



United Fire Brigades' Association
WATERWAYCHALLENGE

2016-2017 SEASON / WATERWAY CHALLENGES

REGISTRATION PACK





SCHEDULES

REGIONAL CHALLENGES

REGION 1

MORRINSVILLE
3 DEC 2016

Challenge venue: Morrinsville Recreation Ground, Anzac Avenue

08:30hrs Roll call and Competitors briefing
09:00hrs Waterways Challenge commences

Day to progress at own pace

Lunch will be provided

Prize giving will be held 90 minutes from the conclusion of the Challenge at Morrinsville Fire Station

Registration:

\$30.00 (2-person team)
\$65.00 (4-person team)

includes one lunch and one Prizegiving ticket per competitor

Additional lunch ticket:

\$15.00

Additional Prizegiving ticket:

\$36.00

REGION 2

CARTERTON
21 JAN 2017

Challenge venue: Carrington Park, behind Carterton Fire Station

09:30hrs Competitors briefing and check-in
Waterways Challenge commences immediately after briefing

Day to progress at own pace

Lunch will be provided

Prize giving will be held 90 minutes from the conclusion of the Challenge at Carterton Fire Station

Registration:

\$30.00 (2-person team)
\$65.00 (4-person team)

includes one lunch and one Prizegiving ticket per competitor

Additional lunch ticket:

\$15.00

Additional Prizegiving ticket:

\$36.00

REGION 3

ROSS
18 FEB 2017

Challenge venue: Ross Recreation Ground, Grimmond Avenue

09:30hrs Competitors briefing and check-in
Waterways Challenge commences immediately after briefing

Day to progress at own pace

Lunch will be provided

Prize giving will be held 90 minutes from the conclusion of the Challenge at Ross Fire Station

Registration:

\$30.00 (2-person team)
\$65.00 (4-person team)

includes one lunch and one Prizegiving ticket per competitor

Additional lunch ticket:

\$15.00

Additional Prizegiving ticket:

\$36.00

REGION 4

WANAKA
4 FEB 2017

Challenge venue: Wanaka A&P Showgrounds, McDougall Street

09:30hrs Competitors briefing and check-in
Waterways Challenge commences immediately after briefing

Day to progress at own pace

Lunch will be provided

19:30hrs Prize Giving - Warbirds and Wheels Museum, Lloyd Dunne Avenue, Wanaka Airport

This challenge is run in conjunction with Otago Southland Provincial Fire Brigades' Association, who will collect a challenge levy to cover honours for participation in the provincial awards.

UFBA Registration:

\$30.00 (2-person team)
\$65.00 (4-person team)

includes one Saturday lunch and one Prizegiving ticket per competitor

OSPFBA Levy:

\$30.00 (2-person team)
\$50.00 (4-person team)

Additional lunch ticket:

\$15.00

Additional Prizegiving ticket:

\$36.00

NATIONAL CHALLENGE

KAMO ● ● ●
2 - 4 MARCH 2017

SCHEDULE

Thursday 2 March

- 15:30hrs** Registration opens
Distinction Hotel, Whangarei
- 17:30hrs** Competitors Briefing & Learning Symposium (compulsory for all competitors)
Distinction Hotel, Whangarei
- 18:30hrs** Team Captain and Officials Briefing
Distinction Hotel, Whangarei
- 19:00hrs** Welcome BBQ and Social Evening
Kamo Volunteer Fire Station, 591 Kamo Road

Friday 3 March

- 08:30hrs** Official Opening of 2017 UFBA National Waterway Challenge
Kamo Park, behind the fire station, access and parking from Butler Place
- 09:00hrs** Challenge Day One commences
- 12:30hrs** Lunch
- 17:00hrs** Close of Challenge Day One
FREE EVENING

Saturday 4 March

- 09:00hrs** Challenge Day Two commences
Kamo Park, behind the fire station, access and parking from Butler Place
- 12:30hrs** Lunch
- 17:30hrs** Close of Challenge Day Two
- 18:30hrs** Bar opens
- 19:00hrs** Dinner and Prize Giving formalities begin
Forum North, 7 Rust Avenue, Whangarei

**Please note that the times above are tentative only, and are subject to change as we finalise further details.*

COSTS

| | NATIONAL CHALLENGE | |
|-------------------------|--|-----------|
| | Competitor | Observer |
| Registration Fee | 2-person team \$50.00 4-person team \$85.00 | \$50.00** |
| Transport Ticket* | Included | \$10.00 |
| Friday/Saturday Lunches | Included | \$15.00 |
| Welcome Function | Included | \$40.00 |
| Prize Giving Function | Included | \$60.00 |

*this entitles your partner or supporter to travel on all organised transfers for the duration of the challenge.

**the Observer registration fee entitles you to a challenge memento, two lunches (Friday and Saturday) and transfers between airport, venues and accommodation. Welcome Function and Prize Giving Function tickets are additional and at your own cost.

All prices include GST. Additional tickets will not be available for purchase after the registration closing date.



REGIONAL CHALLENGES

Registration links for all Challenges <http://www.ufba.org.nz/events/upcoming>

Registration opens

Mid October 2016

Registration closes

11 November 2016 (Region 1)

22 December 2016 (Region 2-4)

TRAVEL AND MILEAGE

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.

Mileage will be paid at rates consistent with NZFS policy and will be calculated from the centre of your town to the centre of the host town, as per www.wises.co.nz.

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.

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 and will be allocated by Orbit Travel
- **4-person team** UFBA funds two twin-share rooms and 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.

OFFICIALS

The Technical Panel will appoint Officials for the Regional Challenges at the end of October 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 TRANSPORT

It is assumed that you will have your own transport during a local Regional 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.

VISITING TEAMS

As it is beneficial for training and experience, your team is more than welcome to attend Regional Challenges outside of your home region, however all events outside of your own region are at your own cost and ineligible for any Prize Giving trophies or medals. You must still register and pay for all Challenges and functions that you wish to attend as a 'visitor'. Note: the additional registration levy for Region 4 does not apply to visiting teams.

CHALLENGE DRESS CODES

Saturday for the

Challenge: Officials: Dark Blues. Competitors: team uniform in accordance with the Challenge rules.

Saturday night

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

REGION 4

Registration

The UFBA Region 4 Waterway Challenge is held in conjunction with the Otago Southland Provincial Fire Brigades' Association Waterway Challenge. There will be an additional registration cost for all Region 4 Competitors: \$30.00 for 2 person team and \$50.00 per 4 person team. The additional registration fee is to enter you into the OSPFBA Waterways Challenge and covers their administrative and awards costs.

UFBA are collecting registrations for Teams and UFBA appointed Officials of the Waterway Challenge only. If you wish to participate in any other related OSPFBA event, you must approach the Provincial Association to register.

Accommodation

Limited accommodation has been reserved for UFBA appointed officials. Due to the complexity of this Challenge being alongside other OSPFBA events, we ask that Competitors book their own accommodation in Wanaka. Each team can claim reimbursement through expense claims post event, based on the accommodation conditions outlined on the opposite page.

CHALLENGE EQUIPMENT AND 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 2016-2017 Waterways Season.



NATIONAL CHALLENGE

KAMO ● ● ●
2 - 4 MARCH 2017

Registration link

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

Registration opens
Registration closes

22 December 2016
3 February 2017

TRAVEL

All Competitors are required in Whangarei no later than 1715hrs to ensure you are present at the compulsory Learning Symposium. Please take this into consideration when making travel arrangements.

Flight bookings

As there are limited flights to Whangarei, UFBA will be funding all air travel to Auckland and providing scheduled return transfers. You should be mindful of these times before you book flights to avoid long waits at the airport. Any alternative transfers are at your own cost and UFBA will not fund rental cars, vans and/or trailers from Auckland Airport.

On completion of registration, you will be given the opportunity to book flights through Orbit Online. The link to the Orbit website will also be sent with your registration information email. 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.

Airport Transfers

Transfers between Auckland Airport and Whangarei 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.

Thursday 2 March departing Auckland Airport to Whangarei

1030hrs 1230hrs 1400hrs

Sunday 5 March departing Whangarei to Auckland Airport

0900hrs 1100hrs 1300hrs

Remember to allow a three-hour travel time between the transfers and the flight departure and check-in times. You should not book flights less than three hours from these times.

IMPORTANT INFORMATION: NATIONAL FLIGHT BOOKINGS

Flights are available on request for those who are able to fly direct, on the condition that this is the easiest and most cost effective option for you and/or your team.

Ensure you book a flight with the above transfer times in mind. Remember to include three hours of transfer time.

No additional baggage costs will be reimbursed should you need to bring extra equipment. This will be provided at the track for you.

Air travel MUST be organised through Orbit Travel at the time of registration so that we can closely coordinate you and/or your team with the pre-organised transfers on arrival and departure.

If you have any issues with this, please contact the UFBA Events Team or Maria Musgrove at Orbit Travel – 04 496 3379 or mariam@orbit.co.nz

Driving versus Flying

If you live within 300km of the host venue and there is no close airport to your location, you are encouraged to travel by car. If you believe that flying is your best option, you should consult with the UFBA Events Team before making arrangements.

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 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.

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

Mileage will be paid at rates consistent with NZFS policy and will be calculated from the centre of your town to the centre of Kamo, as per www.wises.co.nz.

We encourage both Officials and Competitors to travel together where possible, either to Kamo or to your closest airport. Competitors will be reimbursed for one vehicle per 2-person team, or up to a maximum of two vehicles per 4-person team.

If teams are flying, your team is entitled to claim one return airport trip in accordance with the team vehicle conditions mentioned above. Mileage and other means of travel for the duration of the Challenge will not be reimbursed as official transport is provided for the National Challenge.



NATIONAL CHALLENGE

KAMO ● ● ●
2 - 4 MARCH 2017

ACCOMMODATION ENTITLEMENTS

All accommodation should be booked via the Orbit Online Registration process. Funded accommodation will be allocated based on your teams requirements and on a first in, first served basis.

- **If you live more than 75km away from the Challenge venue:** Three nights of funded accommodation at one of the UFBA-selected accommodation suppliers.
- **If you live between 25 and 75km away from the Challenge venue:** Two nights of funded accommodation at one of the UFBA-selected accommodation suppliers.
- **If you live within 25km of the Challenge venue:** One night of funded accommodation at one of the UFBA-selected accommodation suppliers.

Distances are calculated using www.wises.co.nz and are based on the distance from the centre of your town of origin to the centre of Kamo, not door to door.

For those eligible for funding, the following conditions apply:

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

Accommodation is room-share between Competitors and funded in accordance with the standard UFBA distance perimeters as outlined above. Any extra beds or rooms will be at the Teams' own cost.

On all of the above options, you will have the choice of booking extra nights on a self-funded basis and will be required to pay the extra cost at the time of booking.

We will do our best to accommodate any additional room requests but funded Teams and Officials will have first priority of our allocation.

Please note: Additional nights' accommodation will not be paid for those choosing to arrive on Wednesday. There will be no reimbursements made for accommodation after the event. Confirmations of all room bookings will be sent from Orbit Travel after the registration closing date.

TRANSFERS THROUGHOUT THE CHALLENGE

See page 5 for Airport Transfer information. Transport to and from the UFBA-selected hotels to the social functions and Challenge track will be provided and final pick up and drop off times will be advised in your Final Information email.

TEAM LEADER CHECK-IN

Team Leaders must check their team in and pick up their team registration pack from the UFBA Events Team between 15:30-17:30hrs at Distinction Hotel Whangarei.

COMPULSORY COMPONENTS

ALL Competitors must attend the compulsory Briefing and Learning Symposium. Failure to attend these will result in disqualification from the Challenge. The Briefing will immediately precede the compulsory Learning Symposium on Thursday 2 March.

OFFICIALS

The Technical Panel will appoint Officials for this Challenge at the end of October 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.

PARTNERS AND 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. There is no Partner Programme associated with this Challenge.

EXPENSE CLAIM FORMS

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, claims are not reimbursed until after the Challenge. Any items that are outside the standard terms and conditions and not pre-approved by the Events Team will not be reimbursed. Full terms and conditions are on page 9 and 10.

Please ensure that they are completed and returned with original itemised GST receipts (where applicable) to the office **no later than a month after the Challenge**. Expense Claims received after this deadline will be returned unprocessed, no exceptions. Any Expense Claim completed by a self-funded attendee, such as a Partner or Observer, will also be returned unprocessed.

RULES

All Competitors and Officials need to ensure that they familiarise themselves with the current rules prior to the commencement of the 2016-2017 Waterways Season.

Have you read this entire document thoroughly?

There is a lot of information within this registration document, as it covers all FIVE events in the UFBA Waterway Challenge season. 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

FOR ALL EVENTS

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.

Credit Card

Please contact Maria Musgrove at Orbit Travel directly – 04 496 3379 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

Competitors and Officials are covered for accommodation costs and as such, we prefer that 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

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.

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 users 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 bookings if cancelled within 30 days prior to the date of arrival.

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.

EXPENSE CLAIMS

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

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UFBA Events Coordinator
kirsten@ufba.org.nz
04 237 2688

Julia Costa
UFBA Events Coordinator
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04 237 2684

