



United Fire Brigades' Association
WATERWAYCHALLENGE

2018 SEASON / WATERWAY CHALLENGES

REGISTRATION PACK





SCHEDULES

NORTH/SOUTH ISLAND CHALLENGES

NORTH ISLAND

HAVELOCK NORTH

SAT 27 JAN 2018

Venue

Havelock North Fire Station Grounds,
15 Karanema Drive, Havelock North

Schedule

0830 hrs Roll call and Competitors' briefing
Waterways Challenge commences immediately after briefing
Day to progress at own pace

Catering

Lunch will be provided

Prizegiving

Prizegiving will be held 90 minutes from the conclusion of the Challenge at Havelock North Fire Station

Registration:

\$60.00 (2-person team)
\$95.00 (4-person team)

includes one lunch and one prizegiving ticket per competitor

Additional lunch ticket:

\$17.00

Additional prizegiving ticket:

\$40.00

SOUTH ISLAND

MATAURA

SAT 24 FEB 2018

Venue

Tulloch Park, Gore Mataura Highway

Schedule

0830hrs Competitors' briefing and check-in
Waterways Challenge commences immediately after briefing
Day to progress at own pace

Catering

Lunch will be provided

Prizegiving

Prizegiving will be held 90 minutes from the conclusion of the Challenge at Mataura Rugby Club Rooms

Registration:

\$60.00 (2-person team)
\$95.00 (4-person team)

includes one lunch and one prizegiving ticket per competitor

Additional lunch ticket:

\$17.00

Additional prizegiving ticket:

\$40.00

Registration links for all challenges

<http://www.ufba.org.nz/events/upcoming>

Registration opens
Registration closes

Mid November 2017
22 December 2017 (North Island)
15 January 2018 (South Island)

TRAVEL AND MILEAGE

Driving vs flying

We encourage both Officials and Competitors to travel together, where possible. Competitors will be reimbursed for a return trip for one vehicle per 2-person team, or up to a maximum of two vehicles per 4-person team. Flights will not be considered for those that live within 300km of the host venue.

If you live within 300km of the host venue and the UFBA encourage you to travel to these events by car, as flights into these locations are limited and airports are generally not in close proximity. If you believe that flying is your best option, you should consult with the UFBA Events Team before making your bookings.

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. Where you choose to drive when flying is a better option, and require an additional night(s) accommodation, you will need to fund this yourself. This means the same UFBA-secured accommodation rates cannot be guaranteed. The UFBA will use discretion to 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 will be paid at rates consistent with Fire and Emergency NZ policy and one return trip will be calculated from the centre of your town to the centre of the host town, as per www.wises.co.nz. Mileage during the event will not be reimbursed.

Flight bookings

If you believe that you require flights, please contact the UFBA Events Team to discuss your best options. Should you require funded flights, you will then be sent a link to book your flights through Orbit Travel online.

Best available fares should be booked at all times and if you choose to book more expensive flights, you will be required to pay the difference in cost. Flights booked will be checked against the lowest fares regularly.

Flights will not be considered for those that live within 300km of the host venue.

Airport Transfers

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 through to events@ufba.org.nz if you wish to be included in airport transfers.



CHALLENGE TRANSPORT

It is assumed that you will have your own transport during an Island Challenge and therefore limited transport and transfers will be available, unless otherwise stated throughout this registration pack. Final transfer times, if applicable, will be outlined in your final information email at least one week before the Challenge.

ACCOMMODATION ENTITLEMENTS

All accommodation should be booked via the Orbit Online Registration process. When booking your accommodation, you will be given the option of booking **either** Friday or Saturday night. 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.

- **If you live more than 100km away from the Challenge venue:** One night of funded accommodation on a twin-share basis at one of the UFBA-selected accommodation suppliers.
- **If you live within 100km of the Challenge venue:** You do not have access to 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.

For those eligible for funding, the following conditions apply:

- **2-person team:** UFBA funds one twin-share room which will be allocated by Orbit Travel.
- **4-person team:** UFBA funds two twin-share rooms which will be allocated by Orbit Travel.

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.

According to Fire and Emergency NZ policy, only one night of accommodation is funded and additional accommodation will be at your own cost, however additional nights' accommodation may be granted upon written application to the Events Team.

Cancellations and Non-Attendance

Once your registration is confirmed, all bookings made on your behalf by Orbit Travel and the Events Team are non-refundable. Changes to registrations after the closing date will incur a fee of \$50.00.

Unless you can provide written evidence as to your poor health or extenuating circumstances that prohibit you from attending, the UFBA Events Team will invoice you for all costs incurred. Non-attendance at the event will also result in being invoiced for all costs incurred.

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

VISITING TEAMS

As it is beneficial for training and experience, your team is more than welcome to attend UFBA Regional Challenges outside of your home region, however all events outside of your own region are at your own cost and ineligible for any prizegiving trophies or medals. You must still register and pay for all Challenges and functions that you wish to attend as a 'visitor'. Preference is given to teams in their own region first.

OFFICIALS

The Technical Panel will appoint Officials for the Challenges by December and notifications will be sent to all successful Officials outlining entitlements and registration instructions. Please contact the Events Team if you have any queries or require any clarification.

CHALLENGE EQUIPMENT & RULES

Please ensure you bring enough hose and equipment for you and your team to run at a regional event. All Competitors and Officials need to ensure that they familiarise themselves with these current rules prior to the commencement of the 2018 Waterways Season which are on our website.

DRESS CODES

Saturday for the Challenge: Officials: Station workwear (dark blues).
Competitors: Team uniform in accordance with the Challenge rules.

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

PARTNERS & OBSERVERS

Partners and Observers are completely self-funded, however if you wish to share accommodation with your funded partner or team, you may do so provided there is no extra cost associated. All additional costs related to extra bedding or rooms will be invoiced to you directly.

Have you read this entire document thoroughly?

There is a lot of information within this registration document. It is therefore strongly recommended that you retain this document for future reference. Please encourage your brigade and team members to read it thoroughly and keep it on hand for any queries they might have.



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 Corporate 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.

Online Credit Card Payment

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.

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

Competitors and Officials are covered for accommodation costs 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 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 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 and 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.

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 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 and other costs incurred.

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

EXPENSE CLAIMS

One claim per brigade will be accepted. These 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 due in no later than one calendar month from the conclusion of the attended Challenge. No exceptions will be made for forms that are received in the UFBA Office later than the stipulated date. Please include as much information in relation to your expenditure as possible on your Expense Claim form and itemised GST receipts are essential for reimbursement.

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, lost parking ticket fees, 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. UFBA will only reimburse accommodation to the same rate of the UFBA-selected hotel. Any difference in the price of the hotel that you select will be at your own cost.



CONTACT DETAILS

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

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UFBA Events Manager
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04 237 2684

Victoria Scirkovich
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