



United Fire Brigades' Association
**ROAD CRASH RESCUE
CHALLENGE**

2017 / ROAD CRASH RESCUE CHALLENGES

REGISTRATION PACK





SCHEDULE OF EVENTS

NORTH ISLAND

hosted by FEILDING VFB

Wednesday 24 May	
0800hrs	Scenario Setters onsite to start car preparation
Thursday 25 May	
0800hrs	Pit Managers and Technical Panel onsite to set venue
Friday 26 May	
0800hrs*	Registration - onsite at Challenge venue
Road Crash Rescue Challenge commences	
0830hrs*	Manfeild Park 59 South Street, Feilding
1700hrs	Day One concludes Free evening
Saturday 27 May	
Road Crash Rescue Challenge - Day Two commences	
0800hrs	Manfeild Park 59 South Street, Feilding
	Day Two concludes (times will vary based on how many teams at the Challenge)
Prize Giving Function	
1800hrs	Feilding Fire Station 205 Kimbolton Road, Feilding

SOUTH ISLAND

hosted by TEMUKA VFB

Thursday 8 June	
0800hrs	Scenario Setters onsite to start car preparation
Friday 9 June	
0800hrs	Pit Managers and Technical Panel onsite to set venue
Saturday 10 June	
0800hrs*	Registration - onsite at Challenge venue
Road Crash Rescue Challenge commences	
0830hrs*	R&M Storage Hally Terrace, opposite the Temuka Fire Station
1700hrs	Day One concludes Free evening
Sunday 11 June	
Road Crash Rescue Challenge - Day Two commences	
0800hrs	R&M Storage Hally Terrace, opposite the Temuka Fire Station
	Day Two concludes (times will vary based on how many teams at the Challenge)
Prize Giving Function	
1800hrs	Temuka Fire Station Corner Wood Street and Hally Terrace, Temuka

*Please note, the above times (especially the Day One commencement times) are subject to change, depending on numbers that register for the Challenge. These times will be confirmed at least a week prior to the Challenge, if not earlier.

REGIONAL CHALLENGE COSTS PER EVENT

Regional Road Crash Rescue Challenges

Type	Entry Fee	Prize Giving	Lunch (daily)
Team	\$120.00	Included	Included
Visiting Team	\$120.00	\$36.00	\$15.00
Additional tickets	--	\$36.00	\$15.00

There is no Welcome Function associated with either of the Challenges, but the brigades may host a casual function on the free evenings listed above, on a user pays basis. More details about this function will become available closer to the event dates.

Please remember: at all social functions, beverages are served on a user-pays basis. All prices include GST.

To register, go to http://www.ufba.org.nz/events/list/category/rcr_challenge

REGISTRATION DATES

Registrations open: 27 March 2017
Registrations close: 24 April 2017

FEILDING / 26-27 MAY
TEMUKA / 10-11 JUNE

TRAVEL & TRANSFERS

You should always choose the most cost-effective means of travel for you and your team. If you are unsure, please contact the Events Team for advice before booking any flights or leaving for the Challenge.

Flight Bookings

Flights should only be booked if you live more than 200kms from the city of the Challenge venue, providing it is cheaper for you and your team than driving. If you require flight bookings for you and your team, you will be given the opportunity to request flights during the online registration process. These will be booked on your behalf by Orbit Travel on pre-selected flights. If you choose to book air travel independently, best available fares should be booked at all times. Reimbursements can only be made to funded attendees to the equivalent value or less than the ones Orbit would have booked for you.

Driving Versus Flying

If you choose to drive when it is cheaper to fly you will be reimbursed to the value of an average Seat+Bag fare as advised by Orbit Travel post-challenge. Where you choose to drive when flying is a better option and because you are driving require an additional night(s) accommodation outside of your funding entitlements, you will need to fund this yourself and the same UFBA-secured rates cannot be guaranteed.

Mileage

You will be reimbursed for a maximum of two vehicles carrying a total of six funded Competitors. Should it be cheaper for your team to fly than to drive, UFBA will only reimburse to the value of equivalent flights. Return mileage will be reimbursed from the centre of your town to the Challenge venue as calculated on wises.co.nz.



If required, flight bookings should be requested during the online registration process. We ask that all flights be booked in this manner as it will ensure your flight is the most cost effective.

If you have any issues with flight bookings on the Orbit website, please contact Maria Musgrove at Orbit Travel – 04 496 3288 or mariam@orbit.co.nz

Airport Transfers

There will be transfers at set times to and from the airports for these events. Please aim to arrive and depart at the following times so that the Events Team can arrange group transfers, if required. No transfers will be available outside these times so when booking your flights, please bear this in mind. If your flight does not land/depart at a time when a transfer is booked, you will need to wait for the transfer or make your own arrangements.



ESSENTIAL INFORMATION

Airport Transfers continued

The most convenient airports for the event locations are listed below and transfers will be arranged according to flight times listed on Air New Zealand.

North Island RCR Challenge

From Palmerston North Airport / Thursday 25 May

1500hrs

1700hrs

To Palmerston North Airport / Sunday 28 May

1000hrs

South Island RCR Challenge

From Christchurch Airport / Friday 9 June

1500hrs

1700hrs

To Christchurch Airport / Monday 12 June

1000hrs

Transfer times listed above are subject to change and/or cancellation and are dependent on flight numbers. Airport transfers will be made in accordance with the flight information we receive from Orbit Travel.

TRANSFERS DURING THE CHALLENGE

It is assumed that you will have your own transport during a local Regional Challenge and therefore, aside from airport transfers, limited transport will be available unless otherwise stated throughout this registration pack.

ACCOMMODATION ENTITLEMENTS

Accommodation has been reserved for competing teams and UFBA-appointed Officials at a variety of properties at both the combined Regional Challenges. If you choose to stay elsewhere, transfers to the Challenge venues will not be available to you and your team and you will only be reimbursed to the rate that the UFBA have set.

Accommodation is based on twin-share accommodation and three rooms will be automatically allocated when you register your team online. Two breakfasts per room per morning can be charged back and a credit card may be required on check-in to secure any other charges.

- **If you live more than 100km away from the Challenge venue:** Two nights of funded accommodation at one of the UFBA-selected accommodation suppliers.
- **If you live between 50km and 100km of the Challenge venue:** One night of funded accommodation at one of the UFBA-selected accommodation suppliers.
- **If you live within 50km of the Challenge venue:** no funded accommodation, but there will be the option to stay at one of the UFBA-selected accommodation suppliers at your own cost if you wish.
- An additional night of funded accommodation may be granted if deemed necessary due to numbers and/or distance required to travel from your home town to your funded regional event. Please speak with the UFBA Events Team if you wish to discuss this option.

On all of the accommodation options, you will have the choice of booking extra nights or rooms on a self-funded

DRESS CODES for all Challenges

For the Challenge: coveralls

Prize Giving Function: Formal Service Uniform: dark blue pants & jacket - including medals where applicable, light blue shirt, black shoes. Caps and gloves are not required.

basis. You will be invoiced for the extra cost, required to pay in advance and all standard booking terms and conditions will apply. Distances are calculated using www.wises.co.nz and are based on the distance from the centre of your town of origin to the Challenge venue.

COMPETITOR CHECK-IN

Team Leaders are required to check in on behalf of their teams before the Challenge. The Events Team will be available for registration at the Challenge venue a minimum of half an hour prior to the commencement of each Regional Challenge.

RULES

Competitors and Officials are asked to be prepared and well informed of the current ARRO Road Rescue Challenge rules (available from the UFBA website) prior to attending any of the RCR Challenges. If you have any questions in relation to any of the rules, please direct these to events@ufba.org.nz and we will endeavour to get an answer for you.

OFFICIALS

All UFBA-appointed Officials will be funded for flights, accommodation and meals as set out in the email that you would have received from the UFBA at the time of confirmation of your appointment. Please book your flights and accommodation through Orbit Travel so we can track your flight details and organise onward transfers for you.

FINAL INFORMATION EMAILS

All registered attendees will receive a Final Information Email from the UFBA Office a minimum of one week prior to the date of each Challenge. Please note times listed on this page may be subject to change as details are finalised.

CHALLENGE DRAW

For all Challenges, a Draw is created prior to the Challenge day. The Draw is random and pre-allocated and confirmed by the Technical Panel. The Draw is final and no correspondence asking for changes will be entered into. Necessary changes to the Draw are at the discretion of the Technical Panel and may occur for reasons outside of UFBA's control with short notice or on the Challenge day.

QUALIFYING FOR AUSTRALASIAN RCR

Each year, the UFBA funds three teams to attend the Australasian Rescue Challenge. Qualifying for a funded position at the Australasian Challenge works in the following way:

On a North/South Island Challenge year (2017), the three teams that receive UFBA funding will be:

- The overall winner of the North Island Challenge
- The overall winner of the South Island Challenge
- The third team is determined by random selection from the next best place getters from the North and South Island Challenges, provided they have not been previously funded to Australasian RCR in the last five years



TERMS & CONDITIONS

PAYMENTS AND INVOICING

All applicable registration fees and partner costs will be invoiced to you via Orbit Travel. You may choose to pay by direct credit, cheque or credit card. Please note that Orbit Travel impose a STRICT 7-day payment term on their invoices. If you are unable to comply with this, please do not register. If your invoice has not been paid by the time of the Challenge, you may be ineligible to compete. Any queries in regards to your invoice and payment should be directed to Orbit.

If you have not paid your registration fee and/or additional social function tickets and you decide to cancel your registration, you will still be required to pay your invoice.

Please send your payments to:

Orbit World Travel, PO Box 3646, Wellington 6011, New Zealand

Please make cheques payable to Orbit Travel Wellington. Any cheques made payable to the UFBA will be returned to the sender.

Direct Credit / Internet Banking

The bank account details are:

Account No: 06-0501-0434114-00 / Swift Code: ANZ-BNZ-22

Please ensure your name and invoice number is included as the reference.

Credit Card

Please contact Maria Musgrove at Orbit Travel directly – 04 496 3288 or mariam@orbit.co.nz

INDEPENDENT BOOKINGS

Travel

UFBA prefer that you use Orbit Travel to book your travel arrangements so we can accurately organise onward transfers for you to and from the Challenge, however we are aware that sometimes you wish to travel with your partner and want to make your own flight bookings. If you wish to book flights, you may do so and claim for the cost of yours via an expense claim after the Challenge, on the condition that you can provide your itinerary and GST receipt. If you wish to be included on the organised transfers throughout the Challenge, you must advise your flight details (flight number, arrival date and time) to events@ufba.org.nz no later than 14 days prior to the Challenge day.

Accommodation

Competitors and Officials are covered for accommodation costs and as such, we prefer those attendees to stay at UFBA-selected accommodation provider in order for us to prudently manage our finances and also ensures you are covered with transfers and have access to the secured group rates. However, if you wish to stay elsewhere you may do so, bearing in mind transport is only provided from the UFBA-selected hotel(s) and you will need to claim back your accommodation using an expense claim form (where applicable). We will only reimburse

Is there anything I can't claim back?

At any of our challenges, unless otherwise stated, the UFBA does not reimburse for loss of wages, excess baggage, laundry services, hotel room service, airline loyalty club visits, car or trailer rentals, alcohol, taxis, mileage accumulated for the duration of the challenge, registration fees, partner costs, or meals on nights where UFBA has already organised functions.

If you are unsure, please contact events@ufba.org.nz to get clarification or **prior approval** before booking anything that you think you will be claiming that might fall outside of the normal allowances.

accommodation to the same rate of the UFBA-selected hotel. Any difference in the price of the hotel that you select and the one chosen by the UFBA will be at your own cost.

Additional travellers, partners, observers and extra room requirements

Observers and partners are fully self-funded attendees to all of the challenges listed within this document and therefore are not entitled to any reimbursements as outlined in this registration document. If you do not wish to use the services of Orbit Travel, you are not obliged to do so. However, if you do choose to utilise the services of Orbit Travel, you will be charged a booking fee. Please also note, airport transfers are based on Orbit flight information so you will need to notify the Events Team if you wish to be included in the UFBA-provided airport transfers.

If you intend on booking more beds and/or rooms than your entitlements as outlined in this document above, you will be charged the additional costs for these rooms. The UFBA will not cover these costs or any other costs associated with booking additional bed and/or rooms outside of the twin-share entitlements for your team. Additional breakfasts will be at the users cost.

CHANGES AND CANCELLATIONS

Changes to registrations after the closing date will incur a fee of \$50.00. Any flight and/or accommodation that cannot be refunded in full to the UFBA will be invoiced to you directly, and payment must be made within 7 days of your cancellation.

You may transfer your registration into another name or change team member names BEFORE the close of registration, but name changes to registrations after the closing date will incur a \$15.00 fee per name change plus any costs associated with changing or upgrading airline tickets.

Flight bookings should be made using the Orbit Online booking system. Follow the link that will be in your Registration Confirmation email you receive after registering. Simple instructions for this booking system are available for download from the UFBA website.

Should you, for any reason need to cancel your booking, your registration fee will not be refunded and a cancellation fee will apply to any flight and accommodation bookings made on your behalf. Unless you can provide written evidence as to your poor health or extenuating circumstances that prohibit you from attending, you will be charged for all non-refundable flights and accommodation bookings if cancelled within 30 days prior to the date of arrival.

EXPENSE CLAIMS

Expense claims are due in no later than one calendar month from the conclusion of the attended Challenge. The relevant date will be on the top of the expense claims and no exceptions will be made for forms that are received in the UFBA Office later than the stipulated date. Meals provided during the course of the Challenge and all items listed in the box on the page opposite will not be reimbursed. Please include as much information in relation to your expenditure as possible on your Expense Claim form.



CONTACT DETAILS

Questions on the events or how to register? Please contact the Events Team events@ufba.org.nz

South Island RCR
Julia Costa, UFBA Events Coordinator
julia@ufba.org.nz
04 237 2686

North Island RCR
Kirsten Bolton, UFBA Events Coordinator
kirsten@ufba.org.nz
04 237 2688



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