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**GRAND FINAL: SEASON 58**

**PLANNING GUIDELINES**

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# 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 58 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



## PURPOSE

To find NZ's best Young Farmer

## MISSION

Delivering a Contest showcasing the talent and impact of NZYF to every New Zealander.

## VISION

Elevating the food & fibre sector by enabling and promoting excellence.

## STRATEGIC PILLARS

### ENGAGEMENT & PARTICIPATION

Of sponsors, members, and the public, ensuring the personal growth of all while maintaining a strong commitment to health and safety.

### COMMUNITY CONNECTION

A positive experience and association with Young Farmers, ensuring long-term financial sustainability.

### EXCITEMENT AND PRIDE

Of club, the food and fibre sector and our own ability and skills.

### CREDIBILITY AND PRESTIGE

Contest has the integrity and quality to continually find the best young farmers in New Zealand.

## OUR VALUES

RESPECTFUL

ONE TEAM

PROUD

PASSIONATE

# 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 organisation's, 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

**An updated National Contest Sponsor list will be sent to you prior to Grand Final**

# 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.

Thanking Local Supporters: If a local supporter provides enough in-kind support through products or services that result in substantial savings for the Practical Day budget, there can be a request for these savings to be put towards to events. This must be approved by National Office prior to ticket sales opening.

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 Grand 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
- AgriKids & FMG Junior Liaison
- Technical Day Manager
- Health and Safety 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, no later than the end of Regional Final Events. 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:**

#### Leadership and Oversight:

- Oversee all aspects of the Grand Final to achieve the Contest Strategic Vision.
- Liaise with Grand Final Committee, Regional Chair, councils and tourism bureaus.
- Organise & deliver training workshop for the Grand Final Committee.
- Approve all contest elements (Opening, Technical, Practical, Community Day, Friday Awards, Evening Show).

#### Contestants & Competition

- Organise all contestant involvement and pre-assessment sections (e.g. Community Footprint, Market Innovation Challenge).
- Manage FMG Junior Young Farmer & AgriKids Contest.
- Source Technical Day & Speech judges.
- Source and manage scorers (3) for Practical Day and Evening Show.
- Work with FMG on catering for contestants, committee, and volunteers (Practical Day).

#### Event and Venues:

- Manage Evening Show, Friday Night Awards, and Community Day.
- Liaise with venues on requirements, restrictions, and H&S.
- Manage permits, traffic management, and parking.
- Organise container transport.
- Provide run sheets and scripts for all events.
- Manage site plans and signage for all practical challenges.

#### Sponsors, Finance & Media

- Manage Sponsorships, including prizes.
- Manage all contractors (MC, AV, St John, etc.).
- Oversee the national contest budget.
- Apply for grants (with Convenor & Treasurer).
- Manage ticketing for all contest events (incl. Membership Awards).
- Manage media, marketing and communication.

## **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/manage regional/committee budgets for approval.
- Monitor spending; all purchases approved by Event Manager.
- Send invoices to Event Manager.
- Report ticket sales to the Grand Final Committee.
- Assist National Office with grant applications.

## **Secretary**

Work closely with Convenor and Events Manager to ensure secretarial aspects 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 Head-to-Head & Agri-Sports Manager, Farmllet 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 aspects of Practical Day, including judges, equipment, and practical challenge tasks with .
- 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 and overall site are managed, documented, and all contestants/organisers inducted. Coordinate with H&S manager.
- Get all aspects of Practical Day signed off by National Office.
- Source all materials required for Practical Day elements within budget.
- Develop contestant briefings for Practical Day (Farmllet, Head-to-Head, Agri-Sport, H&S, etc).
- Work with module hosts to develop all modules in conjunction with the Events Manager.
- Provide Events Manager with gear list (Agri-Sports, Head-to-Head, Farmllet).
- Develop set-up run sheet for Practical Day.
- Oversee Head-to-Head, Agri-Sports and Farmllet elements to ensure no duplications and a variety of the sector is showcased.
- During Grand Final week, always be on site coordinating set-up and pack-down.
- Oversee set-up and pack-down.
- Organise entertainment and 'extras' for children (confirm with Events Manager before booking, as some games may be sponsor-supplied).
- Manage site plan and traffic flow.
- Organise amenities (toilets, water, rubbish collection, skips, recycling).
- Coordinate Food and Beverage vendors (recommend 2 food trucks & 2 coffee carts with variety).
- Provide a dedicated person to manage info booth and assist sponsors/suppliers on arrival.
- Ensure health and safety remains central throughout planning, implementation, execution, and pack-down.
- Ensure all H&S signage is in place on Practical Day.
- Work with the Events Manager to document and assess any incidents.

## **Head-to-Head & 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 the Practical Day Manager, Convenor, and Events Manager.
- Complete a run-through of the Agri-Sports course prior to the Grand Final (e.g. using a former Grand Finalist to test).
- Develop and finalise scoresheets for both Head-to-Head challenges and Agri-Sports with the Events 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 seven red flag judges and define 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 & AgriSports with the 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 the Practical Day Manager to compile the gear list for contestants.

## **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.
- 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 and AgriKids/ FMG Junior Manager (Committee role) in developing the FMG Junior Young Farmer of the Year Farmlet.

## **Health & Safety Manager**

Work with the Convenor and Events Manager on all aspects of Health & Safety for the event

Responsibilities:

- Complete all the relevant health and safety documents alongside the Grand Final Convenor and Events Manager
- Make the events manager aware of all potential Health & Safety risks
- Work with the Grand Final Convenor on finding Red Flag Judges and managing the Red Flag Rules with the Events Manager

## **Evening Show Manager**

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

### Responsibilities

- Work with Convenor, Events Manager & External Event Specialist to determine the theme of the evening show, can include region specific theming
- Design tables and decorations for evening show with External Event Specialists
- Aid in 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
- \*External Event Specialist will work on contracts with venues, catering and AV to help curate and manage the evening events throughout the whole Grand Final

## **AgriKids and FMG Junior Manager**

The position is responsible for working with and supporting the NZYF event coordinators to ensure the success of the AgriKids and FMG Junior Young Farmer Contests at Grand Final.

### Responsibilities

- Communicate Practical Day elements with AgriKids and FMG Junior Young Farmer of the Year Event Coordinators and support them in their planning, set-up, execution and pack-down
- Brainstorm/Design/Organise the FMG Junior Farmlet alongside the National office event coordinators. (Ideally this is an age-appropriate duplication of the FMG Young Farmer of the Year Farmlet, pending the tools, resources and skill level available)
- Help come up with ideas for both FMG Junior and AgriKids activities.
- 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 overseeing all aspects of Technical Day.

### Responsibilities:

- Attend Technical Day and be well-informed on all contestant tasks and challenges.
- Work with the Events Manager and Convenor on a suitable venue and assist in booking
- Work with Events Manager to review/design the HR Challenge, Market Innovation Project & Community Footprint (pending sponsor involvement, this may vary).
- Work with Events Manager & Convenor on appropriate timeline and concept for Technical Day
- Manage the Technical Day on the day and assist with briefing all contestants & judges.

## **Opening Ceremony Liaison**

This role is not a critical responsibility, however it is good to have an allocated committee member to support the wider events team as and when required.

# 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 and spacious enough for the tasks and challenges?
- Is there ample toilets and parking? Is there catering options available?
- What are the access requirements for the venue? Including timing around pack in/out.
- Can you store your equipment overnight at the venue? Will it be secure?
- Will the venue allow a videography crew to film on-site?

## 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 is organised through the National Office with national sponsors. This section is completed prior to the 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.

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## EXAM: 100 Points

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

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## 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!

This is organized through the National Office alongside National Sponsors

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# 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 four 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 three sections:

1. Modules: 140 points (7x modules at 20 points each)
2. Farmlet: 100 points
3. Speech: 100 points

AgriKids Practical Day breakdown into three sections:

1. Modules: 140 points (7x modules at 20 points each)
2. Race-Off: 100 points
3. AgriQuiz: 50 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? 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 contestants to get around different sites on motorbikes away from attendees?
- Where are the electrical and water lines buried?

- Does the venue coordinate with a local A&P society for Practical day materials and volunteers?
- Can the modules be compact for each level and not too far apart to encourage audience attention?
- Is there sufficient space for challenging modules, including heavy machinery and animals (stock yards)?

## **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
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## **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
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## **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).

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## **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.

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## **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

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## **Food Vendors**

- Arrival Times (recommend 9:30am apart from one coffee cart at 6:30am)
- 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.

**Parking Attendees– Qty 6-10 people needed on site 6:45am**

## 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 for the offender is a 30 second stand down 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.
- For the FMG Junior Young Farmer of the Year Farmlet, the Red Flag Judges are usually FMG volunteers, but it would be preferred if one official Red Flag Judge would be available to answer any questions from those FMG volunteers.

# **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 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 2025 panel was made up of a FMG representative, Toast Master speech professional and a Radio/Media representative.

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

## **REGION OFF:**

FMG organizes a Region-Off competition for the FMG Young Farmer of the Year Contest, involving all levels of contestants being tasked with various challenges to be impactful in their local communities. Some years, this has also included a practical challenge held on Practical Day or Community Day, there will be more confirmation around the future Region-Off challenge closer to Grand Final. NZYF Events team will be in touch with details as they hear from FMG.

# 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 an overall points breakdown.

## THE CHALLENGES

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

## **BRIEFINGS**

The Convenor/Committee are responsible for preparing and delivering contestant activity briefings on Practical Day. This covers the Farmllet, Head-to-Head, and Agri-Sports—what happens, where to be, how the activity flows and expected conduct. NZYF staff will work with the H&S Manager to ensure all hazards/risks are covered clearly.

The Committee will also assist the NZYF staff as they deliver:

- All Health & Safety briefings (for contestants, judges, volunteers, suppliers, and venue teams).
- All Module Host/Sponsor briefings (Technical Day and Practical Day modules), including judging criteria, procedures, and technical requirements.

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## **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 provide by National Office.

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

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## **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.

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## **ONLINE TICKETING**

We will be utilising Humantix for all ticketing operations (unless venues have exclusivity to other ticketing platforms). The NZYF Events Manager will manage all ticketing processes and inform the committee of ticket sales weekly.

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# 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. There is also Brand Guidelines PDF available if you are unsure.

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.

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## **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.

A health and safety induction must be completed by all event staff and committee, this will be shared around prior to the event.

A Risk Assessment and Emergency information sheet must also be completed at least 2-weeks prior to the even. The NZYF Events team will provide templates for these.

## CRITICAL DATES

<b>Date</b>	<b>Required</b>	<b>Who</b>
<b>September</b>	Committee Confirmed	Convenor
<b>October</b>	Budgets Set	National Office, Convenor, & Treasurer National Office
<b>November</b>	Grant process has begun	National Office & Treasurer
<b>December</b>	All venues locked in	National Office & Convenor
<b>February</b>	Catering locked in (if not included in venue) AV locked in	National Office & Convenor
<b>April</b>	Technical Day Challenges locked in Site map and contestant timetable set	National Office & Committee National Office & GF Committee
<b>May</b>	All Judges confirmed Practical Day Ideas Locked in Grand Final Workshop All ticket sales go live	National Office & GF Committee GF Committee Contestants, Convenors, NZYF Team National Office
<b>June</b>	Health & Safety complete	National Office & GF Committee
<b>July</b>	Grand Final week – successfully deliver all events/pack down all areas used	National Office & GF Committee
<b>July</b>	All remaining invoices to be sent to National Office for final payment	National Office & GF Committee

# KEY CONTACTS: NZYF NATIONAL OFFICE

**Sophie Herriott – Acting Event Manager**

**FMG Young Farmer of the Year**

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**Michael Buttery – Event Coordinator**

**FMG Junior Young Farmer of the Year**

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**Bronte Malcolm – Event Coordinator**

**AgriKidsNZ**

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## MARKETING

**Josh Mangos (Maternity Cover)**

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## SPONSORSHIP

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