled, the sheet must be returned to the Chief Judge to apply the RAC11.1 as applicable and this should be recorded on the Master Sheet.

TECHNICAL JUDGE C

- The Judge will enter an award for each sub-heading on the score sheet. Recorders will cross add the sub-heading to find the total value of the award for each movement which will then be entered in the Award column which the Recorder will then add down to find the Total Award for the sheet.

- DISREGARD any marks on word prompts or on the reverse side of the sheet: these are the judges notes when assessing the award
- If the Team has had a Y (Yes) circled, the sheet must be returned to the Chief Judge to apply the RAC11.1 as applicable and this should be recorded on the Master Sheet.

TECHNICAL JUDGE D

- The Judge will mark RAC11.1 "Y" if there are less than 10 Marchers on the field who are not in the specified positions as detailed in Section 1 of the Policy & Operations Manual (Technical). If the "Y" is circled, the sheet must be returned to the Chief Judge to apply the RAC11.1 as applicable and this should be recorded on the Master Sheet.
- The Judge will enter the number of marchers on the field in the appropriate place on the score sheet. If there are less than 7 marchers recorded on the sheet the team will be deemed to have defaulted themselves from the contest. Do not add awards nor add to the Master Sheets- they will not be eligible for awards and will not receive Master Sheets.
- The Judge will enter an award for each movement directly into the Award Column. The Recorders will add down the sheet to obtain the final Total Award.
- DISREGARD any marks on word prompts or on the reverse side of the sheet: these are the judges notes when assessing the award
- If the Team has had a Y (Yes) circled, the sheet must be returned to the Chief Judge to apply the RAC11.1 as applicable and this should be recorded on the Master Sheet.

COMPLIANCE JUDGE (DISCS)

- The Judge will enter an award in the award box
- Where there is no award the judge will enter a "0" in the Award Box
- The Judge will enter an award for calipers in the award box. This should not exceed 6 in the U13, U18 grade and 7 in the Senior grade
- Add down awards column to get TOTAL AWARD

DISPLAY JUDGE A

This sheet is the same for all Competitive Grades and the applicable grade will be entered at the top right of the sheet.

- If the compliance heading at the top of the sheet has the "Y" circled by the Judge, the sheet must be returned to the Chief Judge to apply the RAC11.1 as applicable and this penalty will be transferred to the appropriate space on the Master Sheet.
- The Display Judge A will, where applicable enter the Award made directly to the Award Column. Where there are sub-headings Recorders will add cross add these and enter the total value to the Award column on the sheet. Recorders will then add down the Awards column to get the total Award for the A Sheet.

- DISREGARD any marks not on word prompts or on the reverse side of the sheet: these are the judges notes when assessing the award
- If the Team has had a Y (Yes) circled, the sheet must be returned to the Chief Judge to apply the RAC11.1 as applicable and this should be recorded on the Master Sheet.

DISPLAY JUDGE B

This sheet is the same for all Competitive Grades and the applicable grade will be entered at the top right of the sheet.

- If the compliance heading at the top of the sheet has the "Y" circled by the Judge, the sheet must be returned to the Chief Judge to apply the RAC11.1 as applicable and this penalty will be transferred to the appropriate space on the Master Sheet.
- The Display Judge B will, where applicable enter the Award made directly to the Award Column. Where there are sub-headings Recorders will add cross add these and enter the total value to the Award column on the sheet. Recorders will then add down the Awards column to get the total Award for the A Sheet.
- DISREGARD any marks on word prompts or on the reverse side of the sheet: these are the judges notes when assessing the award
- If the Team has had a "Y"(Yes) circled, the sheet must be returned to the Chief Judge to apply the RAC11.1 as applicable and this should be recorded on the Master Sheet.
- The Judge should complete the Time Compliance penalty box. Please check that it is within the time frame and the penalty is correct. If you have discovered that the penalty box has an incorrect penalty applied the sheet should be returned to the Chief Judge for correction by the Judge of the day.

INTRODUCTORY GRADE – TECHNICAL JUDGE A

- The Judge will enter an award in the appropriate boxes on their sheets. Recorders are to add boxes to get an AWARD - the award WILL NOT exceed value.
- Add down awards column to get TOTAL AWARD
- DISREGARD any marks not within the smaller boxes or on the reverse side of the sheet: these are the judges notes when assessing the award
- NO Master Sheet for Introductory Grade

INTRODUCTORY GRADE – TECHNICAL JUDGE B

- The Judge will enter an award in the appropriate boxes on their sheets. Recorders are to add boxes to get an AWARD - the award WILL NOT exceed value.
- Add down awards column to get TOTAL AWARD
- DISREGARD any marks not within the smaller boxes or on the reverse side of the sheet: these are the judges notes when assessing the award
- NO Master Sheet for Introductory Grade.

INTRODUCTORY GRADE – TECHNICAL JUDGE C

- The Judge will enter an award in the appropriate boxes on their sheets. Recorders are to add boxes to get an AWARD - the award WILL NOT exceed value.
- Add down awards column to get TOTAL AWARD
- DISREGARD any marks not within the smaller boxes or on the reverse side of the sheet: these are the judges notes when assessing the award
- NO Master Sheet for Introductory Grade

INTRODUCTORY GRADE – TECHNICAL JUDGE D

- The Judge will enter an award in the smaller box next to the aspect being judged. Recorders are to add boxes to get an AWARD - the award WILL NOT exceed value
- Add down awards column to get TOTAL AWARD
- DISREGARD any marks to the left of award column or on the reverse side of sheet: these are the Judges notes when assessing the award
- NO Master Sheet for Introductory Grade

INTRODUCTORY GRADE – DISPLAY JUDGE A

- The Judge will enter an award in the smaller box next to the aspect being judged. Recorders are to add boxes to get an AWARD - the award WILL NOT exceed value
- Add down awards column to get TOTAL AWARD
- DISREGARD any marks to the left of award column or on the reverse side of sheet: these are the Judges notes when assessing the award

NO Master Sheet for Introductory Grade

INTRODUCTORY GRADE – DISPLAY JUDGE B

- The Judge will enter the award in AWARD column - the award WILL NOT exceed value
- Add down awards column to get TOTAL AWARD
- DISREGARD any marks to the left of award column or on the reverse side of sheet: these are the Judges notes when assessing the award
- NO Master Sheet for Introductory Grade.

OPEN FREE CHOICE GRADE - JUDGE

- Open Free Choice Grade is NOT judged under the judging system.
- However, Associations are encouraged to have the Open Free Choice Grade judged utilizing Senior Marchers, Parents and Trainee judges.

- There will be various Sheets for this section, all different from each other, as there is NO designed Judging Sheet.
- Judges marks and comments will be of an encouraging nature.
- Open Free Choice Grade Teams DO NOT get entered onto a Master Sheet. Collate any sheets and hand back to Team Coach (same procedure as for all grades).
- NO Master Sheet for Open Free Choice Grade

OPEN FREE CHOICE GRADE - JUDGE

- Open Free Choice grades are not judged, however Comment Sheets may be requested by Team Coaches.
- There will be various Sheets for this section, all different from each other, as there is NO designed Judging Sheet.
- Judges marks and comments will be of an encouraging nature.
- Open Free Choice Grade Teams DO NOT get entered onto a Master Sheet. Collate any sheets and hand back to Team Coach (same procedure as for all grades).
- NO Master Sheet for Open Free Choice Grade.

TIPS for Competition Days in the Recording Room

- Remember to add a copy of each Judges sheet to your Recording Handbook for the Recorders to peruse and become familiar with prior to the seasons first competition and a back-up copy in case more sheets are needed by the Chief Judge on the day.
- Stock up the Recording Room 'Tool Kit' with plenty of paper clips for when collating the sheets, pencils and rubbers for marking the sheets, staplers (and staples) to staple completed sheets ready for returning to the Team Coaches.
- **Emailing the Master Sheets to the Technical Working Party is preferred.**
technical@marching.co.nz, judge@marching.co.nz, coach@marching.co.nz
 If you do not have access to email, please post.

Technical Manager 7 Endeavour Place LYTTELTON 8082	Director of Judging 64 Mooray Avenue Bishopdale CHRISTCHURCH 8053	Director of Coaching 55 Livingstone Ave Nawton HAMILTON
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- Have a briefing with your Recording Staff to outline what is required of them. It is a good idea to ask checkers to assume the sheet they are checking is incorrect or they are adding it for the first time. This could be undertaken on a field day when all competition day officials and volunteers "get a run through" of the season. If not, at least prior to the first competition commencing.
- Make sure you get an awards list early from the Secretary of the Day and always look for "ties" in placings when completing the awards list – a second equal will then make the next placing fourth. A good idea to get someone to "double check" before they are announced.
- Offer the Recording Staff refreshments, tea & coffee and on those hot summer days iced water will be appreciated and ALWAYS thank your recording staff at the end of every competition; even consider a small 'thank you' card and a chocolate given as they leave