

## Information for Hosting a UFBA National RCR Challenge

Below are the minimum requirements for hosting a UFBA National RCR Challenge:

- Please see the Waterways Rules for the track layout.
- Track requirements are as follows:
  - Any national track requires dummy mains that can be charged separately by an appliance.
  - There must to be a way to charge each hydrant separately by an appliance. The easiest way would be to have the dummy hydrants feed via a short feeder from a hydrant or hydrants as necessary for any other competitions.
  - The width between the hydrants is quite critical, and 18 metres would be seen as the minimum distance. If you have the room, and can increase this to about 20 metres it would help. A third track (the pump track) being used as a backup track is also desirable, particularly with the possibility of run changes.
  - If required the UFBA has hydrants that can be temporarily situated in the track if extra ones are necessary.
- Suitable toilets and changing sheds (preferably with hot showers) for male and female competitors
- An area suitable for the management of administration, score recording and event secretariat. This to be located in close proximity to the event area and must be secure with office service facilities, i.e. power
- Rest room and toilet facilities for the general public
- Public address system suitable for event area.

### Other Venues

- Welcome Function venue (prefer the hosts' Fire Station)
- Prize Giving venue (ideally the hotel that is being used)

Please include **all** of the following information in your submission to the UFBA.

### Date of Event

1. Proposed date(s) of the event (please check with the office to ensure that there are no other events proposed or scheduled)
2. Are any other events taking place in or around the proposed hosting town on the same proposed weekend? If yes, please provide details.

### Venue / Catering

1. Proposed venue for Challenge (*please note that the Technical Panel will require the area at least two days prior for set up*)
2. Proposed venue(s) for related social functions and seating capacity
3. How you plan to provide for lunch and morning / afternoon teas for each day of the challenge

### Accommodation

One hotel that can make available up to 100 rooms OR hotels within close proximity of each other than can jointly host up to 100 rooms (twin share).

Proposed hotels / motels to be used for accommodation, please include the following information for ALL suggested accommodation:

1. Hotel name
2. Distance from venues (including social function venues)
3. Average rate per night and what this includes (i.e. breakfast)

### Travel

1. Closest airport to the proposed venue
2. Distance of the airport from the venue (kilometres and estimated time)
3. Proposed method of transporting competitors, officials and observers from hotel to challenge venue

4. Proposed method of transport for attendees to and from the airport

### **Schedule of events**

1. Provide an overview of your proposed programme of events and times

### **Information about your Committee**

1. Have you hosted a UFBA event before? If yes, please provide details.
2. How many members are in your brigade? How many would be available as helpers for the event?
3. How many people would your organising committee comprise and in what roles?
4. Does your brigade have any relationships with local companies that may provide sponsorship (in-kind or cash) for the event? If yes, please provide a summary.
5. Contact details
  - Name
  - Brigade
  - Phone
  - Email

**Proposals should be typed and submitted via email to [events@ufba.org.nz](mailto:events@ufba.org.nz)**