



DISTRICT CONTESTS: SEASON 57
CONVENOR GUIDELINES

THANK YOU!

Thank you for being a part of Season 57 of the FMG Young Farmer of the Year. We really appreciate your time and dedication to convening a District Contest!

THE ROAD TO GRAND FINAL

The FMG Young Farmer of the Year is the ultimate challenge. The contest showcases the depth of skill and knowledge driving New Zealand's primary industries forward and is open to all NZ Young Farmers members with the aim of finding New Zealand's best young farmer of the year.

DISTRICT CONTESTS

Open to all NZYF Members

REGIONAL FINALS

Top 8 Contestants from the
District Contest

GRAND FINAL

Top 7 Contestants from Regional Finals

CONTEST OBJECTIVES

Districts are a chance for NZYF members to challenge themselves, get involved with their clubs, learn new skills, and showcase their talent. The goal is to host an engaging and fun community event and ultimately find the top young farmers in your region. Each Convenor will have direct support from a member of the National Office Events team and we'll work alongside you to develop a successful District Contest and deliver it on the day.

The infographic is titled 'FMG YOUNG FARMER OF THE YEAR' at the top. It is divided into several sections: 'PURPOSE', 'MISSION', 'VISION', 'STRATEGIC PILLARS', and 'OUR VALUES'. 'PURPOSE' is 'To find NZ's best Young Farmer'. 'MISSION' is 'Delivering a Contest showcasing the talent and impact of NZYF to every New Zealander.' 'VISION' is 'Elevating the food & fibre sector by enabling and promoting excellence.' 'STRATEGIC PILLARS' includes four pillars: 'ENGAGEMENT & PARTICIPATION' (focus on sponsors and public), 'COMMUNITY CONNECTION' (positive experience with Young Farmers), 'EXCITEMENT AND PRIDE' (club and sector pride), and 'CREDIBILITY AND PRESTIGE' (integrity and quality). 'OUR VALUES' are 'RESPECTFUL', 'ONE TEAM', 'PROUD', and 'PASSIONATE'.

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	COMMUNITY CONNECTION	EXCITEMENT AND PRIDE	CREDIBILITY AND PRESTIGE
Of sponsors, members, and the public, ensuring the personal growth of all while maintaining a strong commitment to health and safety.	A positive experience and association with Young Farmers, ensuring long-term financial sustainability.	Of club, the food and fibre sector and our own ability and skills.	Contest has the integrity and quality to continually find the best young farmers in New Zealand.

OUR VALUES

RESPECTFUL ONE TEAM PROUD PASSIONATE

ROLES AND RESPONSIBILITIES

Running a successful District relies on a team of people dedicated to the planning and execution of the event. We recommend that you build a committee of the following roles:

DISTRICT CONVENOR

You're responsible for the operational management and administration of your District Contest.

Responsibilities:

- Work closely with the NZYF Events Team and communicate all relevant information
- Build a committee and identify their roles and responsibilities to assist you
- Plan the date, time and venue for all committee meetings and take notes
- Book a suitable venue
- Oversee the smooth preparation and implementation of the event, including health & safety
- Ensure modules are relevant to the contest and that the event aligns with NZYF values
- Execute a challenging and enjoyable event

TREASURER

The Treasurer's job is to ensure that all financial aspects of the District Contest are managed.

Responsibilities:

- Prepare budgets
- Help with fundraising initiatives
- Pay accounts and issue invoices
- Send final budget to National Office (this is to help keep a record of costs associated with Contest)

PRACTICAL COORDINATOR/S

The Practical Coordinator is responsible for developing and implementing the modules.

Responsibilities:

- Reach out to people in the community to develop and host modules
- Organise judges for all judges and ensure scoring criteria is accurate
- Brief judges at the event
- Ensure required equipment (including PPE) is provided
- Oversee modules at the event
- Organise for a timekeeper for the day

HEALTH AND SAFETY COORDINATOR

The Health and Safety Coordinator is responsible for coordinating all health and safety requirements at the District Contest.

Responsibilities:

- Communicate all health & safety hazards to the Convenor
- Ensure all module hosts, contestants, committee and other helpers have completed the health & safety induction
- Ensure that no contestant is undertaking an activity in an unsafe manner
- Work with the Practical Manager to ensure appropriate PPE is provided for tasks, or to make sure contestants are told to bring required PPE (i.e., steel capped boots while using a chainsaw/axe)
- Also ensure module hosts are enforcing rules and scoring as per NZYF's health & safety policies and industry standards
- Be on site to manage any health & safety incidents at the event
- Ensure there is an adequate first aid kit and fire extinguisher on site
- Identify any people who are on site that are first aid trained

All FMG Young Farmer of the Year events must comply with NZ Young Farmers' Health and Safety policies and industry standards.

SCORER

Scoring is a crucial part of any FMG Young Farmer of the Year event, so it's important to have someone dedicated to adding up the scores. NZYF will provide paper scoresheets

and a digital copy. We recommend at least one scorer at your event – ideally this would be someone who is comfortable with numbers such as an accountant, banker, teacher, or club/region treasurer.

Responsibilities:

- Input all scores into a digital and paper master scoresheet
- Ensure all scores are added up correctly
- Notify convenor or National Office staff member of any discrepancies in scoring
- Keep scoresheets in an organised manner and ensure they are returned to the convenor or National Office staff member at the end of the event
- Be diligent in triple checking all scores and ensuring the that Top 8 contestants are named correctly
- Email digital scoresheets to National Office
- Ensure confidentiality of scores – scoring must not be discussed with anyone other than the convenor or National Office staff member

NZ YOUNG FARMERS NATIONAL OFFICE

National Office is here to assist you in the running of your event.

Responsibilities:

- Liaise with Sponsors at a national level
- Provide contestant clothing, scoresheets, and prizes
- Be the sole contact for contestants – the convenor should not communicate directly with contestants
- Check in contestants, take their photos and assist with briefing
- Assist with scoring and the general running of the event

CONFLICT OF INTEREST

Please note that contestants or their family members/partners may not be involved with the planning of the contest in any way. This is a conflict of interest.

Any conflicts of interest must be disclosed to the Event Manager.

(POLICY FOR COMPETING – FROM THE CONDITIONS OF ENTRY):

None of the following will be eligible to compete any further than District level in the Contest.

The following may only enter to compete once registrations have closed and if capacity allows.

The following are not eligible to place or collect prizes:

- a) Contest Sub-Committee members;*
- b) Members of the organising committees for any of the District, Regional or Grand-Final;
and*
- c) NZYF staff.*

At the discretion of NZYF Contest Sub-Committee, the following will be eligible to compete in the Contest if the relationship to the rule above is disclosed and the conflict of interest is appropriately managed:

- a) Family members and partners of Contest Sub-Committee members;*
- b) NZYF board members not involved in contest;*
- c) Family members and partners of NZYF staff and board members;*
- d) Family members and partners of District, Regional, or Grand-Final organising committee members.*

ENTRY DETAILS

Entry is free and is open to current NZ Young Farmers members only via the NZYF Membership Portal. National Office will manage the registration process, including ensuring all entrants are current members and communicating event information to contestants.

- Entries open at 10am on Monday 2nd September 2024 and will close one week prior to the relevant District Final
- National Office will keep you updated with registration numbers
- Entries are capped at 30 per contest
- Members may not enter a District Contest outside of their Region – this mostly affects university students. Please contact National Office for more clarification.
- National Office will advertise all District Contests to members but we encourage you to be proactive in letting clubs know the details of the event

- Contestants will be split into rounds depending on the distance they have to travel

MODULES

Modules are the basis of any District Contest – the key is to make sure modules are challenging, well-varied, and relevant to the food and fibre sector.

It's recommended that you organise 10 to 15 modules so that contestants can be split into 2 or 3 rounds.

There are several options for organising modules – reach out to local business owners, ask previous Grand Finalists, have members from your club/region host modules, etc. There are guidelines on the portal that you can give to module hosts to assist them in developing and running their modules.

SETTING THE MODULES

- Modules are 15 minutes each and are scored out of 20 points
- Choose a variety of tasks and topics to give good coverage of the New Zealand food & fibre sector
- Use only sponsor products/equipment where possible and don't showcase any competing brands/companies. Reach out to National Office if you're unsure.
- Make sure that there's enough time to score and reset modules between contestants – it's okay if a task takes 12 minutes if the host needs time to prepare for the next person. There's no allocated travel time between modules
- It's always a good idea to test modules for timing, complexity and resetting prior to the event
- It's key to ensure that the module is consistent for every contestant
- Modules must be safe for contestants, judges, and spectators. Make sure appropriate PPE is provided or communicated, that judges are confident to ensure safe techniques are used, are scoring based on correct health & safety procedures, will step in if a contestant is acting doing something unsafe, and that spectators won't get in harm's way.
- Feel free to ask hosts to set up their modules

Brainstorm the kinds of modules you want to have at the event that cover a wide range of topics and skills. Make sure the whole sector is represented and that there's a mix of practical and theoretical challenges. Ultimately, avoid people sitting down with pens and paper!

MODULE IDEAS

- Handpiece set up and crutching sheep
- Basic wool classing, bale branding
- Drenching or inoculation
- Drafting stock
- Dairy shed hygiene
- Dairy herd record interpretation
- Tail painting
- Dry cow therapy
- Stock judging
- Assessing stock live weight
- Selection of replacement stock
- Tractor driving skills
- Implement attachment
- ATV skills, possibly with trailer
- Driving skills and maintenance
- Woodwork
- First aid
- Spray Rig
- Fencing and Wire Skills
- Putting up an electric fence
- Electric fence fault finding
- Chemicals
- Fertilisers
- Implements
- Weeds and crops
- Tree planting/pruning
- Engine tuning
- Making butter

- Butchery
- Horticulture
- Trailer Backing
- Agribusiness/book balancing
- Pest management
- Employment/human resource management
- Stock management
- Current or upcoming regulations

NOTE: At the District Contest level, any chainsaw tasks should be limited to testing basic skills.

There are further resources on the portal.

MODULE JUDGE SCORING GUIDELINES

Module judges will record contestants' scores on the scoresheets provided (see appendix) – these will be provided by National Office. It's important that scoresheets are filled out completely, correctly, and clearly. We need a scoresheet recorded even if a contestant scores a 0.

Individual scoresheets will be collected over the day to be collated by the scorer, and we ask that judges also keep track of scores on the master scoresheet (see appendix).

Scores must not be discussed with contestants or spectators.

Modules must be scored out of 20 points and contestants may not be allocated more than 15 minutes per module. It's recommended that modules are tested prior to the event to firm up scoring and timings.

If a module host provides help to a contestant they must mark accordingly – more help equals a lower score. Contestants may opt to give any module a go as a learning opportunity. The module host will walk them through the task without awarding any points, however they must still mark a scoresheet for record keeping.

Contestants love to know how they can improve so it's a great idea to give opportunity at the end for module hosts to go through the tasks and explain what they were looking for.

SPONSORSHIP

SPONSOR EXCLUSIVITY

Sponsor exclusivity is one of the most important rights to a sponsor so we must protect their investment in us. **Any involvement by a competing company is strictly prohibited.**

You're required to use sponsors' products and services first. National Office will liaise with sponsors to confirm how they'll be involved with Districts – please wait for this confirmation before reaching out to local reps yourself.

Sponsors are not obliged to provide equipment for the District Contests.

For clarification on the above please contact National Office.

SEASON 57 SPONSORS

As of August 2024, our sponsor family includes:

- FMG
- Ravensdown
- Woolworths
- MPI
- Milwaukee
- New Holland
- Bushbuck
- Honda
- Lincoln University
- Massey University
- PTS Logistics

SUPPORT VS. SPONSORSHIP

Other local, non-conflicting companies may support the contest by supplying equipment and assistance. They are known as "supporters" and must not be referred to as sponsors.

Up to 3 signs at their module is allowed, however nothing larger than a paddock gate.

It's good practice to provide morning tea and lunch for your module hosts. Any other acts of thanks are appreciated too.

HEALTH AND SAFETY

Health and safety is crucial to ensuring all participants and organisers involved are safe and not harmed during the event.

The Health and Safety at Work Act 2015 outlines that we as an organisation must take all practicable steps to ensure everyone's safety, therefore all events must follow NZYF's Contest Health & Safety Policy.

This is available on the Portal – all volunteers including committee members and module hosts must complete the online health and safety induction before coming to the event. National Office will also bring a paper copy.

Please let National Office know if there will be any other hazards at your event that aren't already listed.

Health & Safety requirements

- Contestants must use the safety equipment provided and follow health and safety guidelines at all times
- No alcohol or people under the influence are permitted on site at any stage of the event.
- Vehicle safety is paramount, follow all safety practices and never let people travel in the back of utes or in trailers.
- If applicable, module hosts must be competent in the safe operation of hazardous machinery (i.e., tractors, ATVs, chainsaws etc)
- Module hosts must ensure contestants are completing tasks in a safe manner and using equipment as intended. They are allowed to intervene if needed but should score accordingly

- Policies must be followed during the set up and pack down of the event – this includes wearing helmets while operating ATVS and under no circumstances must a person ride on the back of a moving vehicle/trailer
- Children under the age of 16 must be supervised at all times
- All incidents must be reported
- There must be a full first aid kit and fire extinguisher on site during the event

ON THE DAY

TIMELINE BASED ON 15 MODULES (15 minutes each)

- 07:00** Round 1 contestants arrive (National Office to check them in)
- 07:30** All modules must be set up
- 07:30** Module host briefing
- 07:45** Round 1 briefing
- 08:00 – 11:45** Round 1
- 11:15** Round 2 contestants arrive (National Office to check them in)
- 11:45 – 12:10** Lunch (Scorer, Convenor, and National Office to discuss scoring)
- 12:00** Round 2 briefing
- 12:15 – 16:00** Round 2
- 16:30** Prizegiving

TIMELINE BASED ON 10 MODULES (15 minutes each)

- 07:00** Round 1 contestants arrive (National Office to check them in)
- 07:30** All modules to be set up
- 07:30** Module host briefing
- 07:45** Round 1 briefing
- 08:00 – 10:30** Round 1
- 10:00** Round 2 contestants arrive (National Office to check them in)
- 10:30** Morning Tea for module hosts
- 10:30** Round 2 briefing

10:45 – 13:15 Round 2

12:45 Round 3 contestants arrive (National Office to check them in)

13:15 Lunch (Scorer, Convenor, and National Office to discuss scoring)

13:15 Round 3 briefing

13:30 – 16:00 Round 3

16:30 Prizegiving

You'll need a timekeeper to sound an alarm every 15 minutes. This can be anything from a whistle to a car horn – as long as it's loud enough for everyone to hear. Sirens from emergency vehicles aren't allowed. The timekeeper is responsible for making sure people move on to the next module. The convenor, scorer, or NZYF staff member will collect scoresheets from module hosts every so often.

Time	FMG YFOTY	FMG YFOTY
7:30	Module Host Briefing	Module Host Briefing
7:45	Contestant Briefing	Contestant Briefing
8:00	Round 1 - Module 1	Round 1 - Module 1
8:15	Round 1 - Module 2	Round 1 - Module 2
8:30	Round 1 - Module 3	Round 1 - Module 3
8:45	Round 1 - Module 4	Round 1 - Module 4
9:00	Round 1 - Module 5	Round 1 - Module 5
9:15	Round 1 - Module 6	Round 1 - Module 6
9:30	Round 1 - Module 7	Round 1 - Module 7
9:45	Round 1 - Module 8	Round 1 - Module 8
10:00	Round 1 - Module 9	Round 1 - Module 9
10:15	Round 1 - Module 10	Round 1 - Module 10
10:30	Round 1 - Module 11	Module Host Break
10:45	Round 1 - Module 12	Round 2 - Module 1
11:00	Round 1 - Module 13	Round 2 - Module 2
11:15	Round 1 - Module 14	Round 2 - Module 3
11:30	Round 1 - Module 15	Round 2 - Module 4
11:45	Module Host Break	Round 2 - Module 5
12:00		Round 2 - Module 6
12:15	Round 2 - Module 1	Round 2 - Module 7
12:30	Round 2 - Module 2	Round 2 - Module 8
12:45	Round 2 - Module 3	Round 2 - Module 9
13:00	Round 2 - Module 4	Round 2 - Module 10
13:15	Round 2 - Module 5	Module Host Break
13:30	Round 2 - Module 6	Round 3 - Module 1
13:45	Round 2 - Module 7	Round 3 - Module 2
14:00	Round 2 - Module 8	Round 3 - Module 3
14:15	Round 2 - Module 9	Round 3 - Module 4
14:30	Round 2 - Module 10	Round 3 - Module 5
14:45	Round 2 - Module 11	Round 3 - Module 6
15:00	Round 2 - Module 12	Round 3 - Module 7
15:15	Round 2 - Module 13	Round 3 - Module 8
15:30	Round 2 - Module 14	Round 3 - Module 9
15:45	Round 2 - Module 15	Round 3 - Module 10
16:00	Scoring	Scoring
16:15		
16:30	Awards	Awards
16:45	Pack Up	Pack Up

CONTESTANT CLOTHING

All contestants receive a Bushbuck shirt and FMG cap to wear while they compete. These will be provided by National Office.

Contestants must wear the supplied clothing and avoid logos from other clothing brands or must cover them up while competing.

COVERING COSTS

District Contests are funded by the club/region. Volunteers will be a key part of ensuring your event runs smoothly. Speak to your Regional Chair to see what help there is to cover contest costs

When sourcing materials and equipment for use in your event you could look to get assistance from club members, past members and local farmers within your community.

MARKETING & MEDIA

A nationwide campaign will take place between end of August and the end of September promoting the District Contests and encouraging all NZYF members to get involved.

Localised material will also be created for you to use, so please keep an eye out in your club/region inbox.

Facebook event pages (per region) will be set up on the National NZYF Facebook page and you will be able to share across your local channels.

If you would like anything created for your District Contest, don't hesitate to get in touch with the Marketing team: marketing@youngfarmers.co.nz

Feel free to contact local media outlets that may be interested in covering your event. For promotional purposes, the Contest must be referred to as "FMG Young Farmer of the Year".

Any media coverage should be focused on:

- Informing your local community what a District Contest is, who is involved and when/where your District Contest is being held
- Gaining new NZYF members for the clubs within your district

National Office will take photos and videos of the day to post to social media. It's encouraged that the club/region's social media managers are posting too, however winners must be announced online by NZYF first.

We'll also take profile shots of each contestant on the day before they complete the modules to use for promotional purposes.

OTHER THINGS TO CONSIDER

TIEBREAKERS

You'll need a tie breaker in case of a tie. The placing could be given to the person who scored higher in a certain module, or there could be a small practical challenge as a decider.

LUNCH

Lunch is always appreciated by contestants – everyone loves a BBQ – so it's a good idea to have some food and drink available. It also gives people a chance to have a chat with one another.

WEATHER

- Have marquees or vehicles to shelter module hosts from the elements
- Bring spare jackets
- Have plenty of water

VENUE

When selecting a venue, consider –

- Is there enough parking?
- Are there kitchen and bathroom facilities?
- Is there a quiet place for the scorer to sit?
- Where are the emergency evacuation points?
- How far is the closest medical centre?

ALCOHOL

Alcohol is not allowed on site while people are competing.

REPUTATION

As this is a FMG Young Farmer of the Year event, the event must positively represent NZYF and contest sponsors. You're responsible for making sure your event is reputable and aligns with NZYF policies and values.

BEST DISTRICT FINAL

There's an award for the Best District Final that will be announced Grand Final.

Nominations must be submitted to your contact at National Office by the and must include the below:

Participation – What involvement did the event have from the convening club, region, and overall community?	5
Planning – Detail how the event was planned and how this helped with the smooth running on the day	5
Modules – Describe the modules	5
Health & Safety – How did your event abide to health & safety policies, avoid/manage any incidents, and how was health & safety enforced on site at all times	10
Extra details – what was the overall vibe of the event, how did you show appreciation to your module hosts and volunteers, did you receive feedback from anyone involved?	5
TOTAL	30

Along with your application, NZYF Staff in attendance will evaluate the event based on the above criteria. Your application should be no longer than 2 pages and must be submitted by the **16th of December 2024**.

There is up to \$1000 in bonuses available that will be awarded to clubs that prioritise safe practices at their event. This is at the discretion of National Office.

RESULTS

Following the event, the District Convenor needs to notify the Events Team (events@youngfarmers.co.nz) of the contestants who are progressing to the Regional Final, by 5pm, Monday after the event.

Scoresheets will need to be posted to National Office at -

Attn: NZ Young Farmers, 185 Kirk Road, Templeton, Christchurch 7678

NZYF CONTACT DETAILS

EVENTS TEAM

events@youngfarmers.co.nz

MARKETING

marketing@youngfarmers.co.nz

APPENDIX:



Contestant:	
Module:	
Date:	

Task	Comments	Available Points	Points Awarded
Points	/20		

Judges Signature	
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