



GRAND FINAL: SEASON 56

PLANNING GUIDELINES



THANK YOU

Firstly, a huge thank you from the National Office team for volunteering to help with the FMG Young Farmer of the Year Grand Final.

We rely heavily on our volunteers to help us make sure the Contest is a huge success. We couldn't do this without you, so thank you for putting your hand up to be a part of Season 57 of FMG Young Farmer of the Year contest.

The National Office team are here to support you, so please don't hesitate to contact us if you have any questions or concerns.

Please make sure you read the following guidelines to ensure you're aware of what is required of you and all the elements that must be covered to make sure we have a successful event.

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CONTEST STRATEGY

STRATEGIC PLAN



2021-2022

OUR MISSION

Showcasing the talent of New Zealand Young Farmers' members and volunteers



Finding New Zealand's best Young Farmer

STRATEGIC PILLARS

ENGAGEMENT AND PARTICIPATION



Empower members and volunteers to develop their skill set and engage in a new challenge.



Create a community of sponsors, supporters, members and volunteers.

KNOWLEDGE AND SKILLS



Participate in practical agricultural modules and head-to-head challenges.



Test, learn and showcase skills in a supportive environment.

EXCITEMENT AND AWARENESS



Excite members, volunteers and the public to engage in the competition.



Inspire the next generation into the agricultural industry and increase engagement in the primary sector.

OUR VALUES

RESPECTFUL



ONE TEAM



PROUD



PASSIONATE



ALL LEADERS



SPONSORSHIP

Sponsors are an important part of running the Contest. They provide funding to make this happen and have an invested interest in ensuring a contest season and Grand Final event.

Our sponsors make a significant commitment to FMG Young Farmer of the Year Contest each year. In return, we agree to deliver a number of rights and benefits to our sponsors, including:

- Naming rights and name association
- Placement of signage
- Official product status
- Networking opportunities
- Media publicity
- Merchandising
- Endorsements
- Sponsor exclusivity

Sponsor exclusivity is one of the most important rights to a sponsor, so we're vigilant to always protect their investment. Any involvement in the event(s) by a competing company, no matter how small, diminishes their investment.

- You're obligated to use sponsor's products and services FIRST for the event(s).
- You should invite sponsors' local representatives FIRST, before other outside organisations, to act as judges or to assist in setting up practical challenges. The sponsor representatives may be invited but aren't obligated to attend.
- If a sponsor product isn't available, you still must not use equipment from competing companies
- Do not accept prizes from anyone other than Contest Sponsors to give out at your event

Our current Sponsor family



SUPPORTERS

You'll also require help from other individuals and businesses local to the area. They're crucial to making Grand Final happen by judging, supplying equipment, hosting modules or assisting your committee in some way, and we call these our Local Supporters.

It's important that the difference between a Supporter and a Sponsor is made clear from the outset:

- The Contest Sponsor family contribute to the overall running of the Contest at a National level. The Contest Sponsors and NZYF agree to conditions from both parties and as Contest organisers, we all need to ensure these conditions are met
- Local supporters assist on a local level
- Companies who are in direct competition with any of the Contest Sponsors are NOT permitted to be involved with the Contest in any way.
- Other local, non-conflicting parties may support the Contest through provision of equipment and assistance in running the events.

To ensure local supporters have a positive involvement in the Contest, ensure their expectations are realistic. Meet with all potential local supporters prior before they come on board and ensure they understand the following:

- Local supporter signage guidelines (below)
- What to expect on the day?
- Who are the Contest Sponsors?
- The difference between Sponsors and local supporters
- Restrictions they may have as a supporter

Signage Guidelines for Local Supporters at the Regional Final:

- One small sign and flag can be displayed at the supporters' specific modules only. These are not to take focus away from the sponsor's banners and flags featured across the venues. Signs must be less than 900mm x 600mm
- Any equipment supplied for use in the Agri-Sports area can have 'logical branding' – excessive additional branding is not acceptable.
- No supporter signage is allowed within the Agri-Sports area or at the Evening Show, this is reserved for the Contest Sponsors.
- Non-Contest sponsor branded marquees must be approved by the Events Manager at least three weeks prior to the event. Without the NZYF Events Manager approval, the marquee cannot be used

CONFLICTING SPONSORS OF THE CONTEST SPONSORS ARE NOT PERMITTED AT ANY CONTEST EVENTS.

SELECTING YOUR COMMITTEE

There are no hard or fast rules in selecting a Grand Final committee. You should try to select the most suitable people to help you run a successful event.

- Approach people that you think may fit the key roles and people that show motivation and interest toward the event. Fill your team with a range of skills and people that are supportive with a positive 'can do' attitude.
- Selecting the right people for the key positions creates a team with tremendous potential. The newly formed committee should get together in the early stages to do some team building: learn each other's skills and strengths, discover community and Sponsor ties, build trust and communication.
- NZYF members (of any kind) should be approached in the first instance, and those that are not members should be encouraged to join. Alumni are a great resource.

Committee Roles to Designate:

- Convenor/s
- Treasurer
- Secretary
- Practical Day/Site Manager
- Agri-Sports Manager
- Farmlet Manager
- Evening Show Manager
- Opening Ceremony Manager
- AgriKids & FMG Junior Liaison
- Technical Day Manager

Conflict of Interest (Policy for competing)

If any member of the committee has a close association with any Grand Finalist (AgriKids and FMG Junior contestants included), they must declare a conflict of interest to the Events Manager as soon as possible and at least three week prior to the Grand Final. The contestant may still be eligible to compete, however National Office must assess the situation and record all potential conflicts of interest.

COMMITTEE ROLES AND RESPONSIBILITIES

Each role comes with a set of responsibilities. While these roles are flexible and can be combined, it's important to make sure no one is taking on more than they can handle. Please understand the time commitment of each of these roles and critically assess if you can balance this with other commitments you may have.

National Office

The National Office is responsible for the overall management of the Contest. Their job is to ensure the Contest Strategic Vision is being fulfilled through the Contest activities and all stakeholders find value in their investment.

Responsibilities:

- Oversee all aspects of the Grand Final to achieve the Contest Strategic Vision and support all stakeholders to executing a successful event.
- Organise and provide training workshop for Grand Final Committee
- Organise all aspects of Contestant involvement in the Grand Final and sections with prior assessment e.g. Community Footprint and Market Innovation Challenge
- Manage sponsorships, including prizes
- Manage all contractors associated with running the Grand Finals e.g. emcee, AV technicians, St John
- Oversee the National Budget for the Contest
- Manage the Evening show, Friday Night Awards and Community Day
- Liaise with the Grand Final Committee throughout the planning process
- Liaise with local Councils and tourism bureaus
- Manage permits, traffic management plans & parking requirements
- Communicate with Regional Chair to stay up to date on progress and resources required
- Source Technical Day & Speech judges
- Source & manage (3) Scorers for Practical Day and Evening Show
- Liaise with all venues contracted on requirements, restrictions, and health & safety
- Provide runsheets
- Manage all media, marketing, and communication
- Manage Junior & AgriKids Contest
- Work with FMG on catering for contestants, GF committee, and YF Volunteers for Practical Day
- Apply for grants with the help of the Convenor and Treasurer
- Manage ticketing for all contest events, including Membership Awards
- Approve all elements of contest, including Opening Ceremony, Technical Day, venue selections, Practical Day, Friday Awards, Community Day Out & Saturday Evening Show.
- Organise container transport
- Manage scripts for all events
- Manage site plans and signage placement for all practical challenges

Grand Final Convenor

Responsible for the operational management and administration of the Grand Final and is the main link between the Grand Final Committee and National Office.

Responsibilities:

- Oversee the Grand Final Committee, facilitate communication, and chair all meetings
- Liaise regularly with the Events Manager and communicate all elements of Grand Final
- Refer to the Contest Strategic Vision
- Recruit committee and identify their roles and responsibilities

- Develop the practical day layout integrating all activity sites
- Forecast potential problems and solutions
- Provide ongoing feedback and evaluation for the Grand Final Committee
- Recognise and reward all committee members and volunteers
- Supervise post-event tasks and final reporting
- Ensure deadlines are met
- Work closely with the Events Manager and treasurer around the Grand Final budget
- Identify potential venues, in consultation with National Office
- Source a team of helpers to assist with set up and clean-up of all functions (if required)
- Work closely with Events Manager for potential suppliers for all things Grand Final (venues, hotels, transportation, F&B, etc)
- Be the contact for PTS when containers arrive and place in central area for easy access

Treasurer

To liaise with the Events Manager and Grand Final Convenor to manage aspects of the financial budgeting.

Responsibilities:

- Prepare budgets for approval
- Monitors spending
- Gains approval from the Event Manager prior to purchase
- Sends invoices to Event Manager
- Regularly report ticket sales to the Grand Final Committee
- Compile final budget
- Assist National Office on grant applications

Secretary

To work closely with the Grand Final Convenor and Events Manager to ensure secretarial aspects of the event are managed.

Responsibilities:

- Supply the start-up information and ensure Committee Contact information is kept up to date.
- Take minutes of meetings and send them through to the Events Manager after each meeting.
- Plan the dates, time, and place for all committee meetings, confirm the agenda with the Grand Final Convenor and send out all necessary notices and make reminder calls when needed.
- Communicate changes and important information to the Events Manager.
- Record any changes you think are required for the Grand Final Guidelines and provide the Events Manager with these suggestions to ensure ongoing improvements for the Contest.

Practical Day Manager

The Practical Manager plans all aspects of the practical section of the Grand Final.

Responsibilities:

- Fulfil the strategic goals for the Grand Final Practical Day.
- Manage Practical Day with Agri-Sports Manager, Farmlet Manager, and Events Manager
- Arrange and book a suitable practical venue in consultation with the Grand Final Convenor and the Events Manager
- Liaise with the Events Manager about the timetable and score sheets for practical day

- Organise all aspects of the Practical Day including judges, equipment and practical challenge tasks.
- Organise a crew of helpers to assist with set up and clean-up of all challenges.
- Discuss all supporting businesses' involvement with the Events Manager.
- Arrange testing of the practical challenges prior to the Grand Final.
- Ensure all health & safety aspects of challenges are managed and documented
- Get all aspects of the practical day signed off by National Office at least one month prior to Grand Final.
- Source all materials required for Practical Day elements within budget
- Develop contestant briefings for Practical Day (farmlet, modules, H&S, etc)
- Develop scoresheets for all modules (template available)
- Work with module hosts to develop all modules in conjunction with Events Manager
- Provide Events Manager with gear list 6 weeks prior to event (compile all gear required from contestants for Agri-Sports, modules & Farmlet)
- Develop set-up runsheet for Practical Day
- Oversee Agri-Sports and Farmlet elements to ensure no duplications and a variety of the sector is showcased
- During Grand Final week, this position is required to be on site at all times coordinating where people should set up and pack down
- Oversee set up and pack down
- Organise entertainment and 'extras' for children at Practical Day – discuss with Events Manager before anything is booked as some games might be supplied by sponsors
- Manage site plan and traffic flow
- Organise amenities such as toilets, water, rubbish collection and removal to include skips and recycling
- Food and Beverage Vendor Coordination for Practical Day - 2 food trucks & 2 coffee carts maximum are recommended and make sure they offer a variety of food & beverage. Too many food suppliers won't allow them to make the profits they need for their time.
- Provide a dedicated person to manage info booth for set-up & assist sponsors & suppliers on arrival
- Organise overnight security for Practical Day based on set-up schedule – overnight security will need to be on-site when any sponsor equipment is set-up.
- To ensure that health and safety is in the forefront of everyone's mind at all times, during the planning, implementation, execution and pack-down phases.
- Ensure all health and safety signage is put up on Practical Day.
- Manage Zero Harm Farm with Events Manager & ensure all contractors, contestants, volunteers and staff are inducted
- Work with Events Manager to confirm site plan is safe for crowd control and H&S concerns
- Work with Events Manager for any incidents that may arise that will need to be documented and assessed
- Oversee all H&S elements for both FMG Junior Young Farmer of the Year & AgriKids contests

Agri-Sports Manager

The Agri-Sports Challenge Manager plans all aspects of the Agri-Sports and Head-to-Heads.

Responsibilities:

- Design and organise all aspects of the Agri-Sports including tasks, judges and equipment in consultation with Practical Day manager, Convenor & Events Manager.
- Submit a proposed task schedule to the Events Manager at least one month prior to Grand Final to submit to Contest Sub-Committee for approval
- Complete a run-through of the Agri-Sports course prior to the Grand Final – you could use a former Grand Finalist to test this
- Work on the scoresheets for both Head-to-Head challenges and Agri-Sports with the Event Manager (template available).

- Ensure all health & safety aspects of challenges are managed and documented.
- Organise a crew of helpers to assist with set up and clean-up of all challenges
- Confirm all (7) red flag judges and how each task will be scored
- Brief all red flag judges to ensure clarity for all tasks on Practical Day.
- Communicate all space requirements for each Head-to-Head with Practical Day Manager
- Source bleachers for audience viewing
- Source all materials required for Agri-Sports elements within budget
- Develop and brief contestants on Agri-Sports challenges
- Work with Practical Day manager to compile gear list for contestants at least 6 weeks prior to event

Farmlet

Manager

The Farmlet Manager plans all aspects of the farmlet.

Responsibilities:

- Create and design all elements of the Farmlet to provide challenging tasks for contestants
- Source all materials required for Farmlet task within budget
- Work with Agri-Sports manager to confirm red flag judges for Farmlet and how each element will be scored
- Develop scoresheets for farmlet (template available)
- Communicate all hazards and H&S elements to H&S manager
- Communicate all space requirements for farmlet with Site Manager
- Organise a crew of helpers to assist with set up and clean-up of all challenges.
- Assist the FMG Junior Young Farmer event coordinator in developing their farmlet

Evening Show Manager

The Evening Show manager is responsible for the decorations and theming of the evening show.

Responsibilities

- Work with Convenor and Events Manager to determine the theme of the evening show
- Design tables and decorations for evening show
- Set-up- & pack down all decorations for evening show
- Assist Events Manager with other elements of the Evening Show as requested
- Source discounted/donated produce for the Evening Show Dinner

Opening Ceremony Manager

The opening ceremony manager is responsible for all logistics and elements of the Opening Ceremony & Parade

Responsibilities:

- Work with Convenor to source location and route of parade and opening ceremony
- Help set-up any equipment required for Opening Ceremony
- Work with Events Manager to contract location and source traffic management as required
- Manage the parade on-site and work with events team to organise contestants, Board members
- Design theme and activity for the regions to compete to entertain audience
- Work with Events Manager on the script and showcase the region in the best light
- Work with Events Manager to pick 5 of the best dressed AgriKids for the costume contest during the parade

AgriKids and FMG Junior Liaison

The liaison position is responsible for working with the NZYF event coordinators to create, design and execute the AgriKids & FMG Junior Young Farmer of the Year contests.

Responsibilities

- Communicate Practical Day elements with Event Coordinators and support them in their planning, set-up, execution and pack-down
- Brainstorm ideas on how to build challenging modules, AgriKids Race-Off and FMG Junior Young Farmer farmlet to ensure all contestants have a fun and skill building experience
- Support the Event Coordinators on Practical Day
- Overall support with event requirements and creating consistency across all three levels of contest

Technical Day Manager

The Technical Day Manager is responsible for planning all competition aspects and catering requirements for the Technical Day.

Responsibilities:

- Arrange and book a suitable technical venue in consultation with the Convenor and Events Manager
- Work with Events Manager to design the HR Challenge, Market Innovation Project & Community Footprint
- Submit your proposed concept and timetable of the Technical Day for approval by the Grand Final Convenor and the Events Manager.
- Develop Innovation Project, briefing and scoresheet
- Develop Community Footprint Project, briefing and scoresheet
- Develop HR Challenge with MPI and Events Manager
- Organise section managers, helpers and all catering for the technical day including water and tea/coffee.
- Manage the Technical Day on the day and brief all contestants & judges

EVENTS – TECHNICAL DAY

WHEN: Thursday

The Technical Day is the first competition event of the Grand Final week. When planning, the Technical Manager must consider several issues before deciding on the venue. The Grand Final Convenor and Events Manager will liaise with the Technical Manager during this process.

The following are some of the key questions, which must be considered:

- Are the venues suitable for these challenges?
- Does the venue portray the Contest as modern and cutting edge?
- Is there enough room for the different aspects of the Technical Day?
- Are there adequate toilet facilities for the number of guests?
- Is there ample parking?
- When can you get access? What time must we be packed out by?
- Can you store your equipment overnight at the venue? Will it be secure?
- Will the venue allow a videography crew to film on-site?
- Is catering available on-site or nearby for morning tea and lunch?
- Are 4 separate rooms or locations available for each element of Technical Day?

TIMETABLE

Time	Cam Smith	Gareth McKerchar	George Letham	Hugh Jackson	James Robbie	Jock Bourke	Justin Ruygrok
7:00:00 AM	Technical Briefing						
7:30:00 AM	Contestant Briefing						
8:00:00 AM	Human Resource	Community Footprint	Innovation Project	Break	Exam	Exam	Exam
8:45:00 AM	Break	Human Resource	Community Footprint	Innovation Project	Exam	Exam	Exam
9:30:00 AM	Exam	Exam	Exam	Exam	Innovation Project	Break	Human Resource
10:15:00 AM	Exam	Exam	Exam	Exam	Community Footprint	Innovation Project	Break
11:00:00 AM	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
11:45:00 AM	Innovation Project	Break	Human Resource	Community Footprint	Exam	Exam	Exam
12:30:00 PM	Community Footprint	Innovation Project	Break	Human Resource	Exam	Exam	Exam
1:15:00 PM	Exam	Exam	Exam	Exam	Human Resource	Community Footprint	Innovation Project
2:00:00 PM	Exam	Exam	Exam	Exam	Break	Human Resource	Community Footprint

COMMUNITY FOOTPRINT: 80 points

The Community Footprint assesses each Contestant's impact in their communities and what drives them as an individual. They must submit a 3-minute video before the Grand Final and are assessed in four key areas – Wellbeing, NZ Young Farmers involvement, advocacy for a cause, and local community. They're interviewed on Technical Day to support the points made in their video

This section is completed prior to the Grand Final and all aspects of this are organised through the National Office.

Please see below a copy of the 2022 Community Footprint.

Community Footprint 2022

Total = 80 Marks

Overview:

The Community Footprint challenge acknowledges the importance of involvement and leadership in rural communities. This is part of the philosophy of New Zealand Young Farmers where we aim to develop leaders, who, in time, will feed back into rural communities to keep them strong and vibrant.

It is important that young people, like Young Farmers members, help build a positive culture within rural communities and do this by adding value to committees and community groups by not just belonging, but by being an active contributor. Our Grand Finalists each year become important role models within their communities and receive a lot of local support, so it is important for them to reinvest in their communities. It is largely about assessing the size of gap, that a person would leave if they were taken out of their community.

Assessment Outline:

There are four key elements on which you will be judged on in the Community Footprint Challenge.

1. Wellbeing:

- a. Steps and strategies taken to manage your own personal wellbeing*
- b. Steps and strategies taken to support the wellbeing of family and friends*
- c. Steps and strategies taken to support the wellbeing of members of the wider community*
- d. Knowledge of, and consciousness of, wellbeing*

2. NZ Young Farmers Involvement:

- a. Contribution at club, district, regional and national levels in the organisation*
- b. Leadership involvement at club, district, regional and national level*
- c. Any innovation or new initiatives you have been involved in*

3. Advocacy for a cause:

- a. Naming a cause in which you have gotten involved in and supported*
- b. Being able to demonstrate any leadership or operational management for the cause*
- c. You are able to articulate the benefits and changes implemented because of their involvement*

4. Local community:

- a. Participation in the local community for personal or wider community benefit*

- b. Leadership in the local community*
- c. Any new initiatives brought to the local community*
- d. Awareness of any initiatives not already in place but would be beneficial to be initiated.*

There are two parts to the Community Footprint challenge:

Part 1 – Video (40 points)

Create a three minute video which covers one of the elements below:

- 1. Wellbeing*
- 2. NZ Young Farmers involvement*
- 3. Advocacy for a cause*
- 4. Local community*

In this video you need to answer:

- 1. What did you do?*
- 2. What was your role?*
- 3. Why you got involved?*
- 4. How do you know you made a difference?*
- 5. What would you have done differently if you had the chance to do it again?*

The video must be a minimum of 1080HD. You will not be judged on the resolution of the video as long as it is over 1080HD. Please feel free to get as creative as you would like. You are allowed to interview people, use external clips, and edit it together.

There are a lot of free video editing software's out there, including:

- iMovie*
- GoPro QuikStories*
- Adobe Premiere Rush*
- DaVinci Resolve*

Your video will be shown, either on social media leading up to Grand Final and/or at Grand Final. Please ensure your video has been submitted by the deadline outlined in the Contestant Guidelines.

Part 2 – Interview (40 Points)

The interview will cover the remaining three elements which were not covered by the video. You may ask questions about the video during your interview. The interview will take place during Technical Day of Grand Final.

MARKET INNOVATION CHALLENGE: 120 POINTS

Each Contestant must identify an agricultural biproduct that is, or can be, produced on a property of their choice. They must analyse the value proposition of this product to customers and identify and analyse supply chain opportunities for the farmer. Their findings are submitted to National Office as a written report prior to the Grand Final week. On Technical Day they present their report to a panel of three judges who will all assess the report and oral presentation. The judges will be a representative from FMG and two other selected personnel.

2022 Market Innovation Challenge Brief Introduction

The Market Innovation Challenge promotes the contestant to demonstrate innovation and entrepreneurship through the creation of a new product and/or service to supply into a new market. The new product or service must incorporate the provided farm property described below. There is no wrong answer and 'outside the box' thinking is encouraged.

Your task

You have inherited a 120ha property located 10 km from Kaikohe residing within the Far North District Council, Northland. The property is flat incorporating young basalt volcanic soils (LUC II). The property is kikuyu dominant and shares a boundary with Lake Omapere of which all surface and subsurface water drains from the property drains into.

The property resides within the 'Mid North' catchment of the recently completed Te Tai Tokerau Water Storage Scheme. You have access to water for irrigation should you decide to utilise it. Costs associated with the irrigation scheme are as follows:

- *1 share required for every 3000m³/yr irrigation water used*
- *1 share costs \$30,000 (excl GST)*
- *\$2000 fixed charge for every share held (paid annually and excl GST)*

The property comes with the following infrastructure:

- *A modern 3 bedroom house*
- *3 bay implement shed*
- *3 bay hay barn*
- *A recently decommissioned 20 aside herringbone cowshed*
- *A workshop*

- Cattle Yards

You also have an option to lease a neighbouring property for an indefinite lease term. The property is 400ha of rolling of hill country property. The soil type is a mature basalt volcanic soil type (LUC VI). This farm is also kikuyu dominant with all surface and subsurface water draining into Lake Omapere. Note, this farm does not have access irrigation water described above.

This property comes with the following infrastructure:

- 3 bay hay barn
- Cattle yards

You are required to innovate a product and/or service to supply a new market

Your report and presentation should emphasise the new product and/or service taking into consideration the property(s) described. The business opportunity evaluation should explore the target market, the associated supply chain, and marketing strategy of the new product and/or service. Any environmental considerations associated with the property(s) and new product and/or service should also be considered.

You have \$500,000 cash in the bank. All on farm costs and budgets must be compiled using the latest version of the Lincoln Farm Budget Manual. Any livestock values will be quoted on current market values. All costs, quoted or assumed, must be provided. We require that the project will be running at breakeven by at least Year 5.

Presentation

During the Technical Day at Grand Final, you will have 30 minutes to present your Market Innovation Project to a panel of three judges (the same three judges who will mark your report). 20 minutes has been allocated for the presentation followed by 10 minutes of Q&A. You may use any props and visual aids that you see relevant to your cause. There will be a laptop and projector available for use.

Your objective of the presentation is to sell your idea to a group of potential investors (the 3 judges). Imagine a 'Dragons Den' setting. You can either:

- 1) Sell your product and/or service
- 2) Sell a percentage of your business
- 3) Raise further capital investment to complete the development of your product
- 4) A combination of all three above.

Any intellectual property submitted and presented will be kept 'in confidence' and will only be viewed by the 3 judges. However, you may be required to provide a short 'elevator pitch' which will be filmed and shown to viewers of the Contest. The short video will not be marked. More details on this will be provided.

What we require

We require 4 hard copies of your project by 5pm 14 June 2023. These projects need to be delivered to National Office. The project is to be no more than 7 pages. Supporting appendices can be attached e.g. Financial Budgets, maps etc.

Marks will be allocated as:

- *Written: 40 points.*
- *Presentation: 30 points*
- *Questions and Answers: 10 points*

Total: 80 points

EXAM: 100 Points

The exam is written and marked by Lincoln University. Please request copy of last year's exam from Events Manager.

HUMAN RESOURCE CHALLENGE: 40 POINTS

Contestants are confronted with a scenario that they must assess, manage, and resolve. This challenge is geared around having to manage people in a real-life environment. This is a great opportunity to get creative!

2022 HR Challenge Brief

Objectives:

- *Demonstrate ability to brief the team on a biosecurity incursion and get them on board with the new restrictions that need to be applied to the farm.*
- *Manage a challenging staff member not following the rules and putting the farm in jeopardy.*
- *Inform the farm owners of the situation and assure them that the situation under control.*

Contestant Brief:

Mycoplasma.bovis (Mbovis) may be present on your farm and a Notice of Direction under the Biosecurity Act has been applied. You need to brief your staff on what this means, and the new restrictions now applied to

the farm. It is crucial for the success of the farm that everyone follows the instructions of the notice and apply good biosecurity practices.

One of your staff is not on board and you will have to address their attitude and behaviour towards these new restrictions.

You have 30 minutes to complete the following tasks in the challenge:

Part one (40%) 10 mins

- *Read and understand the restrictions being applied to the farm*
- *Hold a meeting to let your staff know what is happening and what they each must do*
- *Ability to brief the team in a professional manner and get them on board to follow the new rules*

Part two (50%) 10 mins

You will receive further information about the situation

- *Meet with challenging staff member about their attitude and behaviour towards to new rules.*
- *Ability to manage the challenging staff member, initiate a meeting, find out the source of the problem and take appropriate actions*

Part three (10%) 5 mins

- *Provide the farm owners with a summary of events and how you managed the situation.*

Participants/Judges:

Meeting participants will not help the contestants, apart from acting their role. The judges' involvement will be solely to judge. The module will be filmed for the purpose of judging.

Scenario:

You are the farm manager on a 750 cow, 270 ha beef farm. You are also responsible for managing the 115ha support block, which is located 5km down the road, this provides winter grazing for all in-calf animals and calf grazing.

You have a team of 3, including:

- *Alex: Herd Manager (Main farm) – has been working for the Manager for 2 years, has 10 years farming experience before he came to work here.*
- *Ollie: Herd Manager (second block) – started with the team as Farm Assistant and promoted to second Herd Manager when the farm acquired the block for winter grazing and calf grazing. He still assists on the main farm when he can.*
- *Jordan: Farm Assistant - has been with the team for 6 months, she had spent a year on another dairy farm up North, before she came to work here.*

You have worked with Alex and Ollie for a few years, but don't know much about them on a personal level. They work well as a team and are much closer to each other than to you. Jordan is young and impressionable. The farm and the animals are important to them all, and they work to a high standard.

Part One

There is M. bovis in the area and all the farms are on high alert. There are lots of rumors going round about farms being shut down, losing stock, staff leaving due to the pressure – you don't know what is fact and what is fiction.

You have limited knowledge of the disease and disease management. You have never had to manage a farm through a crisis like this before. You know the farm owners trust you but that they have high expectations that the farm will perform to its best.

A Farm systems manager from the Ministry of Primary industries has issued a Notice of Direction on your farm and come to talk to you about what that means.

Task:

You need to hold a meeting to let the team know what the Notice of direction means for them and the farm. You need to get everyone on board and following the rules and good biosecurity practice.

Part Two

You get the feeling Alex is not on board but want to give him the benefit of the doubt. However, you then see him complaining about the restrictions, encouraging the other staff not to follow them, and not keeping records when checking the NAIT tags.

Task:

Meet with Alex to discuss his attitude and behaviour. Investigate what might be behind his actions. Take appropriate steps to manage the situation.

Things to note:

- *Alex has a young family*
- *Taking on the extra block of land had increased the workload for all the staff*
- *Ollie and Alex are close but don't get to work together often anymore.*

Part Three: Provide the farm owners (judges) with a summary of events and how you managed the situation.

Things to note:

- *You have an open and honest relationship with the owners.*

- They have very high standards and expectations for the farm.
- They are highly trusting but want to know what is happening on the farm

Scoring:

Part one		Marks	Total
	Conduct the meeting in a calm and professional manner	/10	
	Provide sufficient and detailed information	/10	
	Listening to staff and management of questions	/10	
	Get the team on board	/10	
			/40
Part two			
	Request the meeting discreetly and professionally	/10	
	Conduct the meeting in a calm and professional manner	/10	
	Discuss their behaviour and investigate the reasons behind the behaviour	/10	
	Listen to what is needed and use the resources available to help	/10	
	Address and manage their actions	/10	
			/50
Part three			
	Level of detail in the summary	/5	
	Ability to give assurance and maintain trust	/5	
			/10
Total			/100
	Convert score to out of 20		/20

PRACTICAL DAY

WHEN: Friday

Practical Day is the biggest event of Grand Final and consists of practical activities that all contestants in all three levels participate in. Practical Day is supported by our family of sponsors and has a lot of spectators and media attention throughout the day.

FMG Young Farmer of the Year Practical Day breaks down into five sections:

1. Modules: 140 points (7x modules at 20 points each)
2. Farmlet: 100 points
3. Head to Head: 40 points
4. Agri-Sports: 40 points

FMG Junior Young Farmer of the Year Practical Day breakdown into four sections:

1. Modules: 350 points (7x modules at 50 points each)
2. Farmlet: 100 points
3. Speech: 100 points

AgriKids Practical Day breakdown into three sections:

1. Modules: 350 points (7x modules at 50 points each)
2. Race-Off: 50 points
3. AgriQuiz: 60 points

Things to think about when planning Practical Day:

- Is there access to running water and electricity? Are there extra costs to use these?
- Is heavy machinery allowed? Are you allowed to dig post holes etc.? This is mandatory requirements.
- What time can you get access? What time must you be packed out by?
- Are there facilities for unloading animals/ machinery?
- Are there adequate toilet facilities for the number of guests? 1 toilet per 100 guests is standard requirement.
- Is there ample parking for attendees? How will parking and traffic management be coordinated?
- Will the site have security on the parking lot and/or event site?
- Is there indoor space for the committee to base its operations? Change clothes and keep valuables?
- Can you store your equipment overnight at the site? Will it be secure?
- How far is the nearest medical centre/hospital?
- How will rubbish collection be managed and will rubbish/recycle bins be available by venue?
- What are the weather and emergency contingency plans?
- Can the venue accommodate additional rooms for scorers, JR speeches and AgriKids AgriQuiz?

- Is there room for a bike path for Young Farmer contestants to get to modules on motorbike away from attendees?
- Where are the electrical and water lines buried?
- Does the venue work with a local A&P society to help coordinate Practical Day and source materials and volunteers?
- Can the modules be compact for each level and not too far apart to encourage audience attention?
- Is there enough space for modules to have challenging tasks and include heavy machinery and animals? Are there stock yards?

PRACTICAL DAY TIMETABLE

6:30am – 7:00am	Contestants Arrive for Gear Check
7.00am-7.30am	Contestant Briefing for Practical Day and Farmlet
7.30am-8.00am	Farmlet
8.0am-9.00am	Module 1
9.00am-9.30am	Module 2
9.30am-10.00am	Module 3
10.00am-10.30am	Module 4
10.00am-10.30am	Farmlet
10.30am-11.00am	Head-to-Head Challenge
11.15am-11.45am	Module 5
11.45am-12.15pm	Module 6
12.15pm-12.45pm	Module 7
12:45pm – 1:15pm	Region Off
1:15pm – 1:45pm	Lunch
1.45pm-2:45pm	Farmlet
2:45pm –3:30pm	Agri-Sport
3.30pm	Practical Day Concludes + Pack Down.

FARMLET: 100 POINTS

Several related activities, judged mainly on the end result/product, test time management and organization, as well as practical skills. If contestants finish modules early they can head back to work on their Farmlet.

- Two hours of practical day

2022 Farmlet Tasks:

- *Construct a 3 wire fence (15 pts), post and rail (7 pts), hang a gate (7 pts), install double bungee gate (6 pts) (35 points total)*
- *Liaise with a local digger company (via the store) to deliver and position a water trough. Contestants to connect trough to water supply. Assume digger has been inducted to your site. Communication 10 pts, Installation 7.5 pts, Operation 7.5 pts (25 points total)*
- *Use the materials available to design and construct a dog kennel and scored on functionality, quality of construction, placement (15 points total)*
- *Contestants are allocated a budget to complete all their farmlet tasks. They will need to 'purchase' all their supplies from the shop (curtain sider).*

2022 Farmlet Brief:

Budget

You have a budget of \$1,230 to complete the following tasks.

Post Fence

Construct a 3-wire electric fence to the following specifications:

- *Strainers and posts are pre-rammed*
- *Wires located at 75mm, 450mm and 800mm from the top of the post*
- *Back of insulators 125mm from strainer*
- *Cut out switch to be installed at hill end of fence between top and second wires*
- *Underground cable to be installed at bungy end to power fence*

Gates

- *12ft gate made from two bungees at hill end, 100mm and 575mm from top of the strainer*
- *12ft steel gate to be hung from shop end strainer, top of gate to be flush with top of strainer, swinging into your farmlet*

Railing Fence

- *Three rail fence at each end of farmlet*
- *Top rail to be flush with the top of the post, 200mm gaps between subsequent railings*

Waratah Fence

- 1x dead wire 230mm from the top of the waratah
- Tied off, and strained at shop end with permanent wire strainer. Note- please do not over tension as posts may move or break

Trough installation

- Identify a site to install a trough
- Book a time with the store manager for the digger to site the trough- this can be booked for any time up until 130pm.
- Connect trough to waterline

Dog Kennel

- Construct a dog kennel to your own specifications and position within your farmlet

MODULES: 140 POINTS

- 7 modules x 30 minutes each = 3.5 hours
- 20 points per module
- Check with Event Manager which sponsors are building modules and work with the sponsors to make sure they are practical
- You cannot have conflicting sponsors running modules

2022 Modules:

- Ravensdown

In a constantly changing and challenging environment, farmers require technology, products and expertise to reduce impacts and optimise value from the land. Providing high quality pasture in an optimal window is challenging. Calibrating technology to optimise germination and sow seed in an efficient manner are key.

- Environmental Protection Authority

Wet-land area near bridge & creek; Enviro DNA testing, wetland data and problems/solutions; riparian planting

- Honda

Operate ag bike/quad bike in a range of challenging tasks (including hill riding).

- WorkSafe

WorkSafe's scale model is designed to test contestants' ability to identify, manage and communicate farm-based risks to health and safety. For each of the real world scenarios they must recognise risks to their farm teams and protect those teams by planning suitable controls. The contestants also need to brief their teams on how to stay safe on the job and consult with them about solutions, testing their communication and engagement skills.

- *New Holland*

Operate a tractor with a front-end loader and trailer navigating a set course. Tasks include attaching loader forks, Loading and tiedown, Hitching a trailer, Towing & Reversing

- *MPI*

identifying strengths and weaknesses of Land Management Units marked on a farm map and their possible uses, seasonal animal welfare needs & planning a year's development programme for staff

- *Milk Machine*

Dairy hygiene-related tasks

HEAD-TO-HEAD: 40 POINTS

The Head-to-Head brings all the Contestants together in one area to compete, therefore it needs to be in a central area where a crowd can easily see the activities and all Contestants are visible. Unlike Agri-Sports, the Head-to-Head is not a race – the Contestants have 25 minutes to complete the task/s (5 minutes is reserved for briefing).

2022 Head-to-Head provided by Fire & Emergency NZ

For our Young Farmer of the Year module we want to test contestants' ability to build a portable dam out of everyday items. This is a common activity run by our regional trainers and volunteer brigades to test people's ability to think on their feet.

Contestants will need to construct a portable dam and pump as much water possible into the dam. They will need to ensure the dam is well built and does not break.

Fire and Emergency New Zealand will construct one large 25,000L Dam which all contestants will draw water from to fill their own dams.

Contestants will be given the following items to construct their dams;

- *2 Ladders*
- *A picnic table*
- *A wheelie bin*
- *A tarpaulin*
- *8 wooden stakes*
- *4 pellets*
- *Nails*
- *Duck tape*
- *Cable ties*
- *Honda water pump*
- *Hoses*

Contestants gear list

- Chainsaw
- Hammer

Scoring

Fire and Emergency New Zealand staff will be at the Grand Final and will judge contestants based on the following criteria;

Marking criteria	Points allocated	What we are looking for
Volume of water transferred from dam a to dam b	20	Contestants will be scored on the volume of water the transfer using their intermediary dam.
Structural Integrity	20	Contestants will need to build a dam that is structurally sound to score well. We will be looking for leaks, the build quality and whether it could be used multiple times.
Ingenuity	5	We want contestants to be creative with how they build their dam. Contestants will be given extra points for thinking outside the box.
Resourcefulness	5	We want to see how resourceful the contestants are with the materials they use. Contestants will be marked based on how many materials they use throughout their build

AGRI-SPORTS: 40 POINTS

Agri-Sports should have a total running time of around 45 minutes with 8-12 tasks. Agri-Sports is variable but it is suggested to make each task approx. 3-5 minutes long e.g. eight tasks will give a good total time. Individual tasks that take more than 5-6 minutes to complete should be discussed with the Events Manager as they tend to slow the pace of Agri-sports and lose their audience appeal. They may be better suited for inclusion in the Head-to-Head.

The test is not only one of speed (time), but of quality and safety. The scoring system endeavors to give a balance between the above components but discourages rough or unsafe workmanship.

Agri-Sports set-up

The type of activities in the Agri-Sports influences the space between each task and Contestants. However, there should be a minimum of one and a half times reach from the danger zone between Contestants for each activity e.g. chainsaw reach, tree felling, etc. with two metres from the outside lanes to the Agri-Sports signage fence.

Tasks which are trivial and irrelevant to modern agriculture should not be included as these often give bad press and create the wrong image of the Contest e.g. possum skinning.

See below for Agri-Sports ideas:

- Pine log – cut in half length ways and debark to give two half round posts
- Cut pine tree down after pruning
- Prune pine tree to correct height
- Cut out any logo drawn onto ply- wood
- Put bull bars on front
- Put wheels back on
- Load onto trailer then tie down
- Put CDax spray unit on
- Four half posts to drive along shifting ahead with bike not allowed to touch the ground
- Carry hay bales over obstacles
- Put carry all on front four wheeler
- Fit tank covers / mitts / seat covers to four wheeler
- Use small square bales to ride four wheeler onto – same as half round posts
- Run electric wire out with stakes to divide lanes up
- Strain two wires between two posts with any insulators and knots
- Make Taranaki gate or a tape gate
- Make batten floodgate
- Stay a strainer post (floating block)
- Construct a kitset object
- Build stilts, then use them to reach something high on a pole
- Build a sty for getting over a fence
- Batten a section of fence
- Use battens to design a cattle yard system or any sponsors logo

- Roll up a length of barb wire
- Set up an electric fence solar unit or battery unit
- Put a bridle together
- Count sheep
- Construct tent or bivvy with poly- thene
- Construct something out of junk steel using welder
- Strip a section of rolled up fence
- Transplant tree from one spot to another
- Plant poplar pole – guard

2022 Agri-Sports Challenge

Scenario:

Contestants are members of their local volunteer fire brigade. After a day on the farm cleaning up after a storm, they are called out to a small fire.

Tasks:

- *Ring and split pine logs*
- *Unload digger from trailer. Use digger to manipulate 2x tyres onto a cone. Reload digger onto trailer. Ramps up, stropped down.*
- *Set up and connect Hansen Irripods, connect in to water line*
- *Contestants to collect 20L containers with fragments of the FMG logo on the side of them, and correctly arrange them to complete the logo.*
- *Fillet a fish*
- *Contestants are volunteer firefighters and have been called out to a pump house fire. They will need to put on appropriate PPE and use the fire brigade equipment and follow personnel instructions to safely extinguish the flames.*
- *Once the fire is extinguished, contestants must return to their ag bikes at the beginning of the course, locate the keys, and ride to the end of the lanes, parking next to the extinguished fire, and sounding their horn to indicate that they have completed the course.*

Scoring:

There are a total of 60 points available for <u>AgriSports</u> , broken down below. Grant and Kurtis to judge, in conjunction with the fire brigade.	
Chainsaw (ringing 5, splitting 5)	10
Digger (2.5 off, 2.5 on, 2.5/ <u>tyre</u>)	10
<u>Irripods</u> (complete assembly, connect to water line, operational)	10
Puzzle (complete- 2, incomplete, 1, not attempted 0)	2
Fish (for maximum points, 2 high quality fillets)	10
Fire (consult with brigade- was fire successfully extinguished)	10
Bike (did they do it or not)	2
Time (1st= 6pts, 2nd= 5, 3rd= 4, 4th= 3, 5th= 2, 6th= 1, 7th/DNF= 0)	6

PRACTICAL DAY VENUE LAYOUT

The Event Manager and Grand Final Convenor will work with the Practical Manager & Site Manager to determine a good layout which incorporates all elements of the practical day.

Much thought must be put into the layout of the practical grounds. The activities to be planned for are:

- Practical challenges/Farmlets
- Agri-Sports
- Head-to-Head
- FMG Junior Young Farmer of the Year – Modules, Speeches & Farmlet
- AgriKidsNZ – Modules, AgriQuiz & Race Off
- Sponsors marquees – approximately five 10m x 10m marquees
- Craft/food stalls
- Public entertainment
- Parking & traffic Manager
- Contestant movement during the day
- Public foot traffic flow
- Optimum visibility for the public
- Space Requirements for all modules and practical activities

RED FLAG JUDGES

A feature of the Farmlet, Agri-Sports and Head-to-Heads is the red flag system. The purpose of this is to penalise those who carry out unsafe practice (i.e. potential for bodily injury, or non-use of provided safety equipment) on the course.

It will work as follows:

- Identify safety risk areas at the briefing for each activity
- Committee is responsible for briefing red flag judges and communicating all H&S elements to look out for
- The penalty is for the offender to stand down for 30 seconds on each occasion that they receive a red flag. Creativity can be used for how contestants use the 30 seconds i.e running, star jumps, peeling potatoes. In the fourth occasion that a contestant receives a red flag for the same risk, they will be unable to continue on the course. The Contestant will only receive the points accumulated up to that point.
- The Agri-Sports manager will need to organise the red flag judges at Grand Final for Farmlet, Head to Head & Agri-Sports Challenge.

SPEECHES: 40 POINTS

WHEN: Friday Night

Each Contestant must present a 3-4 minute speech on a topic, which has been given to them 2 weeks in advance. The speeches will be presented on the Friday night during the AgriKidsNZ and FMG Junior Young Farmer of the Year Awards Ceremony.

Each judge can award between 0 and 30 points.

The 2022 panel was made up of a FMG representative, Toast Master speech professional and an Environmental Protection Authority representative.

National Office creates the speech topics and the committee is welcome to propose topics as well.

2022 Speech Topics:

1. *What is the role of NZ's food producers & manufactures in leading our economic recovery post covid?*
2. *NZ's food producers and manufactures are world leading. How can NZ's urban sector support and help grow this very successful sector?*
3. *How could a biosecurity incursion affect NZ's primary industry? (David)*
4. *How can food producers balance the tension between production & profitability while also respecting environmental & social expectations? (David)*
5. *Should genetic modification be utilized to reduce methane emissions to help New Zealand meet climate change targets? (David)*
6. *How will automation & innovation impact New Zealand's employment market socially & economically?*
7. *Discuss the risks and benefits associated with NZ's heavy reliance on food export markets*

SCORING

Liaise with the Events Manager around the scoring – scoresheet templates will be provided from National Office in advance of Grand Final week. Please see below the point breakdown for 2022:

THE CHALLENGES

POINTS BREAKDOWN	POINTS
Community Footprint Task	
Video	40
Interview	40
Agri business Challenge	
Market Innovation Project	80
Market Innovation Presentation	40
Strategic Business Development (Exam)	100
Agri - Skills Challenge	
Modules	140
Farmlet	100
Agri-Sports Challenge	
Head to Head Challenge	40
Agri-Sports	40
Agri Knowledge Challenge	
Quiz	100
Speech	40
HR Challenge	40
Total	800

BRIEFINGS

Committee is responsible for all briefings, but the Events Manager will support you. We recommend preparing these in advance – work with National Office to develop these to ensure all information is communicated effectively and accurately.

You will need to develop briefings for –

- Contestants – Technical Day, Practical Day Overview, H&S, Head-to-Head, Farmlet & Agri-Sports
- Judges – Technical Day, Practical Day Overview, H&S, Modules, Head-to-Head, Farmlet & Agri-Sports

SAFETY

The Convenor must ensure that all necessary safety equipment and precautions required are taken or provided e.g. ensure earmuffs and all machinery supplied is in safe working order with guards fitted. Please check with Events Manager to confirm what safety equipment is provided by National Office.

Ensure that competitors know that general safety equipment is provided and must be worn at all times.

VOLUNTEERS

The key to successfully managing the array of volunteers that will be making your event successful is to ensure that everyone is aware of exactly what they are doing and when they are doing it. Work with the Regional Chair to help source volunteers to ensure everyone has a good experience.

OTHER

MARKETING AND COMMUNICATIONS

The Marketing and Communications team will manage all the marketing and communications aspects of the FMG Young Farmer of the Year including:

- Promotion of the event (locally and nationally) via relevant channels (digital, press, etc.)
- Press/media management including management of media invites to the event
- Social media management (FMG Young Farmer of the Year Facebook and Instagram pages)
- Contest signage and all graphics

Please note:

Contest name

The Contest must always be referred to as the “FMG Young Farmer of the Year”.

Logos

To maintain consistent brand identity of the Contest, it is essential the logos are used correctly. You will be supplied with a Grand Final Committee Logo and letterhead to use.

Please contact the Marketing Manager for approval and guidelines around any other logos you wish to use.

Crisis management

In the case of any media crisis the Marketing Manager should be informed immediately and they will decide how this will be managed and by whom.

Requests for an interview

Should the Convenor or Committee be approached for a television, newspaper or radio interview please contact the Marketing Manager before undertaking the interview.

FINANCES

Grants

As a non-profit organisation we rely largely on sponsorship as well as local and national grants to fund the contest. The Convenor and Treasurer should be in contact with our Events Manager to discuss local grants and for assistance in applying for funding.

The Grand Final Budget

- Once approved, National Office will supply a comprehensive expense budget
- The committee must submit a comprehensive operating budget; once approved this will be combined with National Grand Final budget
- Spending is only permitted on budgeted items to the budgeted limit.
- There is no instance where the budget should result in a loss
- The budget must include all expenses with quotes
- Committee members living within half an hour travel to the Grand Final venue are not entitled to paid accommodation
- Committee members required to travel one hour are entitled to two nights' accommodation
- Committee members required to travel more than one hour are entitled to three nights' accommodation. This is at the discretion of National Office
- Please ensure all invoices are directed to NZ Young Farmers and include the suppliers GST #. All invoices will be paid directly to supplier from National Office
- Committee is not responsible for funding any expenses related to Grand Final. National Office is responsible for all expenses.

Payment of accounts

- Payment is only made on the provision of a GST account
- All expenditure claimed for must accompany a GST receipt
- For any large expenditure items, please liaise with Contest office in regards to setting up accounts with local businesses. It must not be put on individual's personal accounts
- Purchase orders must be obtained from National Office for any purchases over \$1,000
- The National Office will ensure payment of accounts will be made on the 20th of the month following date of invoice of approved invoices

End of Year Statement

The Grand Final accounts will be shown as an operating activity of New Zealand Young Farmers and be shown as a separate annual result in the financial statements.

Any surplus or loss generated by the Grand Final resides with National Office.

HEALTH AND SAFETY

Health and safety is a key part of organising all activities and events within New Zealand Young Farmers to ensure all participants and organisers involved are safe and not harmed in anyway during this time.

The Health and Safety at Work Act 2015 outlines that we as an organisation must take all reasonably practicable steps to ensure people's safety.

High viz must be worn at all times by volunteers and staff, but it must not be worn by attendees.

Zero Harm Farm

For all Grand Final events, we will be using the Zero Harm Farm platform for health and safety management. Every person working on site – including volunteers, module hosts, contestants, sponsors and supporters – will be required to sign in and out of site.

ONLINE TICKETING

We will be utilising Humantix for all ticketing operations. The NZYF Events Manager will manage all ticketing processes and inform the committee of ticket sales weekly.

CRITICAL DATES

Date	Required	Who
August	Committee Confirmed	Convenor
September	Grand Final Committee Workshop	National Office
October	Budgets Set	National Office, Convenor, & Treasurer
November	Grant process has begun	National Office & Treasurer
December	All venues locked in	National Office & Convenor
February	Catering locked in (if not included in venue)	National Office & Convenor
March	Head-to-Head, Agri-Sport, & module ideas locked in	GF Committee
April	Technical Day Challenges locked in	GF Committee
April	Site map and contestant timetable set	National Office & GF Committee
May	All Judges confirmed	National Office & GF Committee
June	Health & Safety complete	National Office & GF Committee
July	Grand Final week – successfully deliver all events/pack down all areas used	National Office & GF Committee
July	All remaining invoices to be sent to National Office for final payment	National Office & GF Committee

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