



# VOLUNTEERS HANDBOOK



*RAS – Showcasing Rural Excellence*

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# WELCOME

Kia ora tatou

Welcome to the Agricultural and Pastoral showing movement in New Zealand. We are delighted you are keen to be a part of what we are doing and the future of the showing movement.

This handbook is a starting guide for you on what is involved in the showing movement, who we are, what we do, and how you can be a part of it.

If you are reading this document, you are probably already connected and wanting to get involved with a particular agricultural and pastoral (A&P) association/society or a breed or kindred society – members of the Royal Agricultural Society of New Zealand. Maybe you have known the organisation for a long time, maybe you are new to the area, or maybe someone has asked you to get involved. Please ask the representatives of that organisation for information on their history, activity, and local processes as many of our members are well over 100 years (some 150+ years) old.

For more information on the showing movement, you can view the [Royal Agricultural Society New Zealand – Showcasing Rural Excellence \(ras.org.nz\)](https://www.ras.org.nz) website. There you will find news, dates, resources, contact details, and templates that you can use in your role as a showing volunteer.



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## IMAGINE A DAY AT THE SHOW...

It's a sunny March Saturday and you've put the kids in the car to make the half hour trip from Hamilton to Morrinsville. When you get there, the roads are busier than you've ever seen them, because this Saturday is the Morrinsville A&P Show. A couple of years ago everyone said the show was on its last legs. It had reached its centenary and locals said that would be the last. So, it's doubly amazing to see the streets full of families, and the showgrounds teeming with people – 3,500 will be the final tally of the day. The President and committee have injected life back into a day that teaches your kids (who know more about Minecraft sheep than Merino sheep) what raw wool feels like and where their milk comes from.



You hand over \$20 at the gate and the whole family is in. The only problem is, where to start? Your partner wants to head off to check out the dairy section. It has cattle breeds you only ever see at an A&P show and attracts farmers who want to see which breeding lines might work for their own stock. You love the vintage machinery section, followed by a wander through the trade stalls to check out the latest tractors, going for a mere \$150,000. Your kids want to run straight across to watch the Highland Dancing, then cuddle a goat. It's hard to decide over the happy sounds of people and music, but a compromise is reached and you all head to the bouncy castles, stopping only to buy some locally made preserves and a bundle of candyfloss.

Today is a chance to reconnect with the town where you grew up, and bump into old friends who've never left. You think back to the photo of your grandfather winning a ribbon for his horse at this very same show. There's something comforting about standing in the same spot he once stood – a feeling of continuity. A mix of nostalgia and hope in these difficult times. There is strength in community, and days like the Morrinsville A&P show remind you of this.



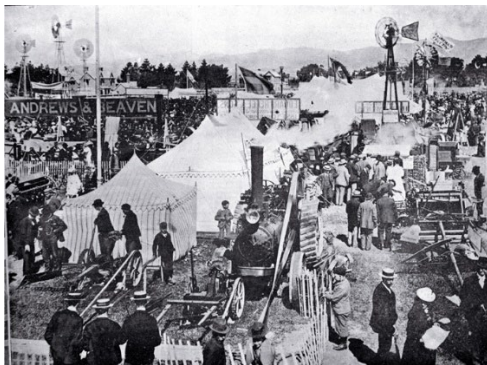
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# AGRICULTURAL AND PASTORAL SHOWING

## NEW ZEALAND ORIGINS

Agricultural and pastoral shows were the first sign of organised rural life in colonial New Zealand. These shows have always celebrated excellence in agriculture and animal husbandry, and other rural events and organisations have emerged from these shows.

The first Agricultural and Pastoral Association was formed in 1843, only three years after the signing of the Treaty of Waitangi. At the time, Auckland was mostly farmland, and the show's purpose was to promote the breeding of stud animals to increase stock diversity in the recently colonised nation. The first show – the [Bay of Islands Pastoral and Industrial Show](#) – had been held a year earlier at Waimate North in 1842. They were joined in the 1860s by similar organisations appearing across the country.



Next, the New Zealand Federation of Young Farmers clubs began to pop up as a spinoff of the A&Ps. Around the turn of the century, the newly formed New Zealand Farmers' Union stepped in to deal with more political matters, and from this point on the shows became the focus of the A&P associations/societies.

Agricultural and Pastoral shows (A&Ps) have been bringing communities together ever since. They were the fabric of social interactions and competition in a time before television and the internet, when a much larger proportion of New Zealand society still lived in the country. Farming people didn't have the means to go out much in those days, so this was the one event they could look forward to each year. They could relate to it and catch up on any changes happening in their sector, be it dairy, beef, sheep, cropping, or machinery. It was a place to go and lay eyes on new inventions and innovations. A farmer could show off the breeding of his stock or the calibre of his horses. A picnic atmosphere prevailed, with people bringing packed lunches in the boots of polished cars.

A&P shows have always hosted a wide variety of activities — from livestock competitions to highland dancing, and heritage sports such as shearing and wood-chopping. The shows continue to appeal to a broad range of people.

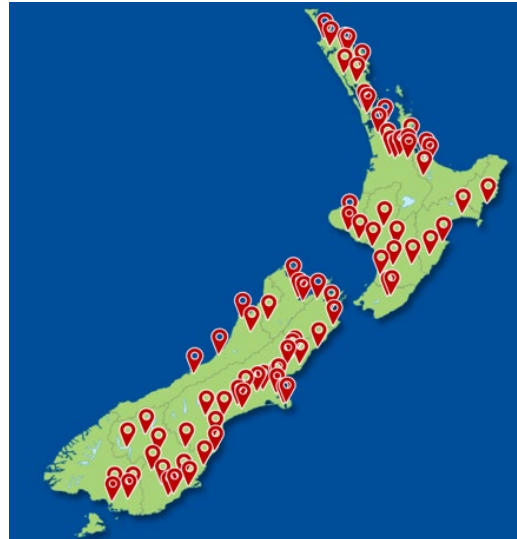


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## AGRICULTURAL AND PASTORAL SOCIETIES TODAY

It is estimated that around 500,000 people attend an A&P show each year in New Zealand and that our A&P associations/societies own approximately 700 hectares of land. The indicative value of their combined land and buildings totals approximately \$53 million.

Today there are over 90 agricultural and pastoral (A&P) associations/societies across New Zealand.



Almost all A&P associations/societies run an annual show, which is often the biggest day of the year for their local community. Many associations/societies sole activity is the running of their annual show, however some offer their land and buildings for other events or purposes, hiring the grounds to sports clubs, as camping facilities, and holding other events.

At the show, community groups, craft stalls, equestrian showing and show jumping, cattle, sheep, wool, goats, pigs, alpacas, llamas, poultry, home industries, dog trials, trade displays, rural demonstrations, and other entertainment all come together for a “country meets town” day out.

Most A&P associations/societies are a registered Charity that manages its own finances, administration, and health and safety protocols.



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## Shows each have their own character

The key is that the annual show is “by the community for the community”, and no two shows are the same nor should they be. Each one reflects the interests, businesses, and character of their local community. What this means is that there is a huge variety around the country, depending on location, population, the type of local rural activity and interests, and scale. While some members own their own land, others lease their grounds, and some simply access an area for a few days or weeks for the setup, running, and take down period of the event.

For example, the 18 Royal Agricultural Society of New Zealand (RAS) Southern District shows cover the lower South Island and are a good example of the variety of A&P shows. Otago Taieri A&P (Mosgiel) is close to Dunedin city and offers a town-meets country experience, and competition spread over two to three days. If you head out to the rural communities, you’ll find the shows that inspire nostalgia — the good old-fashioned community days, where the locals get together. You will also get right to the grassroots shows — the much smaller events set up for a community day at the local racecourse or similar. Interestingly, some of the shows held in smaller towns take far more at the gate than shows held in bigger cities. This is due to the immense community support and loyalty the smaller shows still attract within their area, and the dedication of their volunteers.

Shows offer sections that work for them and that reflect the activities of the local farming community. Some shows will have an emphasis on dairy breeds, but others may have champion Merino sheep and others will have only a few livestock entries but big entries in Equestrian and Home Industries. While the offerings vary from show to show, every show would be missed by its community if it was lost.



## Why A&P shows are important

A&P shows seem to hold a special place in the hearts and minds of New Zealanders and the wellbeing of the rural community.

A&P shows develop and preserve social and community connections in rural New Zealand, being a great day out for rural people able to connect with each other, national and local groups including government organisations.

Connecting urban New Zealanders to rural life enhances the well-being of all involved. Community organisations raise funds, local business provide services, while individuals who may lead isolated lives enjoy the social connection.

Showgrounds that belong to the A&P associations/societies can be hired to community organisations for their use. Such grounds have traditionally played an integral part in many local communities and are a valuable community asset.

A&P Shows remain a place for the “best of the best” in the sector to be assessed. Some competitors travel their district or the country to have their animals, especially breeding stock, evaluated during the season. Many of the breeds represented are endangered e.g., Clydesdales or emerging e.g., Valais Blacknose sheep.

A&P Shows provide a fun and an inexpensive family day out. Shows provide a wide range of rural experiences, from farm-yard nurseries and petting areas to equestrian competitions, dog shows, and lessons in preserving your own food. A visit to a show can be a real educational experience beyond the classroom. Some shows may provide information boards on different breeds or hold seminars on a variety of topics.

School groups can visit and link their school curriculum to the activities on offer at their local A&P shows. These educational opportunities include scavenger hunts across the showgrounds, handling, caring, and judging of animals, hosting calf club days, growing vegetables, and baking. Some children have never seen a sheep up close and think milk is made in plastic bottles. The A&P shows take people back to grassroots activities such as dog trials, wood-chopping, and shearing.



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## Not just shows

Some A&P associations/societies do other activities or run events other than their annual show.

Some societies:

- Hire or donate their space to other groups. Community and education groups such as dog training groups, sports clubs, field days, emergency management groups, and car shows make use of A&P societies' facilities.
- Showgrounds are hired out for weddings, 21st birthday parties, or for equestrian dressage and show jumping competitions. Some larger associations/societies operate as mini events centres all year round.
- Invest money in commercial property which generates income that underwrites the show.
- Operate "Park Over Property" which is run like a camping ground for members of the New Zealand Motor Caravan Association. Campers can only stay for a limited time and must be self-contained although grounds may provide toilet and shower blocks, and laundry facilities.
- Showgrounds can earn income by storing large vehicles and boats over winter.
- Some grounds run stock or allow others to run stock.



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## BREED AND KINDRED SOCIETIES

Nearly 70 Breed and Kindred Societies (including some that run affiliated shows) are members of the Royal Agricultural Society of New Zealand. These breed and kindred societies hold themselves as guardians of many of New Zealand’s domestic animal bloodlines, and their membership affords them the opportunity to showcase their stock and their breeds via member shows and to access RAS intellectual property e.g. equestrian measuring certificates.

Breeds include various sheep, beef, dairy, and equestrian breeds, some of which are rare breeds. Kindred societies are groups that have a shared interest in the showing movement, such as the Side Saddle Association or the New Zealand Sheep Dog Trial Association.

Striving for excellence is a central component of the showing movement. Many breed society members use the showing movement to showcase their breed to the public and potential buyers. By being a member of the RAS, Breed and Kindred societies can hold a section of competition at many A&P shows, providing guidelines for classes and judging of their animals. Their stock can also be considered for the major awards (such as Championships and Supremes) at those shows. The RAS assists in managing the relationships between the shows and the breed and kindred societies, who supply the rules each show must follow in relation to showing the breed of animal.



## ROYAL AGRICULTURAL SOCIETY OF NEW ZEALAND

The Royal Agricultural Society of New Zealand is one of New Zealand's largest volunteer societies with an estimated 650 Life Members and 30,000 members of the A&P Associations/Societies across New Zealand.



It is also one of the oldest volunteer organisations in the country, having celebrated agriculture and New Zealand's rural lifestyle and communities since 1924.

The RAS structure is divided into six districts, each with their own leadership and planning. The membership falls into six RAS District Councils: Northern, Mid Northern, Eastern, Western, Central, and Southern. The upper half of the South Island (Central District) is home to roughly a third of all A&P shows held in New Zealand, several of which are relatively sizeable.

Each district has a Chair and a committee elected by the member organisations within the district. They hold their own meetings and report to the RAS Executive. Representatives from the six Districts, along with the Executive and staff, form the Management Team of the RAS and meet regularly.

The RAS Executive is elected by members, administering national programmes across its members, and provides intellectual property, coordination, and support at a national level.

The RAS has a [United Breed Society Council](#) that supports the Breed and Kindred societies and the Horse Stewards Council Executive, that in turn brings together the Equestrian National office bearers. District and national seminars and a national conference provide further education offerings for members and individuals.



Other competitions promote natural, sustainable products such as the over 50-year-old Royal A&P Golden Fleece Exhibition which champions wool.

Youth are brought in through the RAS Rural Ambassador, and the Young Judges and Paraders competitions, which build confidence and reward excellence in each field. These competitions often lead their young participants into agricultural careers.

The Royal Agricultural Society of New Zealand is a member of the Royal Agricultural Society of the Commonwealth, which offers links to the farming community and shows at an international level.

For more information on the RAS and the benefits of being a member, see the RAS website.

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## Royal Shows and Royal Events

The Royal Agricultural Society of New Zealand is one of the few New Zealand organisations that has a Royal Charter, which allows us to hold (via a partnership with a member association/society) Royal Shows and Events. It's extremely prestigious to win a Supreme Champion medal and ribbon at the Royal Show, the premier event on the A&P calendar.

Royal Events were introduced in 2001. A Royal Event allows A&P Associations to promote and feature a specific section (or two) at their show. The RAS Supreme Champion Medal along with red, white and blue ribbons are awarded to Supreme Champions in these sections.



## RAS Purpose and Vision

The purpose of the RAS is to “Showcase Rural Excellence” with a vision of “Thriving, vibrant showing organisations connecting rural and urban communities”.



The RAS assists its members to not only remain relevant, but to consider innovative ways to showcase rural excellence as relevant to their local community.

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## WHY WE'RE HERE

HE AHA TĀTOU I TŪ AI HEI RŌPU

### OUR PURPOSE

Showcasing Rural Excellence

### OUR VISION

Thriving, vibrant showing organisations connecting rural and urban communities

### OUR STORY

Established under Royal Charter through the Agricultural and Pastoral Societies Act 1908, the Royal Agricultural Society of New Zealand has celebrated agriculture and rural communities for nearly 100 years, with a number of shows well past their centenaries.

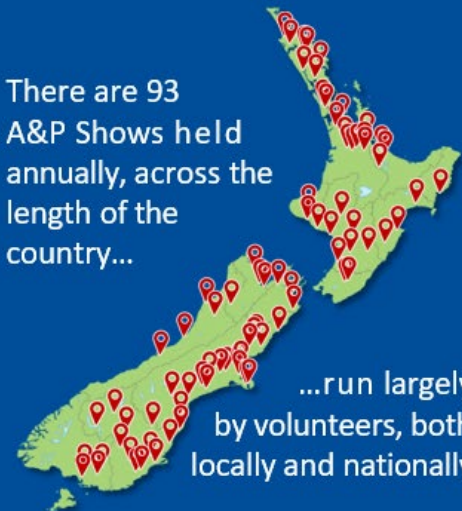


Collectively, and through our Member Organisations, we promote and demonstrate innovation in the agricultural space, while working to connect rural and urban communities and reaching hundreds of thousands of people each year.

## WHAT WE DO

HE AHA Ā TĀTOU MAHI

There are 93 A&P Shows held annually, across the length of the country...



...run largely by volunteers, both locally and nationally

Our Act covers animals and birds including:



and other kindred varieties.

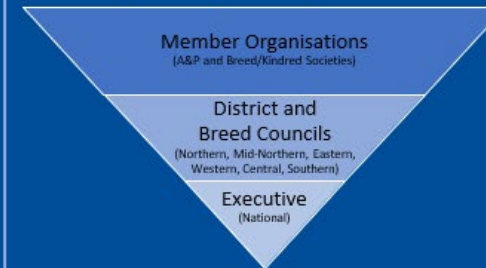
We also promote different industries (e.g. horticulture, viticulture) and home industries.

## HOW WE DO IT

HE PĒHEA E MAHIA AI E TĀTOU

### OUR STRUCTURE

Over 90 A&P Societies and 67 kindred and breed societies across the country, six overarching districts, united breed councils, and a national executive (elected by members).



### OUR VALUES

- Respect
- Transparency
- Collaboration
- Passion

### OUR STRATEGIC PILLARS

- People and Volunteering
- A sustainable and relevant showing movement
- Support for our Member Organisations
- Telling our stories

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## VOLUNTEERING IN THE SHOWING MOVEMENT

Everyone is drawn to the showing movement for different reasons, but a passion for what we do and a desire to be involved in supporting the local community are normally part of the attraction.

There are many ways to be involved in the movement beyond being a competitor, supporter, or spectator:

- Administration or management of a member organisation/society – an A&P or Breed and Kindred society and helping to run things day to day (paid or unpaid)
- As a committee member of a member organisation, attending meetings (often throughout the year) to make key decisions
- Volunteering to support the running of show day, as a volunteer helper doing anything from being a section steward to helping the public at the gates
- Being a section convenor, planning the competition schedule and organising judges
- Qualifying as a national judge in any section (including equestrian and beef, which both have RAS training programmes)
- Taking a district role helping local shows with their challenges or a national role in helping to shape the future of the movement



*Wanaka A&P*

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## Volunteer Job Descriptions

As a volunteer you should expect a job description to make it clear what your role is and what is expected of you. Your A&P or member group may have one for you already, if not they can use the tools and templates on the RAS website to write one with you, so you all have a shared understanding of what you will and will not do.

As a guideline, the following are common roles in A&P Associations/Societies:



### President

The President will Chair meetings and lead the committee, is often a bank signatory, may resolve problems, is the practical supervisor of the Secretary or Manager, and will be the person media want to talk with. They should understand how to chair a meeting, be an effective communicator and often will know the community, the show, or the showing movement well.

### Vice President

A Vice President steps in to help the President in their role and may cover for them if they are unavailable. Associations/Societies may have two Vice-Presidents — Senior Vice President who becomes the next President, and the Junior Vice President who steps up to Senior VP in the following year. The Vice President(s) role is a skill in itself supporting the President.

### Treasurer/Trustee

The Treasurer or Trustee is involved in overseeing the financial records — money that comes in and money that goes out with paying of invoices. They are responsible for preparing budgets and supplying regular financial reports, including the preparation of annual financial reports, and the Performance Report for the Charities Commission. Associations/Societies financials are reviewed or audited as per their respective Constitution.



### Committee member

Most members have a committee — it may meet all year round or only a few times nearing the time of the show depending on local needs. The committee manages the association/society to ensure its longevity and sustainability, and votes in the President, Vice President(s) and Treasurer/Trustee. The committee should make most of the important decisions around expenditure, etc.

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### Secretary / Manager

This role holds it all together and, in some cases, the role is split among several people. They will receive correspondence, take notes/minutes in meetings, be the point of contact for the public and competitors/exhibitors, and often set up the show (taking entries, organising trade sites, etc). Some Secretary/Managers have a paid role, and some have a voluntary one, so it should be clear if they wish to be paid as some receive an honorarium (noting there are rules around the amount that should be received as a honorarium).

### Grounds person

Some members who own their own grounds will have someone responsible for their care and maintenance, especially leading up to the show or at any other time the grounds are used by other people or organisations.

### Section Convenor

A show may have several convenors, one for each section e.g., equestrian, dairy, beef, sheep, goat, alpaca, poultry, home industries, etc. They often decide on the classes to be run; organise judges, stewards, and sponsors; set up their area of the grounds and clean up afterwards. They will deal with issues on the day and generally make sure things run to plan. This is a busy role, and you should be very clear what decisions you can make and when others e.g., the Secretary/Manager, President or Grounds person should be consulted or makes the call. In some cases, the convenor will have a committee of helpers and it is important to plan well in advance, including for contingencies like bad weather or stewards being unavailable on the day.



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## Resources on the RAS Website

There are two parts to the RAS website – the public section and the ‘members only’ section.

### Public section

The following are available to the public, including our competitors/exhibitors:

- The latest [news](#) and [information](#) on the New Zealand A&P showing movement
- Our [rules, regulations, and policies](#) including:
  - [RAS Code of Conduct](#)
  - [RAS Equestrian Rules](#)
  - [RAS Social Media Policy](#)
  - [RAS Resolution Process Policy](#)
  - [RAS Dairy Cattle Show Code of Ethics](#)
- A list of all our:
  - [Districts](#) and their contacts, as our districts are the operational arm of the RAS and may be able to support your organisation in a practical way, give guidance or generally help you get the hang of your role.
  - [A&P members](#), that you can sort by district or search by date. This gives you contact details for your neighbouring shows if you want to connect with them (they may have advice or equipment you could borrow, or they may help you on your show day if you help them on theirs for example).
  - [Affiliated](#) (breed and kindred) societies, including:
    - contact details for the United Breed Society Council Executive, who can give you guidance on various show sections.
    - contact details for breed and kindred members who can advise on any special rules or a preferred schedule for their competitions.
- Information about [national competitions, events, and the Rural Ambassador Award](#)
- Information about [biosecurity](#)
- How to [contact](#) the RAS for further advice.



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- Equestrian competition (as much of the details of other sections are covered by their breed societies), including:
  - [Clean sport](#) (drug testing) rules and regulations (as drug testing is done randomly) and testing may be undertaken at your show so you need to know the requirements, e.g., that a stable or yard should be held for testing where possible
  - Various [forms](#) for change of ownership, [leases](#), changing classification or pre-registering for a measure
  - [General information](#) including advice on showing, descriptions of classes, definitions of movements and the types of horses and ponies, turnout and costume, etc.
  - Equestrian [health and safety](#) matters, such as helmet tagging, equestrian contagious diseases, and animal welfare issues such as [whisker and inner ear trimming](#)
  - [Horse of the Year Show](#) including schedules, qualification forms, workouts, timetables and judges
  - [Horse search](#) which allows you to search for a horse and its relevant information.
  - Details about becoming an equestrian [judge](#)
  - Information about [measuring](#) – how, where, the fees, forms, rules, dates
  - The [equestrian rule book](#) that competitors and shows must follow. Please note you can choose to run different classes. However if you want your show to be a Horse of the Year qualifying show (which many competitors look for) you MUST run at least all of the classes within the sections you want to be a qualifier for the Horse of the Year, e.g. hacks, from the Minimum Standard Schedule (MSS) as outlined in the rulebook.



## Members only section

Having a ‘members only’ section means that the resources members are entitled to have access to are not available to the public. Each member can have up to two logins available to them, so there will be two people in your organisation able to access these documents for you if you can’t – normally the Secretary/Manager/Administrator and the President.

The resources available for you to use include:

### Key documents

- [Administration Manual](#)
- [Risk Register guidance](#)
- [RAS Resolution Process](#)
- [Stewards – Guidelines for Volunteers](#)
- [Show Entertainment and Attractions Resource](#)
- [Show Administration Checklist Diary](#)
- [NZ Horse Ambulance Hireage Agreement](#)
- Home Industries guideline examples  
[Horowhenua AP&I Association](#) and [Northern District](#)
- Organisations able to help with [funding](#)



### RAS Equestrian

- [RAS Judges](#) List (judges contact details are private and not for the competitors to search)
- Riders Fall Card template: [Rider Fall Card template](#)
- Whiskers and Inner Ear Trimming Rules as from 1 January 2022 [PP Whisker and Ear Trimming](#)
- [RAS Whisker and Ear Trimming Pamphlet](#)
- [Review of helmet standards YELLOW TAGS](#)

### Community Funding

- [Funding for Community Facilities](#)

There are also [updates](#) available from the RAS and Show Connect, a newsletter that anyone can [sign up to receive](#) that covers what’s going on around shows.



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## Health and Safety

You have a right to be kept healthy and safe in your work for the association, whether you are paid or not. You also have a responsibility to look after your own health and safety, and to make sure there is nothing you do that puts others in danger. [This guide](#) on the RAS website shows what your Association/Society is required to do and how you can participate.

You should:

- **Know the hazards and risks** on the grounds – understand how you and others could be hurt and participate in reducing the likelihood and/or severity of such harm.
- **Report any accidents or near misses**, so that key people know what is happening on the grounds and can make improvements. This includes unsafe or damaged facilities, damage due to use or natural events, or a lack of proper equipment.
- **Report serious injuries immediately** once urgent first aid has been provided – ensure that the Secretary/Manager and President know if an ambulance is required. Secure the area and do not speak to any Media.
- Watch out for items like chemicals, or sharp objects like waratahs, or electrical cables lying on the ground uncovered that could cause harm, and **use safety equipment** where it is recommended.

The RAS has produced a set of easy to use and relevant Health and Safety material including templates that our members can use to manage health and safety:

- [RAS HAS Guide](#)
- [RAS HAS Manual](#)
- [RAS HAS Resource Pack](#)



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## Resolution Process

The RAS and its members abide by a [Resolution Process](#) to address poor behaviour and provide a safe environment for everyone in the showing movement. The Resolution Process outlines how to manage any poor behaviour you experience or see, the relevant process and the sanctions that can be applied. This includes what you can do as an official if you need to intervene in an incident, or what to do if someone lays a protest at the time or a complaint after an incident.

### What does a safe environment look like?

A safe environment is **free of inappropriate behaviour**. It allows people to feel comfortable and welcome to participate, bringing forward their ideas, and able to enjoy their involvement without fear of the way others will treat or speak to them. A safe environment is one people want to stay involved with in the future, continuing to enjoy the showing movement over time.



### What is inappropriate behaviour?

**Inappropriate behaviours** are not conducive to creating a safe environment. This includes behaviours such as put downs; that are dismissive, abusive or aggressive, threatening or intimidating; bullying or harassment by competitors, volunteers, officials, representatives, their families, their friends, and other participants including the public.

**Some forms of inappropriate behaviour are illegal e.g. harassment, but all forms of inappropriate behaviour are unacceptable in the showing movement.** Appropriate behaviour is expected by participants not only on show day, but in all their interactions within the showing movement including at meetings, on social media, etc.

Inappropriate behaviour includes “old school” behaviours or statements such as:

- Those no longer acceptable in New Zealand society regarding people’s age, gender, sexual orientation, race, ethnicity, or religion.
- Intimidation of others, including preventing others’ ideas being contributed or heard, e.g. speaking to them in a way that is dismissive, derogatory, or intended to put down the person. This includes preventing younger participants from having a voice.
- Intended to exclude people based on who they are related to or work for.

Other examples of inappropriate behaviour include:

- Any obnoxious or anti-social behaviour, including using obscene language or gestures.
- Disrespect for competitors, exhibitors, site holders, spectators, officials, committees, and sponsors.
- Any threatening behaviour or physical altercation, or unwanted touching or sexual invitations.

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## What we ask that you do

We encourage everyone to create a positive and respectful atmosphere in the showing movement by being polite, helpful and welcoming to others. Thinking of how and what you are going to say or do could affect someone before you take that action.

Encourage new ideas, especially from younger or newer people in the movement. **NEVER** try to intimidate, bully, harass, or assault another person to try and get your way or express your frustration. Some of these behaviours are illegal and none of them are acceptable. Allegations of such behaviour will be taken seriously and the [Resolution Process](#) will apply.

Follow the Social Media Policy guidance (below) re social media comments.

If you are aware of inappropriate behaviour and you feel confident to do so, speak with the person and ask them to stop. If you are not confident speaking to that person, or doing so has not resulted in a change, then use the Resolution Process.



## Social Media

The RAS and its members follow a [Social Media Policy](#).

Social media is about sharing and interaction. It gives everyone a chance to produce their own content, reply to others (such as followers or fans), share exciting moments, reflections and experiences. The Royal Agricultural and Pastoral Society believes that social media has a valuable role to play in sharing the excitement of the A&P Showing Movement with spectators, supporters, and the public. In addition to engaging with members of the A&P showing community, social media can help the organisation reach members of the broader public and traditional media.

Whilst social media provides great opportunities to raise the A&P showing profile and reach new audiences, it also has the potential to harm the reputation of the organisation, its competitors, members and stakeholders. It is crucial therefore that individuals representing the RAS and its members are aware of the implications of using social media.

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The policy applies to all employees, members, competitors, support people at shows/events, people at measuring stands and other people associated with RAS and RAS events. This includes those representing the RAS in team events, judging or ambassador competitions, RAS employees, officials, judges, volunteers and committees.



## Conflicts of Interest

A conflict of interest is any situation in which your personal interest or loyalties could be seen by others as affecting your ability to make a decision that is in the best interest of the member. It is common for conflicts of interest to occur in organisations and voluntary bodies of all types and sizes, and often having several interests is why the person is involved in the first place. Having a conflict of interest does not necessarily preclude someone from holding a given role, though it may if it can't be effectively managed. A conflict of interest must be declared and managed as soon as possible, preferably before the person becomes involved in any related discussions.

A conflict of interest can arise when:

- the person could benefit **financially or otherwise** from the member, either directly or indirectly, or
- when the person's duty to the member **competes with a duty or loyalty** they have to another organisation or person. This includes any situation where it could be perceived that an officer's personal interest or loyalties could affect their decision making. This might include roles or employment they or their family members hold with members, competing bodies, non-member organisations in the sector etc.

### Identifying and managing conflicts of interest

1. **Identify** any interests at the beginning of each meeting or as soon as you become aware of them.
2. **Record** any known potential conflicts.
3. **Discuss** at the start of each relevant meeting if there are any conflicts that may be relevant to the agenda and consider whether the person concerned can be involved in the decision making or if they should leave while that particular matter is being discussed and voted on.



## Induction Checklist and Agreement

To ensure you are ready to begin your new role in the A&P showing moving, you should be familiar with the following and then sign and date your understanding alongside a representative of the Society. You both may want to keep a copy of this form.

I \_\_\_\_\_ acknowledge that I understand:

- My job description and what is expected of me, including the hours at various times e.g. leading up to the show, on show day, after the show, the rest of the year.
- How I will know if I am doing a good job, and who will show me the ropes or answer my questions.
- Who my main contact point is and how I notify someone if I am sick or unavailable.
- The grounds and buildings, including the best places for me to park, where the toilets are etc.
- Accident, incident, or near-miss procedures.
- What are the hazards on site and the reporting procedures for me to identify a hazard.
- Guidelines and expectations around non-smoking.
- The location of the closest first aid kit and fire extinguisher.
- Where to go in a fire or other emergency.

I understand what is required of me and that I will volunteer for the \_\_\_\_\_ within the guidelines provided.

Signed by

\_\_\_\_\_  
Volunteer

\_\_\_\_\_  
For the Society



*RAS – Showcasing Rural Excellence*