



September 2020

Spring has arrived, daffodils everywhere, add the blossoms and the wee lambs and a new season is here. Our new marching season is almost here also with Field Days in the diary beginning October 10th in Marlborough. Add that daylight savings starts at the end of the month, Sunday 27th September, and more time for evening practices outdoors, Teams will be gearing up for Opening Day which is fast approaching. By then all the 'off-field' work will be completed – the planning of competition days for the season completed and confirmed, initiatives for retaining members this season put in place, repairs and repaint to equipment like disks and corner flags undertaken and all is ready for the 'on-field' season and march days. Let's hope that Covid settles and does not throw the curve ball again this season. This month's 'to do list' -

- ◆ **Registration of Association** is due and should be attended to as soon as possible after your Annual Meeting ensuring that all Association Committee Members are registered members prior to attending the first Committee Meeting after they are elected, refer (Rule 16.4.2) and ALL Committee Members require a Conviction Check before they are formally appointed to the Committee. All Membership registrations renewals are due 1 October and must be completed prior to 1 November. Thank you to Marching Canterbury, first Association to register for the coming season.
- ◆ **Team Registrations** will be next. Have you considered holding a Registration Evening, a social opportunity to mix with Team Management – Coaches, Chaperons, Managers and Treasurers and get all the registration details completed without the pressure of a pending competition? Another option is to have a Registration Desk at the Field Day, even allocating specific times for each team to register. And remember, ALL Team Management Team Management require a Conviction Check before they are formally appointed to a position with the Team.
- ◆ **Membership Registration Procedures and Forms** are available on the MNZ website. It is a busy time for your Membership/Privacy Officer getting the registrations collated and checking that they are completed fully and correctly then approving before sending off to MNZ. Your Membership Privacy Officers should not be afraid to return forms that have not been completed correctly, thus withholding registration until all details are complete and or supplied. Please remind Teams and Officials that until registration is completed by MNZ they are not registered members and cannot participate in marching activities (meetings, competitions, fundraising).
- ◆ **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. Last year 28 members received a 50% refund of their registration fee just before Christmas.
- ◆ **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.
- ◆ **Introduction to Coaching Accreditation** must be completed by all new coaches. As per Rule of Participation A21, all new Coaches are required to complete the Introduction to Coaching accreditation before commencing to Coach. A new coach cannot be registered until they have completed Introduction to Coaching and must have the approval of the Association. A reminder to your Coaching Co-ordinator to forward the names of new Coaches who have completed the accreditation to the Director of Coaching coach@marching.co.nz who will in-turn send the new coach their Certificate. Introduction to Coaching resources and workbooks are available from the website

- ◆ **Level One Accreditation** must be completed by a competitive Team Coach before their registration to coach can be renewed and must be approved by the Association. Level One is available online via the website, there are two modules with work-books and each takes approximately 1 hour to complete. Once completed, it is submitted direct and assessed for understanding and responded to by the Director of Coaching.
- ◆ **Liabilities to the sport** by members will need following up with Team Treasurers and remind them to contact the Association immediately the member/s have been cleared. This will avoid any hassle at registration time. Transfer requests from other Associations must be completed with urgency and only require clearance from the Association not the team as all members will have been given clearance from their teams unless they have been filed with the Association as having a liability to the sport. If this applies, of course the Association cannot give clearance until the liability has been cleared.
- ◆ **Teams/Members that may 'be taking a year off'**. Is the Association Membership/Privacy Officer up to date on this for the coming season? It is very important to ensure that any member 'taking a year off' is aware if they have outstanding liabilities, that they are not clear to register until the liabilities have been cleared. While taking a year off does not take off the liability. Even though they have no intention of marching/coaching/judging etc this season but if they are intending to in one or two years 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 un-returned uniforms, boots, unsold chocolates or trophies and can also be unaudited Bank Accounts or not returned Judge Manuals. Anything they have that belongs to the Team or the Association is considered a liability until returned or paid for. 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. Bank Statements are still to be forwarded to the Association until the team is either active again or deemed in recess. It is only when a Team is taking a second year off that the recess process commences.
- ◆ **Recess Teams** applies to a Team who is in a second year of having a year off. Should they decide not to register again, they have deemed themselves in 'recess' and the teams' 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, then the Association Committee shall use the assets and funds for the furtherance of the Sport in the Association area..
- ◆ **Annual Meeting Minutes** are to be forwarded to MNZ, and copies of your Financial Statements are to be sent to MNZ also, send direct to MNZ Director of Finance, Craig Rhodes at PO Box 4160 Christchurch 8140. Thank you to Marching Auckland, Waikato, Nelson Marlborough, Canterbury and Southland for your Annual Meeting Minutes.
- ◆ **Incorporated Societies** also receive a copy of your Financial Statements. Send direct to the Registrar of, Ministry of Economic Development, Private Bag 92061, Auckland Mail Centre 1020 or via the website www.societies.govt.nz and also update contact details for the Association. Just a note, if details are not correct you cannot be contacted and if your financials are not supplied you risk being 'struck off' and every association is constitutionally required to be registered with Incorporated Societies. It is not necessary to list all Association Committee and to keep the process simpler, perhaps just have the one contact (President, Secretary or Treasurer) only.
- ◆ **National Directory of Key Personnel** has been circulated this month and will be circulated at the beginning of each month so please notify any changes; of people, positions or contacts details. The key to look for in the updates is the date at the top of each page which will indicate the last time any changes were LAST UPDATED. This document is NOT published on the website for privacy reasons.
- ◆ **Calendar of Events** has also been circulated this month and will also be circulated at the beginning of each month and IS published on the website. Dates will also appear in the monthly MNZ Newsletter and will be added to the Home Page of the website weekly during the marching season, so it is imperative that the dates are correct. Look at your calendar again and encourage the Association to see if more competition/events can be added. The more competition/events the more opportunities to promote and profile the sport and recruit marchers, coaches, judges and competition day volunteers. And remember you have to hold at least two competitions (must be a competition and on separate days ROP NZC3) prior to the 31 December for your teams to be eligible for entry to NZ Championships. A Field Day does not constitute a competition unless it is judged with a Master Sheet provided.

- ◆ **All Trophies** should have been returned by 31st August, so follow up now on the late returns to avoid problems later. This date applies for both Association and New Zealand Trophies. Island Trophies are not to be returned to the MNZ Trophy Custodian, the 'rules' for your Island event will contain details of this, if you are unsure contact the host association from where they were presented as to where to return them.
- ◆ **Policy & Operations Manual (Technical)** must be updated with all the Technical Details & Judging Criteria for the coming season (1st July release and any others since). The Association Chief Judge and Coaching Co-ordinator should also hold an 'official Association' copy as part of their role so ensure if a change of position occurs that the Policy & Operations Manual (Technical) is handed onto the incoming Chief Judge or Coaching Co-ordinator. All Technical Details & Judging Criteria are available in printable format from the website. New folders can be purchased at \$35.00. Order via the MNZ website or contact the Technical Manager technical@marching.co.nz. Please allow 10days for despatch and delivery.
- ◆ **Judge sheets** are also available from the website in printable format.
- ◆ **Volunteer of the Month** – please keep sending in your volunteer profiles for inclusion in the Newsletter, volunteers are very important to our sport and deserve the recognition.
- ◆ **Competition Equipment** needs to be checked before the first march day in your calendar. Were you able to get someone to check the equipment ready for a hassle-free start to the season? Have the disks been freshly painted, and corner flags been repaired/renewed? Have you checked that the Compliance Judge stand is safe, and all anchor pins or sandbags have not been lost? Well done if your delegation was successful, try again with some more urgency if not. I am sure there will be a willing Dad on hand who will do some repairs and who loves painting if asked. Have you checked that the Instruction/Check List cards for the field/plan layer and music set up/down have not been misplaced? They are handy to hand to a keen parent/volunteer on competition day to help with, especially the clean up afterwards. Volunteers appreciate knowing what they are expected to do and having an instruction sheet makes it so easy to hand over and requires no explanation. A very clear field plan layout for the Plan Layer is available from the website.
- ◆ **Competition Day** volunteers need to be trained to ensure your competitions run smoothly. This could be at an 'information day/evening' or be part of your Field Day when you can share the updated Competition Day check list and Risk Management check list. This could also be the opportune time to include a First Aid training or refresher session. It is the Association's responsibility to provide First Aid facilities at all Association Championships and Competitions (ROP RAC10.1) and to provide the name of an approved First Aid Official to the Competition Day Officials and Team Coaches at the commencement of each competition/championship (ROP RAC10.3). Your Officials/Volunteers can get thanked in advance – they could even be provided with their official Volunteers t-shirt, polo or jacket if your association has them. Instil some pride in your Association Volunteers, they are no different to a marching team when they put on a uniform... it is nice to be appreciated and feel part of a team.
- ◆ **Sun-smart and Covid**
Have you considered having a Sun-smart station at your competition days? A small table with a large pump pot of sunscreen available for everyone protected with a sun-smart umbrella. The station could also accommodate the hand sanitiser required for Covid-19 hygiene. Posters can be downloaded from the Cancer Society and Covid-19 websites and printed off and laminated to support your message. Or if you don't have access to printing and laminating and would like a set of posters email ceo@marching.co.nz and they can be sent to you.
- ◆ **Health & Safety** Plans and Procedures will need updating and you may want to add some of the measures we have learnt from the Covid-19 pandemic. E.g. ensuring hygiene and hand washing facilities are available at events. You may need to remind the Coaching Co to stress this to Team Coaches at the next Coaches Meeting. The Health & Safety at Work Act 2015 does not tell people 'how' to make things safe; rather it requires that they '*have taken all reasonable, practicable steps*' to make it safe. We all have the primary duty of care for and to manage risks to the health and safety of marchers, officials and others (including spectators) and must take reasonable steps to ensure that, while under our care and responsibility, the environment is healthy and safe. 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 Committee Meeting Effectiveness Test**, does your Association undertake this exercise at the end of each meeting? It is the same process the Board undertakes and have found the exercise very worthwhile and has made Board meetings 'more effective'. If you have misfiled the information email and I will send it see you.

- ◆ **Association Meeting Minutes** must include reportage from your Treasurer, Chief Judge and Coaching Co-ordinator and if not included in the text of the minutes and is referred to 'as attached', then the reports MUST be attached when circulated including when forwarded to MNZ and the TWP and attached when filing for keepsake as per ROP A20.2. Keep sending in your Minutes and remember to send them to the TWP also.

September is another busy month as we make final preparations for the on-field season. If you have any queries at all, please do not hesitate to contact me.

Diane

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www.marching.co.nz

