



New Zealand Biosecurity Institute Governance Guidelines: A living document

Purpose of the Guidelines: (as discussed in the Executive Committee meeting, July 2020)

The New Zealand Biosecurity (NZBI) Governance Guidelines are to be used in conjunction with the NZBI Constitution, as a supporting document for the Executive Committee and NZBI members to ensure clarity and provide transparency of the protocols and procedures of the institute. This is a living document, which will be reviewed and updated by members of the Executive Committee as and when required.

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1. NZBI Executive Committee Membership and Selection

1.1. Elected Positions:

The NZBI Executive Committee includes four National Officer roles (see NZBI Constitution); President, Vice President, Secretary and Treasurer, the immediate past president and the Chairpersons of each NZBI branch. Nominations for the Executive Committee members is tabled for the branch AGM, recorded in the minutes of the meeting and then sent to the National Secretary for inclusion in the National AGM and the agenda for the meeting circulated to members before the National AGM. Nominations can also be submitted from the floor during the National AGM.

In the situation that two nominations are received for a single position, it is recommended that a ballot box vote or other anonymous voting mechanism is implemented. The quorum for voting, including proxy votes, must be at least 10% of the NZBI membership. If a quorum is not reached, then provisional appointments will be circulated to all members for approval until at least a quorum is reached.

1.2. Co-opted Positions:

These are positions decided at the discretion of the Executive to broaden the skillset and reach of the executive committee. Current Co-opted positions (August 2022): Biosecurity NZ/ MPI representative. Co-opted positions form part of the Executive and hold voting rights.

1.2. Support roles:

NZBI also has some support roles that aid in the business of the Executive Committee. These are currently (August 2022): Membership Officer, Communication Officer, Website Manager and Awards Coordinator.

These positions do not form part of the Executive and do not hold voting rights. However, there is a standing invitation to attend the Executive should there be benefit in doing so.

2. Roles and responsibilities of Executive Committee members:

2.1. President:

- Promote the vision and aims of NZBI to industry and wider public through communication, education, and information sharing.
- Provide leadership to the NZBI and Executive Committee Team.
- Work with the Treasurer to ensure that NZBI finances remain on track and monitor expenditure.
- Work with the Vice-President and Secretary in the organisation and implementation of the Executive Committee meetings and the National AGM. Help to draft agenda and ensure it is sent out prior to meetings.
- Work with the Executive Committee Team to progress actions from meetings.
- Keep in contact with the NETS organising committee and ensure planning for conferences is progressing.
- Represent the NZBI at a national level.

- Undertake interviews with the media where required, and work with the Protect Editor on content for the Protect magazine and media releases.
- Engage with the NZBI membership.

2.2 Vice-President:

- Support the president of the institute and cover their duties in their absence
- Support the President and the Secretary in the organisation and implementation of the Executive Committee meetings and the National AGM Attend Exec meetings
- Follow up any action points arising from meetings that have been assigned to Vice-President.
- Stay informed with national biosecurity matters
- If no independent executive representative from their branch is on the Executive Committee, attend branch meetings and report back to exec and vice versa.

2.3 Secretary:

- Support of President, Vice-President and other Executive members where needed for administrative purposes.
- Organise Executive Committee meetings:
 - Communicate with the President and Vice-President to create the agenda
 - Send out Doodle polls for most appropriate day and time
 - Send out notification/zoom meeting, and send previous minutes and upcoming agenda. Prompt members to complete actions from previous minutes
 - Take minutes and distribute to Executive Committee members as soon after the meeting as possible
- National NZBI AGM:
 - Draft of meeting agenda for in consultation with Presidents and Vice-President.
 - Distribute to Executive Committee members for any additions
 - Circulate final Agenda and any relevant documents (a copy of the previous AGM minutes and reports; president, Treasurer and Secretary) to NZBI members
 - Assist with arrangement of meeting format
 - Take minutes during the meeting
 - Present the Secretary's report
 - Finalise the minutes and distribute to all Members
- Post general and vacancy notifications to full membership, (currently via MailChimp).
- Keep Executive Committee members informed of ongoing situations.
- Be the liaison for communication between NZBI members
- Manage other communications.

2.4 Treasurer:

- **Maintenance & preparation of financial records with Xero including:**
 - Bank Reconciliation;
 - Maintenance of bank signatories;
 - Process of creditors invoices for payment & part authorizing these invoices for payment. Payment requires an additional bank signatory as well.
 - Preparation and filing of bi-annual GST Returns (March & September). Payment of any GST due;
 - Liaison with Membership Officer to ensure subscriptions are invoiced out and reconciliation of any outstanding queries;

- Preparation & updating of rolling five-year budget.
- Invoicing for advertising in Protect Magazine and collection of these invoices.
- **Conferences**
 - Liaise with Conference Organizer to ensure systems are in place to accurately record income from members, non-members and sponsors, and to record and pay expenses relating to the conference.
 - Calculate the net profit and loss from the conference and calculate if there is to be a distribution to the branch organizing this conference being 10% of the net profit for that conference.
- **Accounting and Review**
 - After the end of each financial year, liaise with a suitable chartered accountant to prepare an end of year Performance Report, including an independent review.
 - Ensure the Performance Report and review are carried out in a timely manner and once approved, filed with the NZ Companies Office (Incorporated Societies Register).
- **Reports**
 - Preparation of a Financial Report for the AGM together with the reviewed Performance Report. The report should cover:
 - A Balance Sheet
 - Details of any outstanding accounts receivable or payables if out of the ordinary or significant.
 - A Profit and Loss Statement with any explanation of items that are out of the ordinary or significant.
 - A commentary of events likely to affect the next 12 months.
 - Preparation of regular Financial Reports to be presented at each Executive Committee meeting. This should include the reports on the current financial year progress, the estimates for the upcoming year and the rolling 5-year budget.
- **Other**
 - Other activities that may arise from time to time as required by the Executive.

2.5 Membership Officer:

- Receive online membership applications – from NZBI website.
- Process the application using:
 - NZBI membership email account (nzbimembership@outlook.com). Correspond with applicants (welcome etc) and Branch officers.
 - NZBI website back-end – with an appropriate login from the website host/service provider, manage users – give members access to the members area of the website.
 - Dropbox – Master member list – to hold a record of members, their details and also membership archive that can be filtered and managed.
 - Dropbox – Branch member lists – to maintain standalone branch lists that Branch reps have access to when they need to. Does not have full detail - only name, employer and email.
 - MailChimp – to manage the member ‘audience’ so members receive notices etc via email.
 - Request invoice to be raised with Treasurer for full or pro-rata fees.
 - Manage membership cancellations in reverse... move to Archived tab on Master spreadsheet – not delete.
- Using membership details, in January each year, reconcile a billing list in preparation for annual subscription billing. Liaise with Treasurer to get this bulk invoicing out.
- Manage all the requests for cancellation, amendment or new applications over this key time. Liaise with Treasurer to make amendments to invoices etc.

- Support the Secretary in managing member communications.
- Support the Branch officers in relation to keeping them up to date in terms of branch member names and lists.

2.6 Awards Coordinator:

The Awards Coordinator role is split between the Vice President and President.

- The Vice President will manage the process for awarding the following NZBI awards:
 - Wendy Mead Professional Development Award
 - NZBI Scholarship
- The President will manage the process for awarding the following NZBI awards:
 - Peter Nelson Memorial Award
 - Peter Ingram Award
 - Dave Galloway Innovation Award
- Responsibilities:
 - Ensure NZBI members are reminded of the awards prior to the application periods (where applicable)
 - Receive applications/nominations for the awards
 - Convene the Awards Committees
 - Ensure applicants know the outcome of Awards Committee decisions
 - Ensure successful recipient receives the award and understand the conditions of the award
 - Ensure NZBI website is updated with the award recipient's name

More information about the awards process is in Section 9.2 and 9.3.

2.7 Executive Branch Member:

- Attend NZBI Executive Committee meetings
- Relay Executive Committee decisions to branch members
- Assist NZBI Membership Officer with new, expired or overdue memberships
- Keep up to date with NZBI press releases and initiatives and relay these to branch members
- Welcome new branch members
- Buddy any new branch members that may attend NETS
- Promote NZBI to anyone working in the Biosecurity field
- Promote Biosecurity Week
- Review NZBI website changes and content

2.8 Communications Officer:

- **Produce 4 issues of NZBI Protect magazine per year**
 - Seek articles and call for contributions
 - Write, research and edit articles
 - Seek advertising
 - Each issue to include: Executive Committee Report, Branch chairs reports, a balance of animal and plant stories, a member profile, an archive story
 - Report legacy award winners (Spring Issue) and report at the national AGM
 - Report executive meetings
 - Produce annual NETS review in protect magazine (Spring Issue September)
 - Organise the production of the Protect magazine
 - Maintain copies on website

- Send copies to archive
- **Produce press releases as directed by Executive:** A Summer release (December) a Biosecurity Week release (July) plus others as directed eg budget response (May)
 - Seek guidance and approval from the Executive Committee as to the content of the press releases
 - Research and prepare release and circulate to executive Committee members for editing prior to release
 - Prepare distribution list
 - Prepare notes for NZBI spokesperson (generally President)
 - Liaise with media and organise interviews and photo opportunities
 - Monitor response
 - Post on NZBI website
 - Send to all members
- **Archives Coordinator:**
 - Maintain register of historical Items held by NZBI members and former members
 - Maintain digital Archive file of Protect Magazines and liaise with National Library collection
 - Conduct voice recordings of senior members and past members (old-timers)
 - Share selected material with members via website and at NETS
 - Report progress to membership
 - Investigate long term storage opportunities
 - Seek funding opportunities
 - Maintain a list of oral history candidates

3. Financial Policy & Delegations

Delegation – Approval for Payments

Standard Business – Not NETS

The current policy requires two cheque signatories to approve payments. This works well satisfactorily and provides satisfactory control because:

1. there are a limited number of people we pay related to Protect Magazine, sponsorship and running expenses and executive members are aware of these costs;
2. two executive members specially must authorise payment; and
3. expenses are reviewed at Executive Committee meetings.

NETS Expenses

NETS expenses are forwarded by email to the Treasurer for payment.

I would suggest that in future the Chairman of the Branch NETS committee be co-pied into these emails and respond to the Treasurer by email confirming/authorizing payment. This email can then be uploaded to Xero along with the supplier's invoice. This would mean that a person close to the organization of the conference has vetted and approved the purchase invoice.

The two person signing control would also provide additional control.

4. Honoraria

The following honoraria are agreed to be paid by New Zealand Biosecurity Institute Inc. from 29 July 2020:

Purpose	Amount	Frequency
Elected executive role – President	\$750	Annually on or near 1 June.
Elected executive role – Secretary	\$750	Annually on or near 1 June.
Elected executive role – Treasurer	\$750	Annually on or near 1 June.
Support role – Membership Officer	\$750	Annually on or near 1 June.
Support role – Website Manager	\$750	Annually on or near 1 June.

Note:

1. Honoraria is deemed to be a scheduler payment and is subject to a 33% tax rate to be withheld by NZBI Inc. and paid to IRD.
2. Should roles change throughout the year, the respective honoraria shall be paid on a pro-rata basis.

5. Executive meetings: timing and frequency

The NZBI Executive Committee aim to have a minimum of three meetings per year, with two of these, (generally the night before the NETS conference in July and November), as face-to-face meetings and the other(s) (February/March) via a virtual platform such as Zoom. In 2022 a fourth meeting was introduced in mid-July to ensure that all items were addressed in advance of the NETS Conference meeting. It is suggested that this is continued to reduce the workload at the pre-NETS meeting. Doodle Poll or a similar platform can be used to provide members with alternative dates to maximise attendance.

The President, in consultation with the Vice-President and the Secretary, will organise these meetings and distribute the agenda prior to the meeting.

The agenda should be sent to the Executive Committee members at least a week before the meeting for comment and prompting of required actions by members.

The meeting minutes will be circulated by the secretary to Executive Committee members for approval as soon as possible after the meeting.

6. Branch meetings:

NZBI Branches should each aim to convene three times a year, with the mid-year meeting being the Branch AGM.

The branches are flexible to organise their own meetings as to their structure and content. Agendas and minutes should be communicated to branch members.

The Branch AGM, must include the election of new branch officers, the representative on the Executive Committee (usually the branch Chair) and nominations for the Executive Committee elected roles for the National AGM. The AGM minutes must be sent to the national Secretary at least 6 weeks before the National AGM.

7. National AGM

The National AGM has historically been held at the end of the first day of the NZBI NETS conference each year. It is suggested that this is a suitable time to achieve a quorum for the meeting, however, the NETS organising Committee may alter the day and time to suit their programme.

The agenda of the National AGM will include: Opening time, a record of those present, apologies, acceptance of previous year's minutes, business arising from the previous minutes, correspondence, annual reports from the President, Treasurer and Secretary, Election of Officers, general business, next meeting date and time of the close of the meeting.

Every effort must be made to ensure that any decisions and votes are recorded accurately in the minutes. It is suggested that recording of the meeting will ensure nothing is missed.

The aim is to notify members of the upcoming National AGM at least two weeks prior to the meeting and should include the agenda of the upcoming meeting, a copy of the previous year's minutes and the annual reports from the President, Treasurer and Secretary.

8. Executive Committee member assistance with travel to meetings and NETS

It is recognised that there is a workload and financial implications for the completion of NZBI Executive Committee roles. It is beholden on Executive Committee members to request time and funding from their employers, however, NZBI will financially support members to attend meetings by covering reasonable costs for accommodation, transport and meals, if these costs are not covered by the member's employer.

It is suggested that Executive members include NZBI meetings as professional development or build NZBI involvement into their personal KPIs. This may help with support from employers to cover associated costs and ease the burden on NZBI.

Executive Committee members should email the President for approval of the costs of attending the executive Committee meetings before applying for refund of expenses from the Treasurer.

9. Sub-Committees or Special Delegations: Roles and mandate.

9.1. General Directions:

- The Executive Committee will establish and document the appointment of sub-committees for the completion of nominated tasks.
- Each delegated sub-committee will nominate a coordinator who is responsible for the oversight and reporting of the process to the executive Committee.
- Sub-Committee members must be aware of deadlines for the notification of members according to the deadlines set for each sub-committee, if required, and the timely reporting of outcomes to the Executive Committee.
- The Executive Committee will approve the disestablishment of the sub-committee when appropriate after completion of the required work.

9.2. Awards Roles

The Vice President will be responsible for the Wendy Mead Professional Development Award and the Scholarship Award. The Vice President will send reminders to the membership to apply for these awards, convene an awards sub-committee and notify applicants of the decision of the sub-committee.

The President will be responsible for the awards given at NETS (the Peter Nelson Memorial Award, Peter Ingram Award, and Dave Galloway Innovation Award). The President will send reminders about these awards, collate nominations, and convene an awards sub-committee. The President will also work with the NETS Organising Committee to arrange the awards ceremony (usually held at the NETS Conference dinner). The President will either MC or present the awards to the recipients.

9.3. Awards Sub-Committee(s):

The awards sub-committee composition is described in the awards sections below:

- The **Awards Coordinator** is responsible for ensuring the following:
 - Any award-relating information and deadlines are clearly articulated on the NZBI website, including the awards conditions, application details and the process along with updated supporting documents.
 - The coordinator will acknowledge receipt of any applications.
 - The coordinator will convene the respective sub-committee to review the applications.
 - The sub-committee will provide their recommendation to Executive Committee for approval of the successful applications.
 - On ratification, the successful (and unsuccessful) applicants will be notified by the NZBI President with support from the Awards Coordinator.
 - The coordinator facilitates the return of the trophies from the previous recipients and the issuing of the award at the place and time designated by the Executive Committee, e.g. NETS conference dinner.
 - The Coordinator will follow-up with award recipients in terms of any conditions associated with the award, e.g. in conjunction with the award recipient and the protect editor to ensure an article is written for the Protect magazine.

- **Process for the Wendy Mead Professional Development Award and NZBI Scholarship:**
 - The sub-committee will comprise a minimum of the nominated Awards Coordinator and a minimum of two Executive Committee members.
 - In early to mid-August the Awards Coordinator will ask the NZBI secretary to send out an email reminder to NZBI members that applications for these two awards are open from 1 September to 31 October of that year. The Professional Development Award also has a second opening for applications from 1 April to 31 May each year.
 - Receive applications either via the NZBI email address or directly to Awards Coordinator's email.
 - Check that the application is complete and all requested is provided.
 - Check that applications for the Wendy Mead Professional Development Award are fully paid member of the NZBI. The Scholarship Awards are open applications.
 - Acknowledge receipt of application with applicant and request further information if necessary.
 - By mid-October at the latest, circulate the applications to the Sub-Committee members for review.
 - In first week of November convene the Awards Committee.
 - All meetings and decisions to be completed and ratified by the Executive Committee.
 - Ensure the NZBI president sends out letters to the successful and unsuccessful applicants, and will include the conditions of the award for the successful applicant.

- Work with the treasurer to ensure the award recipients receive the financial award.
- Work with the NZBI website manager to update the website with the recipient's name.
- Work with the Communications Officer to include recipients in the Protect magazine.
- Note: The process outlined above is repeated if applications are received during at any time outside the usual application period (with the dates adjusted accordingly).
- **Process for the Peter Nelson Memorial Award, Peter Ingram Award and Dave Galloway Innovation Award:**
 - The sub-committee will comprise the follows membership:
 - a. For the Peter Nelson Memorial Award, at least three, and no more than 6 persons, who will be NZBI members with experience in vertebrate pest management and ecological restoration work;
 - b. For the Peter Ingram Award, at least three NZBI members with experience in pest plant management and ecological restoration work; and
 - c. For the Dave Galloway Award, at least three NZBI executive members.
 - In early March, ask the NZBI secretary to send out an email reminder to NZBI members that the awards are available and that nominations for the awards close on 30 June.
 - Receive nominations directly via the Awards Coordinator's email.
 - Check there is enough information provided with the nomination for the Awards Committee to assess the nomination and send an email acknowledging receipt of the nomination.
 - The coordinator will circulate the application to the sub-committee members no later than and preferably before the middle of June and will convene the Awards Sub-Committee(s) in the first week of July for discussion and consensus of recipients of the awards.
 - As historically these awards have been presented at the NZBI NETS conference dinner, work with the conference organiser to ensure, if possible, the recipient or the recipient's representative, is invited to be present, or at an appropriate delegated presentation time.
 - Select an appropriate person to present the award at the dinner.
 - Ensure last year's recipient returns the awards to the coordinator prior to NETs and get the award engraved with the new recipient's name.
 - At the awards dinner, the Awards Coordinator introduces each award and then asks the appropriate person to come up and present the award.
 - Work with the NZBI website manager to update the website with the recipient's name.
 - Work with the Communications Officer to include recipients in the Protect magazine.

10. Critical Dates:

Under the NZBI constitution, there are some critical dates both the Executive Committee, members and Branches need to meet annually. These are:

- a. **1 May each year** – cut-off for membership renewal subscriptions to be settled to maintain membership.
- b. **8 weeks prior to the national AGM (approx. end of May each year)** – Branches to have held their AGM. Minutes to be supplied at least 6 weeks prior to meet nominations timeframe (see below).

- c. **6 weeks prior to the national AGM (approx. Mid-June each year):**
 - i. notice to be given to members of the AGM.
 - ii. Members must provide any notices of motions that affect the constitution for consideration at the AGM - to the secretary.
 - iii. Nominations for national roles - to the secretary.

- d. **10 working days before the AGM (approx. early July each year) - other matters members wish to bring forward at the AGM.**

11. Application for NETS surplus

11.1 Background

Each NZBI National Education & Training Seminar (NETS) Conference moves around the country and utilises an organising committee from the respective NZBI Branch. The conference organiser is engaged by the national NZBI body but works closely with the organising committee on conference matters. This includes a standalone conference budget with all actual financial transactions made through the NZBI Treasurer and accounting system.

The primary aim of each NETS conference is to offer the best possible event for delegates to learn, network and experience the local area. This may mean budgets are set at a minimum for a break-even event. However, on most occasions, a surplus in the budget is forecast and ultimately generated as a result of the revenue from both registrations and sponsorship packages.

11.2 NETS Surplus

As outlined within clause 22 of the NZBI constitution, the organising branch is entitled to 10% of the net surplus generated from the event with the remainder to remain with the NZBI national body.

The following shall occur to enable the respective branch to obtain the 10% net surplus:

1. The NZBI Treasurer (in conjunction with the conference organiser) shall endeavour to finalise all conference-related payables and receivables as soon as possible after the event.
2. When finalised, the Treasurer shall notify the local Branch Chairperson (and organising committee Chairperson if different) when the NETS finances have been finalised. The notice shall include:
 - a. A summary of the NETS event finances;
 - b. If applicable, the 10% net surplus amount available to the Branch; and
 - c. If applicable, a reminder of the deadline to receive the request for 10% net surplus.
3. Should a surplus be made, and notice received, the Branch Chairperson shall forward a request for the 10% net surplus to the Treasurer for payment. The request shall include:
 - a. A short summary of how the Branch intends to utilise the funds to support Branch initiatives;
 - b. An appropriate tax invoice for the amount.

4. Given NETS events are usually held in July each year, the request shall be received by the Treasurer (on behalf of the Executive committee) by 1 December in the year the respective NETS event was organised by the Branch.
5. Should the Branch fail to submit a request by 1 December of that year, 100% of the surplus shall be retained by NZBI and no late requests can be made from the respective Branch.
6. In the event the Branch was unable to submit a request by 1 December of that year, due the inability of the Treasurer to provide reasonable notice, the Branch shall notify the President who will make a recommendation for Executive committee ratification.

12. Funding of Branch Events:

The Branch can apply to the NZBI Executive for funding to support Branch events, such as transport for speakers, koha for speakers, catering within reason, to be considered on a case-by-case basis. The branch should apply for funding by email outlining the event & rationale, the cost with details of expenses and the bank account to which the funds are to be sent to the NZBI President who will circulate to NZBI Executive Members for approval. Once approved, the Treasurer will transfer the funds into the stated bank account. If no bank account is available, invoices to be submitted and paid by the Treasurer.

13. Postal shoot process and guidelines

A shooting trophy was contested during NETS for a number of years. However, the number of members both attending NETS and contesting in the shooting event has dropped significantly. One of the issues has been that it often had to occur at the same time as NETS field trips.

Since 2018(?), a shooting event has not been held at NETS.

Going further back in history, Animal Pest Destruction Boards used to run an annual postal shoot a means of comradery and competition between districts. As a result, from 2023, NZBI plans to re-instate a postal shoot to contest for the shooting trophy.

The format and Rules for the postal shoot are outlined below.

NZBI Postal Shoot

The shoot will contest for two awards:

1. Top Branch Team – 4 members (can be more than one team per Branch);
2. High Gun Individual (awards with the Shooting Trophy).

Format:

Combined score - 12G clay target and rimfire rifle

Clay target

A 20 target double-rise competition (two-shot) where 10 points are awarded for a first shot hit, 8 for a second shot hit, 0 for a miss.

The preference would be for this to be held at a 5 station clay target club to keep it uniform, in the format chosen by the Branch/target club to reach 20 targets.

All scoresheets must be legible identifying specific scoring for each individual. These are readily available in the internet, at the clay target club or make something yourself.

Rimfire

A 10 shot target using the NZBI Postal Shoot target template, printed in A3 size (see NZBI website – member's area).

Shooting distance minimum 50m.

Note – small bore scoring applies for shots wholly inside the bullseye (scores 11).

Scoring:

Individuals – scores out of a potential of 200 will be summed with the rimfire scoring out of a total of 110, then scaled up to a score out of 100.

Example – 140 out of 200, 95 out of 110 = $235/310 = 75.806$

Team - the individual scores of team members will be summed to make a maximum possible team score of 1240. Team scores will remain as an absolute score.

Ties – to be decided on countback of the greater total number of both single rise clay target scores and scores of 10 or higher in the rimfire component.

Submitting results:

All results shall be submitted in both summary form and copies of all score sheets/targets as evidence.

THIS IS A HIGH TRUST COMPETITION!

Competition period:

Each year, the competition runs from immediately after the NETS conference of the year or from 1 September, to 30 June the following year to allow for processing the results.

Safety:

All activities undertaken to take part in the NZBI Postal shoot must have a lead coordination PCBU identified AND be carried out at a suitably licenced range in accordance with the range safety procedures. The NZBI Incorporated Inc holds no responsibility or influence over the activities of Branch members partaking in Branch events.

KEEP IT FUN AND KEEP IT SAFE