



# SAPPHIRE COAST PRODUCERS ASSOCIATION (SCPA)

## SCPA MARKET RULES & POLICY

Welcome to the SCPA Market.



Sapphire Coast Producers Association PO Box 1054, BEGA NSW 2550 02 6494 0161

Last revised July 2009

### INTRODUCTION

The SCPA Market began in 1999 as part of the Rural Tourism Network Special Interest group activity. The aim of the SCPA Market is to encourage the sale of locally grown, made or produced product. The SCPA Markets are promoted through local media, signage around Bega, and via the internet and e-mail.

### SITE FEES

- Standard Fees - Permanent sites: \$70 for 6 Markets (3 mths) paid in advance; Casual Sites \$15/market. Payment can be by cash (for Casual or permanent); or cheque, Direct Deposit or Online at [www.scpa.org.au](http://www.scpa.org.au) for Permanent.
- SCPA Full Members - Permanent sites: \$50 for 6 Markets (3 mths) paid in advance; Casual Sites \$12/market. Payment can be by cash (for Casual or permanent); or cheque, Direct Deposit or Online at [www.scpa.org.au](http://www.scpa.org.au) for Permanent.
- Collections for permanent sites will be August, November, February & May.
- Permanent Stall Holders need to be on-site by 8.00am. The Organisers reserve the right to re-allocate sites for that day only after 8.00am if they are not occupied by the Permanent Stall Holder unless the Organisers have had prior notification of a late arrival.
- Market Credits are not given for any reason to Permanent Stall Holders who do not attend the Market unless the Market is cancelled by the Organisers. Announcements will be made over ABC Radio of any cancellation by 7.00am on Market Day.
- To ensure the same stall space is secured the Stall Holder will need to pay for 6 Markets (3 months) in advance. Casual Sites means that the Stall Holder pays for each Market on the day and there will be no assurance that the Stall Holder will be in the same allocated stall space from Market to Market.

### TIMES

- The SCPA Market is on the 1<sup>st</sup> & 3<sup>rd</sup> Friday of each month. Setting up stalls starts from 7.30am. Stalls should be removed by 1.00pm.

### DISCOUNTS

- New stall holders can attend their 2<sup>nd</sup> Market at no cost as a trial for a reduced cost over 2 Markets.
- Current Stall Holders will be credited with 1 Market at No Cost if a new Stall Holder is introduced by them. To claim the No Cost Market, the existing Stall Holder must notify the Organisers by 8.00pm, at the latest, on the night before the Market. A message left with the contact numbers of the Organisers will be accepted as notification.

### INSURANCE

- Public and/or Product Liability Insurance Certificates should be sighted by the SCPA Market Organiser/s prior to the commencement of the first market being attended by each stall holder.
- Full Members of the SCPA can use SCPA Public & Product Liability Insurance cover for their markets, field days, shows and display activities anywhere in Australia. Contact Market Co-ordinator/s for details.

### SITE LOCATION & EQUIPMENT

- Site location will be determined by the SCPA Market Organiser/s.
- Stall holders will be responsible for the supply, security and safety of their equipment eg tables, chairs, signage.
- The SCPA Market Organiser/s have the responsibility to ensure the safety and comfort of stall holders & customers.
- All stalls have a nominal 3 metre x 3 metre area allocated. This may vary at the discretion of the Organiser/s and in consultation with adjoining stall holders.
- Stall holder motor vehicles must be parked in the Car Park and may be unloaded and loaded at your stall location.
- Power can be made available to some sites for a \$5 fee. Please see SCPA Market Organiser/s.

### PRODUCT *(requirements of the BVSC)*

1. Food products should be grown and/or produced locally.
2. Non food items, such as art & craft, should have a substantial local content (*i.e products may be made from materials purchased non-locally with the substantial local content being the labour to craft & assemble it*).
3. Processed items such as jams, spreads, cakes, slices should have the nutritional panel as recommended by ANZFA and labelling in accordance with NSW Safe Foods. SCPA members can obtain assistance with this.
4. All Stall Holders are required to complete and sign the **Stall Holder Declaration & Agreement** with a complete listing of produce or products to be sold at the Bega SCPA Market. The purpose of the Declaration is to clearly

identify the origin of all produce or products. Any produce or products not declared may be requested to be withdrawn from sale at the SCPA Market.

5. The Market Organisers or their representative may request a product to be removed if they have reasonable doubt as to the genuineness of origin, pending an investigation. The investigation may include a stall holder property inspection within 48 hours of the Market. Stall holders may be required to identify Product/Produce that is NOT sourced from the local region with a 'COLOUR CODE' indicator which will be supplied by the Market Co-ordinator. **GREEN** for locally sourced and **WHITE** for sourced from outside the region.

### SCPA STALL SITE

A regular SCPA Stall will be at the SCPA Markets. If you have any promotional material you would like featured on this site, please let the Organiser/s know. If you are unable to attend a market and still wish to sell product make the Organiser/s aware of this prior to the market. It will be your responsibility to get the goods to the Organiser/s for sale on the SCPA Stall. SCPA staff will sell and collect money for the sale of your goods. There is a 10% fee for this service available to SCPA members.

### FEEDBACK ON SCPA SCPA MARKET

Your feedback is welcomed on the SCPA Markets. If you have any idea that you feel will make the Market work better let the Organiser/s know and we will consider all suggestions. From time to time the Market Organizer/s will arrange a brief meeting after a Market so you can have input to the Market organisation.

### ORGANISER'S CONTACT DETAILS

- Celia Farquharson, SCPA Markets Co-ordinator, 02 6492 0161
- Paul Davis, Site Allocation, "Sapphire Growers" Angledale, 02 6492 3207
- Kym Mogridge, Documentation & Fees, Adobe Worms & Loos, Tathra, 02 6494 1051

### THE SPIRIT OF A SCPA MARKET

SCPA Markets are an integral part of the community and aim to provide economic, social and health benefits including:

- Support of sustainable agricultural practices.
- Food and nutrition education & promotion of fresh produce consumption.
- Support local small businesses and cottage craft.
- Revitalisation of town and public space.
- Regeneration of community spirit. Rural/ urban linkages.
- Facilitation of community-based food security programs.
- Recycling of green waste and appropriate packaging

The SCPA Market is a fresh food market and also supports local cottage industries. It operates within the community, at a focal public location that provides a suitable environment for farmers, food producers and cottage industries to sell farm-origin and value-added processed food and other products directly to customers.

The four primary aims are:

- To preserve farmland and sustainable agriculture.
- To support and stimulate the profitable trading, viability and business growth of independent primary producers, hobby farmers, community and home gardeners, and general product value-adders.
- To provide customers with regular supplies of fresh food and access to improved nutrition.
- To contribute to the economic, social and health capital of the host community.

### DISPUTE RESOLUTION

These Rules & Policy are to be read and interpreted in the Spirit of the SCPA Market, as outlined above, where the grown produce is expected to be mainly grown & sold by the person/s attending each stall. For the Bega SCPA Market to maintain its viability and provide a consistent and varied range of produce and product to the customers, the Guidelines in the section PRODUCT provide some movement from the purist Farmers Market.

The SCPA Markets are organised by members of the executive of the SCPA, a non-profit organisation, and therefore are done so on a voluntary basis. Market stallholders need to realise that these people are offering their time for the overall benefit of promoting local food & product production, and through their efforts, enabling stallholders to generate an income. Stallholders with a grievance that may arise need to keep this fact uppermost in mind and act accordingly with respect.

*Should a dispute arise the following process is to be used to arrive at a suitable resolution:*

**Step 1** - Aggrieved party must first seek a resolution with the other party face to face or if this is felt to be too confronting the dispute may be communicated to the Market Co-ordinator.

**Step 2** - If a successful resolution is not possible immediately, a written request for a resolution needs to be lodged to the SCPA detailing the exact nature of the dispute with documented evidence.

**Step 3** - The SCPA Executive is advised and seeks to facilitate a resolution.

**Step 4** - If unsuccessful, an Alternative Dispute Resolution (ADR) process is initiated which the parties must use before any legal or other action is taken. ADR includes Negotiation, Mediation, Facilitation, Conciliation and Arbitration.

**Step 5** - The outcomes and the process should be reviewed regularly to ensure it is effective.

### RULES & POLICY REVISION

These Guides may be revised from time to time and the SCPA Executive Committee encourage suggestions for improvement at any time. Please contact the Organisers.