

shall be a member of a club affiliated to the conference of which the appointor is president, and while such alternate holds office he shall be entitled to notice of meetings of the Board and to attend and vote thereat accordingly, but he shall *ipso facto* vacate office as alternate if and when the appointor vacates office as president or removes such alternate by writing under his hand or if such alternate is disqualified by ceasing to be a member of a club affiliated to the conference of which the appointor is president. If a member of the Board is appointed alternate chairman or vice-chairman the appointee while holding such office shall be deemed unable to attend meetings as a member of the Board, and the provisions of clause 3 (g) of this Part shall apply;

(g) If any member of the Board other than an *ex officio* member is absent from New Zealand or unable to attend a meeting of the Board the executive committee of the conference which has appointed such member, or the authorised agent of such executive committee, may appoint by writing under its hand or under the hand of its authorised agent an alternate for such member with all or any of the powers, authorities, and discretions of such member and either generally or for any particular meeting such appointment shall have effect. The alternate must be a member of a club affiliated to the conference so appointing him as alternate and whilst he holds office as an alternate he shall be entitled to notice of meetings of the Board and to attend and vote thereat accordingly, but he shall *ipso facto* vacate office if and when the member for whom he acts as alternate ceases to be a member or if the executive committee which appointed him removes such alternate from office by writing under its hand or under the hand of its authorised agent or if the appointee ceases to be a member of a club affiliated with the conference so appointing him as the alternate.

### PART III: OPERATION OF THE SCHEME

#### (1) Administration

(a) *Staff:* The Board shall be responsible for the appointment of all executive officers and other employees and for the terms and conditions of their employment. Except for the positions of General Manager, Secretary, Chief Accountant, Operations Manager, Administration Manager, or any executive offices of an equal status with any of these, the Board may delegate:

- (i) To the General Manager its authority for the appointment or promotion of staff to executive positions or from one executive position to another executive position; and
- (ii) To the General Manager or such other executive officer or officers as it, or the General Manager, may direct its authority for the appointment or promotion of other employees.

The power to dismiss staff shall be vested in the Board and, except as to the executive offices as designated in the foregoing part of this clause, the Board may delegate its powers of dismissal to the General Manager.

No person for the time being disqualified or warned off the course under the rules of racing and no person being prohibited from attending race meetings shall be eligible for appointment to the staff.

(b) *Agents:* In lieu of or in addition to the appointment of employees, the Board, if satisfied that the efficiency of the administration of the scheme will be improved thereby and that it retains full control and supervision of such administration, may delegate to an agent the administration of the scheme or any part thereof on such terms and conditions as the Board determines, though subject always to any restrictions or requirements imposed by the Act. Provided, however, that the administration of the whole of the scheme shall not be delegated to such agent without the prior approval of the Minister.

The terms and conditions of the appointment of an agent shall be set forth in a written agreement between the Board and such agent.

Any premises or part of premises used by an agent for the purposes of conducting cash, telephone, or postal betting would be a totalisator agency.

#### (2) Establishment of Totalisator Agencies and of Offices

The Board will establish and continue to operate sufficient totalisator agencies and other offices as, having regard to the business which in the opinion of the Board is offering, or is likely to be offering in any locality and to the cost and availability of staff and premises, will ensure that the public anywhere in New Zealand are offered reasonable and convenient facilities for investing off course on the totalisator. Any totalisator agency or other office may be:

- (a) Established directly by the Board and be operated under the direct supervision of an officer of the Board; or
- (b) Established by an agent pursuant to an agreement as is provided in clause (1) (b) of this Part; or
- (c) By a combination of such means.

Any totalisator agency may be in direct communication with head office or be part of a district network with communication to a district office of the Board.

The Board will establish such offices as it considers necessary for its internal administration of business to and from totalisator agencies and for the transmission of investments.

In any premises or part of premises used as a totalisator agency it shall be the policy of the Board not to induce the public to loiter in such premises or to invest.

#### (3) Methods of Investing at Totalisator Agencies

Any or all of the following methods of investing may be available at any totalisator agency as the Board may decide:

(a) *Cash:* The investor shall be issued with a ticket or tickets on payment in cash of the amount of his investment. The procedure will be similar to investing on course.

(b) *Telephone:* Investments may be made by telephone against a deposit previously established with the Board or against dividends due to the credit of an investor's account.

The Board may determine from time to time the minimum amount of the deposit.

Where investments by telephone are permitted at a totalisator agency operated by an agent all amounts deposited and dividends credited thereto shall be deemed to be deposited with the Board.

(c) *Postal:* Investors may send instructions by post accompanied by cash or by such equivalent for cash as the Board may determine.

(d) *Postal Deposit:* Investments may be made by written instructions sent by post against a deposit previously established with the Board, or against dividends credited to the investor's account. The provisions relating to subclause (b) hereof shall apply with any necessary modifications.

The forms of money receivable at the time investments are made or which are receivable as deposits and the conditions on which they are received shall be as are determined by the Board from time to time.

Credit betting will not be permitted.

No instructions by telegram will be accepted.

#### (4) General Provision as to Receipt of Investments

(a) The Board will promulgate rules relating to:

- (i) General conditions additional to or supplementing the provisions of clause (12) of this Part under which investments will be accepted at or through any totalisator agency.
- (ii) Matters of detail in respect of each method of investment referred to in clause (3) of this Part.
- (iii) Such rules will be exhibited in all totalisator agencies and will also be published in the *New Zealand Gazette* to ensure that all reasonable steps are taken that all persons making investments by any of the methods permitted by clause (3) of this Part have or are deemed to have notice of the rules.

(b) The times when any totalisator agency will be open for business and the latest times up to which investments for any race or at any race meeting will be accepted at any such agency will be decided by the Board or by such executive officer as the Board may direct. The latest times for accepting investments may vary at individual totalisator agencies having regard to the method of investment and the problems of any particular totalisator agency.

(c) The unit of investment shall be 5s. or such multiple thereof as the Board, from time to time, may determine irrespective of what may be the unit of investment on the course.

(d) It is the aim of the Board to provide a service off course in respect of all race meetings, but this would not be possible at all times or in respect of all methods of investing.

(e) The senior officer on duty, or, as the case may be, the agent at any totalisator agency, unless otherwise directed by the Board or the General Manager, shall be entitled to reject at any time and without giving any reason therefor part or all of any investment.

#### (5) Transmission of Investments Received at Totalisator Agencies

Details of investments at all totalisator agencies for each race meeting and race will be collated at head office and from there transmitted to the totalisator on the course unless special circumstances otherwise require or as provided in clause 10 of this Part.

Facilities at present available make the telephone system the most suitable means of communication between totalisator agencies, offices, and the head office, and from there to the course.

It will be the policy of the Board to take all steps reasonably available to ensure simplicity of procedure and accuracy of transmission, and for these purposes changes in present methods may be made from time to time.

While in general the intention will be to have investments off course registered and exhibited on the totalisator on the course when it opens, it is recognised that delays in collation and transmission or any special problems of the club conducting the meeting will make this not always possible.