



United Fire Brigades' Association
ROAD CRASH RESCUE
CHALLENGE

2018 / ROAD CRASH RESCUE CHALLENGES

REGISTRATION PACK





SCHEDULE OF EVENTS

REGISTRATION DATES

Registrations open: 26 February 2018
Registrations close: 13 April 2018

FEILDING / 24-26 MAY

COMBINED SOUTH ISLAND / NORTH ISLAND REGIONAL EVENT FEILDING / 24-26 MAY

NB: North Island & South Island Accolades will be separate

Wednesday 23 May

0800hrs Scenario Setters onsite to start car preparation

Thursday 24 May

0800hrs Pit Managers and Technical Panel onsite to set venue

1000hrs* **Registration** - onsite at Challenge venue

1200hrs **Road Crash Rescue Challenge commences**
Manfeild, 59 South Street, Feilding

1700hrs **Day One concludes**
Free evening

Friday 25 May

0800hrs **Road Crash Rescue Challenge - Day Two commences**
Manfeild, 59 South Street, Feilding

1700hrs **Day Two concludes** (times will vary based on how many teams at the Challenge)
Free evening

Saturday 26 May

0800hrs **Road Crash Rescue Challenge - Day Three commences**
Manfeild, 59 South Street, Feilding

1700hrs **Day Three concludes** (times will vary based on how many teams at the Challenge)

1800hrs **Prizegiving Function commences**
Venues & Events Palmerston North, 354 Main Street, Palmerston North

**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, on your final information email.*

REGIONAL CHALLENGE COSTS

Regional Road Crash Rescue Challenges

Type	Entry Fee	Prizegiving	Lunch (daily)
Team	\$120.00	Included	Included
Additional tickets	--	\$60.00	\$17.00

Please remember: Beverages are served on a user-pays basis at the Prizegiving functions. All prices include GST.

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

REGISTRATION DATES

Registrations open: **30 April 2018**
Registrations close: **28 May 2018**

INGLEWOOD / 21-23 JUNE

NATIONAL CHALLENGE INGLEWOOD / 21-23 JUNE

Please note timings for this event may change according to the number of registered teams.

From Monday 18 June

0800hrs Scenario Setters onsite to start car preparation

Wednesday 20 June

0800hrs Pit Managers and Technical Panel onsite to set venue

1730hrs Competitor Registration (*Team leader to check in with the Events Team at Quality Hotel Plymouth International, Corner of Courtenay and Leech Streets, New Plymouth*)

1830hrs Registration closes
Free evening

Thursday 21 June

0730hrs Final Registration

0800hrs **National Road Crash Rescue Challenge commences**
Farmlands Dry Store, 110 Rata Street (access off Kahikatea Street), Inglewood

1730hrs Day One concludes

1830hrs Welcome Function
Inglewood Fire Station, 37 Richmond Street, Inglewood

Friday 22 June

0800hrs **National Road Crash Rescue Challenge Day Two commences**

1700hrs Day Two concludes
Free night

Saturday 23 June

0800hrs **National Road Crash Rescue Challenge Day Three commences**

1700hrs National Road Crash Rescue Challenge concludes

1830hrs Prizegiving Function commences
Quality Hotel Plymouth International, Corner of Courtenay and Leech Streets, New Plymouth

NATIONAL CHALLENGE REGISTRATION COSTS

Officials and funded competitors (6 per team) are each provided with one ticket to the Welcome Function and Prizegiving Function and lunch per day of the Challenge. Additional tickets are available, see pricing below.

National Road Crash Rescue Challenges

Type	Entry Fee	Welcome Function	Prizegiving	Lunch (daily)
Team	\$150.00	Included	Included	Included
Additional tickets	--	\$40.00	\$60.00	\$17.00

Please remember: Beverages are served on a user-pays basis at the Prizegiving functions. All prices include GST.

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



TRAVEL & MILEAGE

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.

COMBINED SOUTH ISLAND / NORTH ISLAND REGIONAL EVENT

All South Island teams will be funded for flying out of their region, and transfers will be organised to the challenge venue.

Driving Versus Flying

We encourage both Officials and Competitors to travel together, where possible. Competitors will be reimbursed for a return trip with a maximum of two vehicles per 6-person team. Flights are not encouraged for those that live within 300km of the host venue, but will be considered if this is the more cost-effective option. Please email the events team for advice at events@ufba.org.nz

If you choose to drive when it is cheaper to fly, you will be reimbursed to the value of the airfare as advised by Orbit Travel Post-Challenge. If you choose to drive when flying is a better option and because you are driving require an additional night(s) accommodation, you will need to fund this yourself and the same UFBA-secured rates cannot be guaranteed. The UFBA will use discretion to only reimburse travel for the most cost-effective method of transport, regardless of how you choose to travel. Please do keep this in mind to avoid disappointment.

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. Mileage will be paid at rates consistent with Fire and Emergency NZ policy and one return trip will be reimbursed from the centre of your town to the Challenge venue.

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.

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 UFBA Technical Panel. The Draw is final and no correspondence asking for changes will be considered. Please note that necessary changes to the Draw are at the discretion of the UFBA Technical Panel and may occur for reasons outside of UFBA's control.

FINAL INFORMATION EMAIL

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. This is important information that must be read prior to arrival to note any event changes before competing. It is the team leader's responsibility to distribute this information to all team members prior to the event.

COMPETITOR CHECK-IN

Team Leaders are required to check in on behalf of their teams before the Challenge, the time of check in will be on the Final Information Email which will be sent to you prior to the Challenge.

QUALIFYING FOR AUSTRALASIAN RCR

Fire and Emergency New Zealand are no longer funding the Australasian Rescue Challenge. The UFBA and Fire and Emergency New Zealand are working hard to find an alternative means of securing funding going forward.

DRESS CODES for all Challenges

For the Challenge: Coveralls

Prizegiving Function: Full Formal Uniform or appropriate equivalent: dark blue pants & tunic - including medals where applicable, light blue shirt, black shoes. Caps and gloves are not required.

TRANSFERS

Airport Transfers

COMBINED SOUTH ISLAND / NORTH ISLAND REGIONAL EVENT

Transfers between the airport and the event venue will be automatically arranged by the UFBA in accordance with the flight reports obtained from Orbit Travel. If you intend to book your flights through another travel provider, it is your responsibility to get your flight details to events@ufba.org.nz if you wish to be included in airport transfers, and the transfer time lines up with Orbit booked flights. Ensure your flight into Palmerston North lands before 1100hrs to guarantee you make the 1200hrs start time. Transfers to and from the event venue will also be arranged on this occasion.

NATIONAL CHALLENGE

There will be set transfer times to and from New Plymouth Airport for this event. When booking your flights, please bear these times in mind. If your flight does not land or depart at a time when a transfer is booked, you will need to wait for the transfer or make your own arrangements. If you intend to book your flights through another travel provider, it is your responsibility to get your flight details through to events@ufba.org.nz if you wish to be included in airport transfers provided by the UFBA.

From New Plymouth Airport

Wednesday 20 June
1500hrs
1800hrs

To New Plymouth Airport

Sunday 24 June
0800hrs
0830hrs

Please note that times above may be subject to change as details are finalised. Final transfer times will be included in the Final Information email.

During the Challenges

COMBINED SOUTH ISLAND / NORTH ISLAND REGIONAL EVENT

It is assumed that you will have your own transport if you are from the North Island and therefore, aside from airport transfers, limited transport will be available unless otherwise stated throughout this registration pack. If you are from the South Island, transfers will be arranged to and from the Challenge venue each day.

NATIONAL CHALLENGE

If you self-drive, it is assumed that you will take your own vehicle with you to the Challenge Venue on the Challenge days. If you do not have your own transport, transfers will be provided daily from your Hotel to the Challenge Venue. The exact times of these transfers will be confirmed in your Final Information email.

Transfers to and from the social functions will automatically be provided for all Competitors, Officials and Observers regardless if you have transport with you or not. Transfers are included in the registration costs for Teams and Officials. Partners and other self-funded supporters will incur a small fee and MUST be select in your online registration to avoid disappointment.

ACCOMMODATION ENTITLEMENTS

All accommodation should be booked via the Orbit Online Registration process for competing teams and Officials. Accommodation has been reserved for competing teams and UFBA-appointed Officials at a variety of properties at both the combined Regional Challenges. Funded accommodation will be allocated on a first in, first served basis and you will receive an itinerary from Orbit Travel once your accommodation is confirmed.

Accommodation is based on twin-share 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 200km away from a Challenge venue:** Three nights (Regional Challenge) / four nights (National Challenge) of funded accommodation at one of the UFBA-selected accommodation suppliers.
- **If you live between 50km and 200km of a Challenge venue:** Two nights (Regional Challenge) / three nights (National Challenge) of funded accommodation at one of the UFBA-selected accommodation suppliers.
- **If you live within 50km of a Challenge venue:** One night (National Challenge ONLY) funded accommodation at one of the UFBA-selected accommodation suppliers. For Regional Challenges, 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 above options, you will have the choice of booking extra nights or rooms on a self-funded 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.



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 regard 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

You have the option of paying by credit card when you register online (Visa and MasterCard only). A credit card fee of 2.4% will be applied to the total. Note that debits will show on your statements as being from House of Travel Wellington, the trading name for Orbit Groups and Events. 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 7 days prior to the Challenge day.

Accommodation

Funded Competitors and Officials are covered for accommodation costs in accordance with this registration pack and as such, we prefer that those attendees stay at UFBA-selected accommodation provider in order for us to prudently manage our finances and also to ensure that 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 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

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 user's cost.



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 3379 or maria.musgrove@orbit.co.nz

CHANGES AND CANCELLATIONS

Changes to registrations after the closing date will incur a fee of \$50.00.

Should you for any reason need to cancel your booking, your registration fee will not be refunded and all non-refundable flights, accommodation and other costs incurred from arrangement made on your behalf by Orbit Travel or the UFBA will be invoiced to you. Any written evidence as to your poor health or extenuating circumstances that prohibit you from attending, will be taken into consideration.

Name changes to registrations after the closing date will incur a \$15.00 fee per name change.

EXPENSE CLAIMS

One Expense Claim per team will be accepted. This will be included in your registration confirmation email and your Final Information email prior to the Challenge. Even if you know what your expenses will be, expense claims are not reimbursed until after the Challenge.

Expense claims are to include all original GST receipts and 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 below will not be reimbursed. Please include as much information in relation to your expenditure as possible on your Expense Claim form.

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.



CONTACT DETAILS

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

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