

# New Zealand Ploughing Association Policies and Procedures



**July 2022**

*The NZPA have a Constitution filed with the Incorporated Society 29 June 2022 (216460) Charities Commission (CC 47403) and as well as Hosting Guidelines (updated July 2022) and a Rule Book last updated 1st May 2021 regarding The New Zealand Ploughing Championships. These documents contain information which should be read in conjunction with the following.*

*NZPA Policies and Procedures will be reviewed on an ongoing basis*

| <i>Section:</i> |  | <i>Page:</i> | <i>Review Date:</i> | <i>Reviewed:</i> |
|-----------------|--|--------------|---------------------|------------------|
| Section 1       | <b>Controlling Body</b>  | 2            | February            |                  |
| Section 2       | <b>Method of Conducting a Contest</b>  | 2            | February            |                  |
| Section 3       | <b>Number of Competitors</b>   | 2            | February            |                  |
| Section 4       | <b>World Team Travel</b>   | 3            | February            |                  |
| Section 5       | <b>NZPA Executive meetings</b>   | 4            | April               |                  |
| Section 6       | <b>Privacy</b>   | 4            | April               |                  |
| Section 7       | <b>Code of Conduct</b>   | 4            | April               |                  |
| Section 8       | <b>Executive expenses</b>  | 4            | April               |                  |
| Section 9       | <b>Elections</b>   | 4            | April               |                  |
| Section 10      | <b>NZPA Membership</b>   | 4            | July                |                  |
| Section 11      | <b>Amendments to Rules</b>   | 4            | July                |                  |
| Section 12      | <b>Amendments to constitution</b>  | 5            | July                |                  |
| Section 13      | <b>Communication</b>   | 5            | July                |                  |
| Section 14      | <b>Applications to host qualifying events</b>  | 5            | July                |                  |
| Section 15      | <b>Qualifying events</b>   | 5            | November            |                  |
| Section 16      | <b>Applications to host NZ Ploughing Championships</b>   | 5            | November            |                  |
| Section 17      | <b>Applications to host World Ploughing Contest</b>  | 5            | November            |                  |
| Section 18      | <b>New Zealand Ploughing Championships</b> - points, food/hospitality, prize winners, competitors, head stewards, judges, stewards, 1st/2nd time competitors, trophies, protests | 5/6          | November            |                  |
| Section 19      | <b>World Team Applications</b>   | 7            | November            |                  |
| Section 20      | <b>Finances</b> - financial reporting, budget, risk management, investments  | 7            | February            |                  |

## **1. CONTROLLING BODY**

- a) The New Zealand Ploughing Association Inc., is the controlling body and its Executive Committee, hereinafter referred to as the NZPA Executive has the following duties in addition to those specified elsewhere in the constitution or rule book
- b) To co-ordinate and approve an application by affiliated ploughing, machinery and horse associations to conduct Qualifying Events.
- c) To appoint Judges, Head Stewards, Depth and Plot Stewards, and supervise judging of the New Zealand Ploughing Championships.
- d) To interpret the rules relating to equipment and conduct the Qualifying Events and the New Zealand Ploughing Championships.
- e) To settle all disputes and protests which may arise in the conduct of the championships.
- f) For the Qualifying Events, the NZPA Executive may delegate such duties and authority as required by the local ploughing association or club conducting the event who must conduct their event strictly in accordance with these (the New Zealand Ploughing Association current rules)

## **2. METHOD OF CONDUCTING CONTEST**

- a) Qualifying Events for the purpose of selecting competitors to participate at the New Zealand Ploughing Championships will be included in the established ploughing fixtures sponsored by local ploughing associations and clubs within their own districts and whose applications have been approved by the NZPA Executive.
- b) Qualifying Events will only be allotted to those Associations and Clubs who are affiliated to the New Zealand Ploughing Association and whose subscriptions are not in arrears
- c) The winners of the Qualifying Events will contest the New Zealand Ploughing Championships possibly with the second place winners as covered in Rule 6.
- d) In the event of a winner in a Qualifying Event being unable to compete in the Championships due to circumstances beyond his/her control, the NZPA Executive, may at its discretion appoint the next highest available competitor from that Qualifying Event.
- e) Should either the conventional or reversible winner become unavailable to represent New Zealand at the World Championship then the NZPA Executive has the discretion to appoint the next highest available competitor in each class from the New Zealand Championship.

## **3. NUMBER OF COMPETITORS**

- a) The number of competitors to contest the Championships will be agreed upon between the NZPA Executive and the association or club hosting the Championships.
- b) The NZPA Executive reserves the right to elect that Qualifying Events only be staged within certain areas or regions.
- c) The NZPA Executive reserves the right to cancel the Championships if less than 10 requests to stage Qualifying Events are received by the NZPA Executive. The NZPA Executive can accept the first and second placings in any or all Qualifying Events in order to increase the number of competitors for the national championships.
- d) A minimum of two (2) competitors must participate at Qualifying Events for all classes.
- e) A minimum of five (5) competitors are required for the Reversible class at the

Championships.

### **VINTAGE**

a) If sufficient land is available:-

A maximum of ten competitors are to participate in the New Zealand Vintage Ploughing Championships.

- i. : 4 from North Island, includes Marlborough / Nelson
- ii. : 3 from Canterbury
- iii. : 3 from Otago / Southland

b) If insufficient land is available:-

A maximum of seven competitors are to participate in the New Zealand Vintage Ploughing Championships.

- i. : 1 from Upper North Island
- ii. : 1 from Lower North Island
- iii. : 1 from Marlborough / Nelson
- iv. : 2 from Canterbury
- v. : 2 from Otago / Southland

### **HORSES**

A maximum of six competitors (teams) are to participate in the New Zealand Horse Ploughing Championships.

- i. : 2 from North Island
- ii. : 2 from Canterbury including Marlborough / Nelson
- iii. : 2 from Otago / Southland




***The number of competitors in all classes at the New Zealand Ploughing Championships is at the discretion of the NZPA executive.***

## **4. World Team Travel**

- The World Team includes:-the two contestants, World Board Member, Judge, Coach/Coaches and or Manager.
- Competitors receive: return air travel using the most direct route, to the nominated host airport, along with a host accommodation package, at no cost and a freight grant of up to \$6000 each. Overseas Contestants are to get 5 NZPA badges at no cost, a black blazer with the new Logo #1, country and date monogrammed on the front pocket.
- The World Board Member is entitled to the approved NZ ploughing logo (New logo #1) on the front pocket of a black blazer with "WPO" monogrammed underneath. NZPA will contribute \$100 towards the cost of the blazer plus return air travel using the most direct route to the nominated host airport, along with the host accommodation package at no cost.
- The NZPA can apply to the WPO to have the World Board Member's travel costs reimbursed.
- Coach/Coaches receives -air travel using the most direct route, to the nominated host airport and return, plus \$1000 accommodation expenses from NZPA
- Team manager receives: \$2000 to pay for expenses for the world team, \$1000 towards the host accommodation package, air travel using the most direct route, to and from the nominated host airport.
- The Judge is entitled to the approved NZ ploughing logo new #1, to be monogrammed on the front pocket with "judge" and the first year underneath, to be worn on the black blazer. The NZPA will contribute \$100

towards the cost of the blazer plus \$1000 towards expenses if they are not taking on another role eg manager/coach.

- As a coach and Manager combined you will receive the coach package and \$2000 to pay for expenses for the world team
- The Team Manager decides in consultation with the rest of the team what to wear,
- The supporter soft shell jacket/Tee Shirt/Dress Shirt have the emblem used on the tie (fern, plough, NZ Ploughing) with New Zealand Ploughing written on the back with Logo No 2 is for the official team member to use on their clothing.

| Logo #1  | Logo #2  | Logo #3   |
|--|--|---|
|   |   |    |
| <ul style="list-style-type: none"> <li>• To be worn on Black Blazer Pocket</li> <li>• Only competitors are entitled to New Logo 1, with country and date.</li> <li>• Judges are entitled to wear New Logo 1, on the front pocket of Black Blazer with the word "JUDGE" and the first year they judged, below.</li> <li>• WPO Board Member are entitled to wear New Logo 1, on pocket of Black Blazer with the word "WPO" below.</li> </ul> | <ul style="list-style-type: none"> <li>• To be worn on casual clothing for Team Representatives &amp; Supporters.</li> </ul> | <ul style="list-style-type: none"> <li>• Can be used for any advertising promotion. Eg. Caps, flags, decals, banners etc .</li> </ul> |

## 5. NZPA Executive Meetings

- Held approximately 4 times a year (at the discretion of the executive eg special meetings can be called)
- Conflict of Interest - called for at the start of executive meetings and recorded.

## 6. Privacy

NZPA is committed to ensuring that personal privacy is protected and information is shared appropriately

## **7. Code of Conduct**

- respect the rights, dignity and value of others
- be considerate and treat everyone fairly and equally
- communicate with others in a way that is honest and considerate
- behave professionally, responsibly and ethically, at all times
- not behave in a way that is discriminatory, bullying, harassing, racist, sexist, violent, abusive or otherwise inappropriate towards others, in person or online

## **8. Executive Expenses**

- ⅓ of the cost airfares only to cover travel to attend executive meetings and 100% of the General Secretary's cost of airfares.
- NZPA will provide lunch, morning and afternoon teas with suitable beverages at no cost to attendees while at executive meetings.

## **9. Elections**

- Executive members are elected from the regional meetings.
- Two members are eligible for re-election as per the Constitution Number 10 H (Two members – one being the Immediate Past President) shall retire by rotation each year and may be eligible for re- election except the member appointed to the World Ploughing Organisation Governing Board who shall come up for election at the first opportunity after 5 years.)
- upon the vacancy of an executive member from the Executive, if there is an elected replacement from that region, then they are duly accepted/appointed, with their position taking effect immediately”.
- Incoming executive members are entitled to attend meetings 30 days prior to the NZ Ploughing Championships as a visitor.

## **10. NZPA Membership**

- Life Members – as of the date 9.5.2019 there is no life membership fee to join NZPA
- Honorary Life Members – nominated by their affiliate so long as they are an honorary life member of that club or they can be nominated by NZPA executive, following this will be considered for ratification by the executive.
- Patrons – nominated by associations or conferences or the executive, to be considered for ratification by the executive
- Affiliation Fee – as at 4.2.2020 the annual Association affiliation fee is \$100. Invoices for this are sent out to associations by the treasurer at the beginning of the new financial year.

## **11. Amendment to rules**

- Only the executive amend, delete or add to the competition rules as per the constitution Clause 15.
- Any questions arising and not provided for in these rules will be decided by the NZPA executive whose decision will be finding and binding.
- The current rule book is binding.
- Contestants are expected to be familiar with and abide by all NZPA rules and Health and Safety requirements.

## **12. Amendments to the constitution:**

- The Executive Committee may propose alteration to the NZPA Constitution for submission to any General Meeting or AGM.
- Alterations or additions to the New Zealand Ploughing Association's Constitution for consideration at any General Meeting or AGM must be sponsored by an affiliate Association, signed by its President and/or Secretary and be in the hands of the General Secretary of the Executive Committee 2 months prior to the said General Meeting or AGM for distribution with the meeting agenda.

## **13. Communication:**

- All information to go on the NZ Ploughing Facebook page will come from an Executive Member and be passed on to Graham or Kerryn Miller for them to put on the facebook page
- All information to go on the NZ Ploughing website, will go through the General Secretary to forward on to CopyFast in Timaru. CopyFast are the only website editors.
- The Team Manager when overseas and sending reports home, will send them to a nominated executive member, for distribution via electronic methods.
- Newsletters will be produced quarterly, plus one issue after the championships as a minimum. Newsletters will be emailed to people unless they specifically requested it be posted to them.

## **14. Applications to host qualifying events**

- Nominations are called to host qualifying events by the 31st October for the following calendar year.
- Allocations will be made by the executive

## **15. Qualifying events:**

- Are to be held in the calendar year
- In the event of a qualifying match being postponed due to weather/ground availability then the qualifying match is able to be held in the following calendar year, no later than 4 weeks before the New Zealand Championships,
- only in extreme circumstance should two ploughing matches happen on the same day and especially within the same Island, with NZPA approval

## **16. Applications to host NZ Ploughing Championships :**

- associations can apply to host the NZ Ploughing championships. These will be approved by the executive.
- There will be 3 NZ Ploughing Championships in the South Island followed by one in the North Island where possible.

## **17. Applications to host World Ploughing Contest :**

- The executive will decide when to apply to the World Board for hosting rights of a World Contest and then NZPA seek applications from interested parties.

## **18. New Zealand Ploughing Championships:**

### **Points**

- Points will be compiled by a trained points compiler and an adjudicator from the executive

- If an issue arises that the adjudicator cannot resolve then 3 of the available non ploughing executive members will be sought for clarification.

### **Food and Hospitality**

- the host organisation should endeavour to get sponsorship for the lunches.
- Lunches should include water.
- Lunch costs must be approved by the executive prior to the Championships, up to a \$12 maximum cost which may be covered by the NZPA.

### **NZPA will cover the costs of other items (refer to the latest Hosting Guidelines)**

#### **Prizewinners:**

- Ensure they are present to rededicate their trophy at the church service the following year.
- Must make themselves available at the awards ceremony to have their photograph taken for promotional and publicity purposes.

#### **Competitors:**

- (excluding the horse class) are required to wear approved overalls.
- Are required to attend the ice breaker evening, rededication and awards evening.
- First and second time contestants are only given assistance if it is deemed by their allocated helper that it is required
- Executive members competing are not obligated to attend executive meetings during championship week

#### **Head Stewards -**

- Each region will nominate 2 names of people suitable to be a Head Steward. The executive will appoint appropriate Head Stewards.

#### **Nominations for Judges -**

- Nominations of 5 vintage/horse and 5 conventional/reversible judges are made to the Executive from the regional conferences.
- From there the Executive will select teams of judges panels.
- Each region will supply 12 names to the executive to include 10 judges and 2 Head Stewards

#### **Stewards Nominations -**

- Nominations for stewards come from associations (involving many from the local area)

#### **First – Second time competitors -**

- are informed of the name of the person who will be available to assist them (if required) at the practise day.
- The person providing the assistance has been selected by the executive. This person can offer assistance when they deem that it is necessary to step in.
- The contestants themselves can ask for help if they are in need of assistance.

#### **Trophies:**

- Engraving - trophies are recalled by an executive member for engraving
- Transportation - trophies are to be kept in the box when transported
- Insurance - NZPA insurance covers the trophies when they are in the possession of the executive. It is expected that all care will be taken when in the possession of an awardee.

#### **Protests:**

- any contestant is entitled to protest in writing immediately after a NZ championship accompanied by \$100. Refer to Rule Book Clause 33

## **19. The World team applications - Manager/coach/judge -**

- The executive will call for nominations to be received at an executive meeting.
- The executive will appoint people to the positions.

## **20. Finances**

### **Financial Reporting:**

- The reviewed annual accounts are presented once a year to all affiliate members prior to the AGM.
- The treasurer presents a financial report with associated statements at each executive meeting
- Charitable Status - New Zealand Ploughing Association is a registered charity (CC 47403) Incorporated Society (216460)

### **Designated Authorities:**

- The financial authorisers/signatories approved by the Executive have authority to research and invest cash reserves at trading banks
- 3 signatories shall manage the funds held within the banking system,

### **Annual Budget:**

- A budget must be sanctioned by the Executive committee and presented to the AGM

### **Risk Management:**

- The NZPA will make sensible investments in an open and transparent manner.
- All investments including Banks and including the reserve fund must be at a minimum of at least BBB minus rating of Standard and Poors
- The holdings should be a diversified range of assets and capitalisation stocks
- Excluding the working account, no specified class will make up more than 33% of the remaining funds that are available for investing

### **Investments:**

- Duplicate sector exposure should be minimised.
- Trading of equities should be kept to a minimum
- Use Craig's investments to procure shares without the intention of becoming a trader.
- Maturity dates of fixed investments are to be laddered appropriately
- Allocated holdings will be divided into at least 3 entities with similar values excluding the trading banks

## **21. Ravensdown and Reversible Plough**

- The Ravensdown conventional plough and the Reversible plough are available for anyone to use for ploughing season.
- In order to be considered for this opportunity, individuals must apply in writing to the Executive prior to the AGM each year.
- Applicants must sign the Ravensdown/Reversible plough agreement document. [Ravensdown/Reversible Plough agreement](#)
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